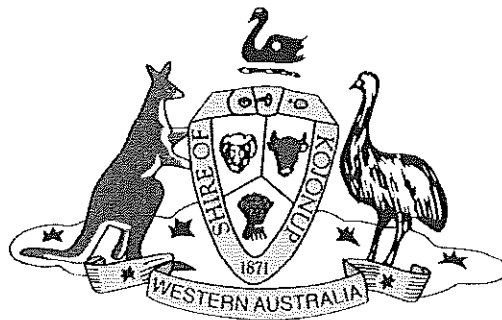


# SHIRE OF KOJONUP



## Council Agenda

**16<sup>th</sup> November 2010**

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SHIRE OF KOJONUP

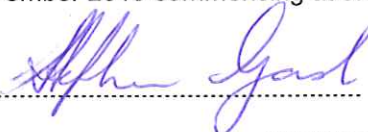
**MEETING NOTICE AND AGENDA – 16<sup>th</sup> November 2010**

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**TO: THE SHIRE PRESIDENT AND COUNCILLORS**

NOTICE is given that a meeting of the Council will be held in Council Chambers, Administration Building Albany Highway, Kojonup on Tuesday 16<sup>th</sup> November 2010 commencing at 3:00pm.

Your attendance is respectfully requested.



**STEPHEN GASH  
CHIEF EXECUTIVE OFFICER**

12 November 2010

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**AGENDA**

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

The Shire President shall declare the meeting open and alert the meeting of the procedures for emergencies including evacuation, designated exits and muster points and draw the meetings 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.*

**2 ATTENDANCE, APOLOGIES & LEAVE OF ABSENCE**

Cr Jill Mathwin  
Cr Jane Trethowan  
Cr Ian Pedler  
Cr Frank Pritchard  
Cr John Benn  
Cr Greg Marsh  
Cr Rosemary Hewson  
Cr Michael Baulch

Mr Stephen Gash	Chief Executive Officer
Mr Kim Dolzadelli	Manager of Corporate Services
Mr Mort Wignall	Manager of Regulatory and Community Services
Mr Craig McVee	Works Manager
Mrs Heather Marland	Senior Finance Officer

**APOLOGIES**

3 **PUBLIC QUESTION TIME**

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

5 **APPLICATIONS FOR LEAVE OF ABSENCE**

6 **CONFIRMATION OF MINUTES**

ORDINARY MEETING 19<sup>th</sup> October 2010

Corrections:

COUNCIL DECISION

/10 MOVED Cr seconded Cr that the Minutes of the Ordinary Meeting of Council held on 19<sup>th</sup> October 2010 be confirmed as a true record.

CARRIED/LOST /

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

8 **PETITIONS, DEPUTATIONS & PRESENTATIONS**

9 **DECLARATIONS OF INTEREST**

**10 FINANCE REPORTS****10.1 FINANCIAL MANAGEMENT – MONTHLY STATEMENT OF FINANCIAL ACTIVITY**

AUTHOR: Kim Dolzadelli – Manager Corporate Services  
 DATE: Monday, November 08, 2010  
 FILE NO: FM.FNR.2  
 ATTACHMENT: 10.1 Monthly Statement of Financial Activity 1<sup>st</sup> July 2010 to 31<sup>st</sup> October 2010

**DECLARATION OF INTEREST**

Nil

**SUMMARY**

To accept the Monthly Statement's of Financial Activity for the periods of 1<sup>st</sup> July 2010 to 31<sup>st</sup> October 2010.

**BACKGROUND**

Preparation and presentation to Council of monthly reports are a statutory requirement, with these to be presented to the next ordinary meeting following the close of a month, or it may be presented to the ordinary meeting in the following month after that.

The reporting requirements, as per Financial Management Regulation 34, for the Statement of Financial Activity came into force from 1<sup>st</sup> July 2005.

**COMMENTS**

The attached Statement of Financial Activity for the period of 1<sup>st</sup> July 2010 to 31<sup>st</sup> October 2010 shows a solid position with 78.55% of rates collected and a total amount of cash holdings of \$4,037,558.97 of which \$2,090,878.99 is held in fully cash backed Reserves as at 31<sup>st</sup> October 2010. Of these cash holdings \$1,500,000 of Municipal funds and \$1,500,000 of Reserve funds have been invested in short term deposits, due to mature 19<sup>th</sup> November 2010.

Outstanding Rate amounts can be explained by the following table:

Payment Option	# Rate Payers	Total Outstanding	Due 05/01/2011	Due 09/03/2011
No Instalments	912	\$341,232		
2 Instalments	80	\$128,487	\$128,487	
4 Instalments	146	\$240,801	\$139,459	\$101,342
<b>Totals</b>	<b>1,138</b>	<b>\$710,520</b>	<b>\$267,946</b>	<b>\$101,342</b>

For Council's information, of the 21.45% total Rates outstanding as at 31<sup>st</sup> October 2010 16.5% or \$117,000 relates to four (4) tree company holdings. I am able to advise that Council Officers have received written communication from the Appointed Receivers, McGRATHNICOL, requesting details of all outstanding amounts and advising that they are currently running a sale process on the properties in question. They have stated that all rates and charges, including late payment penalty interest, will be paid in full at settlement.

**CONSULTATION**

None necessary.

**STATUTORY ENVIRONMENT**

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

**POLICY IMPLICATIONS**

None applicable.

**FINANCIAL IMPLICATIONS**

Occasionally Council may be asked to authorise certain budget amendments/variations by way of separate Senior Officer Reports, but those proposed variations will be taken into account in the monthly Statements of Financial Activity when a full budget review is put before Council. Amendments are not being sought from Council in the attached reports.

**STRATEGIC IMPLICATIONS**

This will only occur where it involves variations to the multiple year proposals previously put forward. Impacts to the "Closing Balance" position will also occur or where a Budget Review highlights the requirement for amendments to occur.

**VOTING REQUIREMENTS**

Simple Majority

**OFFICER RECOMMENDATION**

**That the Monthly Statement's of Financial Activity for the periods of 1<sup>st</sup> July 2010 to 31<sup>st</sup> October 2010, as attached, be accepted.**

**COUNCIL DECISION**

/10      MOVED Cr                      seconded Cr

CARRIED/LOST                      /

**10.2 MONTHLY PAYMENTS LISTING**

**AUTHOR:**                      Kim Dolzadelli – Manager Corporate Services  
**DATE:**                              Thursday, November 11, 2010  
**FILE NO:**                        FM.AUT.1  
**ATTACHMENT:**                10.2 Monthly Payment Listing

**DECLARATION OF INTEREST**

Nil

**SUMMARY**

To receive the list of payments that were made from 1<sup>st</sup> October 2010 to 31<sup>st</sup> October 2010.

**BACKGROUND**

Not applicable.

**COMMENT**

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

**CONSULTATION**

No consultation was required.

**STATUTORY ENVIRONMENT**

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 F3 provides authorities and restrictions relative to purchasing commitments.

**FINANCIAL IMPLICATIONS**

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

**STRATEGIC IMPLICATIONS**

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

**VOTING REQUIREMENTS**

Simple Majority

**OFFICER RECOMMENDATION**

That in accordance with Regulation 13 (1) of the Local Government (Financial Management) Regulations 1996, the list of payments made under delegated authority from 01/10/2010 to 31/10/2010 comprising of Municipal Cheques 11373 to 11428, EFT's 6184 to 6318 and Internal Payment Vouchers 2348 to 2457 totalling \$690,071.69 and as attached to this agenda, be received.

**COUNCIL DECISION**

/10      MOVED Cr

seconded Cr

CARRIED/LOST

/

**11      ENGINEERING & WORKS REPORTS****11.1      FORWARD CAPITAL WORKS PLAN 2010/2011 TO 2014/2015**

**AUTHOR:**                      Stephen Gash – Chief Executive Officer  
**DATE:**                              Thursday, November 11, 2010  
**FILE NO:**                        FM.BUD.1  
**Attachments:**                Draft Shire of Kojonup Forward Capital Works Plan 2010/2011 to 2014/2015

**DECLARATION OF INTEREST**

Nil

**SUMMARY**

Council is being asked to adopt the Shire of Kojonup's Forward Capital Works Plan (FCWP) 2010/2011 to 2014/2015.

**BACKGROUND**

The primary objective of the Country Local Government Fund (CLGF) is to address infrastructure backlogs across the country local government sector by providing additional money for the purposes of infrastructure provision and renewal.

State Cabinet approved the 2010/11 CLGF Guidelines, these guidelines support the requirement for preparation of a FCWP for individual Local Governments and provision of an adequate FCWP is a prerequisite to access the allocations from the CLGF.

Each country local government is eligible to receive up to \$35,000 to develop a FCWP that is consistent with strategic plans and asset management plans. The Shire of Kojonup received \$35,000 in June 2010.

The Department of Regional Development and Lands (RDL) has overall responsibility for administering CLGF and have published the following Guide and Components that the Plan can and cannot include:

**GUIDE**

1. The plan is to address infrastructure items only, not plant and equipment.
2. The infrastructure should be owned by Council. If not, reasons should be provided for Council wishing to spend funds on assets which it does not own.
3. The plan will cover expenditure for 5 years, commencing in 2010-11.
4. The plan must be approved by Council and written evidence of this must be provided.
5. Information on capital works expenditure by Council in 2009-10 should be provided.

**COMPONENTS OF THE PLAN**

1. Opening Statement on what the plan covers and confirms Council approval for it. It should include a commitment to review the plan each year. The signature of the Shire President and Chief Executive Officer should be included as part of the statement.
2. Table which provides an overview of the Forward Capital Works Plan by grouping of projects (eg Roads and Bridges, Footpaths, Drainage, Open Space, Buildings, Commercial Activities, Foreshores and Marine Safety, Waste, Recreation, Other). The table should also include a total expenditure figure for each year to identify whether capital works expenditure is either for, Renewal, New Assets or Asset Expansion or Upgrade.
3. For each individual sub-project in the plan provide the following information:
  - Purpose of the project, including information on whole-of-life costing, whether the project involves recurrent expenditure, expenditure for maintenance or renewal of infrastructure or expenditure on new infrastructure.
  - Background on the project.
  - Explain how the project meets the intent of the Council's strategic plan. Expenditure (actual and budgeted) on the project in 2009-10.
  - Breakdown of funding sources and amount of funding from each source for each out year, including where Council has identified the Country Local Government Fund as a funding source.
  - A risk management assessment of each project, including an analysis which addresses scenarios where one or more funding source for a project is reduced, not available or delayed.
  - An indication of whether a project involves expenditure for renewal, new assets, or asset expansion or upgrade.
  - Any other issues relating to the project.
4. Identification of projects which have funding gaps.
5. Prioritisation of projects for 2010-11
6. Each country local government is to provide a contact person should RDL or an independent assessor need to discuss the plan in detail.

**COMMENT**

The Shire of Kojonup's FCWP has been developed in accordance with the RDL guidelines and is also intended to provide the Shire with a sound planning document that assists in the delivery of the broader objectives of the Councils Plan for the Future and Council's Strategic planning vision.



The adopted FCWP is required to be submitted to RDL by no later than 31<sup>st</sup> December 2010.

### **CONSULTATION**

The Shire of Kojonup Council held two separate planning days to consider the inputs into the FCWP and systems for prioritising projects. This included a review of previous strategic planning processes and outcomes, financial performance, current asset condition, and renewal priorities based on condition.

The community was consulted on the subsequent draft capital works program and priorities, with notice of the consultation on the plan was mailed to all ratepayers, published in the 'Kojonup News', and posters placed on relevant notice boards around the district. The notice included a full program for the planning day with nominated session times to allow people to attend individual sessions if they wished.

The community consultation opportunities were:

1. A booth set up at the annual Kojonup Show on 16 October 2010. The CEO manned the booth to answer questions, seek feedback, and raise awareness of the Community Planning Day on 25 October 2010. On display were road, bridge, footpath and drainage maps, listing of building and other projects, and the program for the planning day.
2. Community planning day on 25 October 2010.
3. Suggestion box at both of the forums above and remaining at the foyer of the Shire of Kojonup administration centre.

Feedback from the forums was considered and incorporated into the FCWP. The summary from the planning day was then published in the Kojonup News on 5 November 2010

### **STATUTORY ENVIRONMENT**

A FCWP is currently not a statutory requirement; however is a prerequisite to access the allocations from the CLGF.

### **POLICY IMPLICATIONS**

There are no known Policy Implications.

### **FINANCIAL IMPLICATIONS**

The FCWP is a prerequisite to access the allocations from the CLGF.

### **STRATEGIC IMPLICATIONS**

Nil

### **VOTING REQUIREMENTS – Simple Majority**

### **OFFICER RECOMMENDATION**

**That Council adopts the Shire of Kojonup's Forward Capital Works Plan 2010/2011 to 2014/15, as attached, and authorise the Chief Executive Officer and Shire President to execute the document.**

### **COUNCIL DECISION**

/10

MOVED Cr

seconded Cr

CARRIED/LOST

/

**12 ECONOMIC & ENVIRONMENTAL DEVELOPMENT REPORTS****13 CORPORATE & COMMUNITY SERVICES REPORTS****13.1 CLOSURE OF SHIRE OFFICE AND LIBRARY OVER 2010/2011 CHRISTMAS/NEW YEAR**

DATE: Wednesday, November 10, 2010  
AUTHOR: Heather Marland – Senior Finance Officer  
FILE NO: CM.PRO.1  
ATTACHMENT: Nil

**DECLARATION OF INTEREST**

Nil

**SUMMARY**

To approve the Office and Library closure over the 2010/11 Christmas and New Year period.

**BACKGROUND**

Closing the Office and Library temporarily for a few days over the Christmas and New Year holiday period has become normal practice in recent years. A similar approach is once again suggested for the 2010/11 period.

**COMMENT**

It is proposed that the Office will be closed for the Christmas / New Year break from 4.30pm Thursday 23<sup>rd</sup> of December 2010 and reopen on Tuesday 4th January 2011 at 8.30am.

**CONSULTATION**

The proposed closures will be advertised in the local press once approved by the Council.

**STATUTORY REQUIREMENTS**

There are no known statutory requirements.

**POLICY IMPLICATIONS**

There are no known policy implications.

**FINANCIAL IMPLICATIONS**

The financial costs will be minimal – advertising.

**STRATEGIC IMPLICATIONS**

As the annual Christmas/New Year period is usually quiet and is an opportunity for staff to take annual leave, as required. This has been accepted practice in the past.

**VOTING REQUIREMENTS – SIMPLE MAJORITY****OFFICER RECOMMENDATION**

That approval be granted to close the Office and Library for the period Thursday 24th December 2010 to Monday 3rd January 2011 inclusive and that local notice be given as required.

**COUNCIL DECISION**

/10

MOVED Cr

seconded Cr

CARRIED/LOST /

**13.2 PLAN FOR THE FUTURE**

**AUTHOR:** Stephen Gash - Chief Executive Officer  
**DATE:** Thursday, November 11, 2010  
**FILE NO:** CM.PLN.2  
**ATTACHMENTS:** Plan for the Future; Strategic Directions 2010-2015

**DECLARATION OF INTEREST**

Nil

**SUMMARY**

To adopt the reviewed "Plan for the Future".

**BACKGROUND**

Local Governments are required to develop a "Plan for the Future", which must be considered when setting the annual budget. The plan has also been used for performance measurement on how well the Shire of Kojonup is fulfilling its strategic objectives.

The term of the plan covers 5 years but it is reviewed every two years and soon after any general election.

This review mainly focused on the strategic objectives and the format and vision, mission statements are unchanged from the document that Council developed in 2008. This component will be considered again at the next review.

The document also had regard to the longer term future vision for the town, summarised in the document "Kojonup Can..." which looked at thirty aspirational goals towards the year 2030 and was developed in August 2009.

**COMMENT**

The revised plan for the future has only minor changes from the previous version. This acknowledges the thorough process last time but also the inclusive nature of the plan that adequately captures most issues and objectives.

An annual operational plan will be developed that will detail the action items to achieve the goals of the strategic plan and this will be used as a performance measure for the organisation.

**CONSULTATION**

The previous plan and objectives were reviewed during various Councillor briefing sessions over the last year and the community consultation was undertaken at the community planning day held on 25 October 2010. No adverse comments or suggestions have been received.

**STATUTORY REQUIREMENTS**

The Local Government Act (1995)

**POLICY IMPLICATIONS**

Nil

**FINANCIAL IMPLICATIONS**

There are no direct financial implications but the Plan for the Future will guide future budget allocations.

#### **STRATEGIC IMPLICATIONS**

The Plan for the Future is the main guide for the strategic objectives of the Shire of Kojonup.

#### **VOTING REQUIREMENTS - ABSOLUTE MAJORITY**

#### **OFFICER RECOMMENDATION**

**That Council adopt the Strategic Directions 2010 – 2015 as its “plan for the future”.**

#### **COUNCIL DECISION**

/10      MOVED Cr                      seconded Cr

CARRIED/LOST

/

#### **14      COMMITTEES OF COUNCIL**

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

#### **16      NEW BUSINESS**

of an urgent nature, introduced by a decision of the meeting

#### **17      CONFIDENTIAL REPORTS**

#### **18      NEXT MEETING**

Tuesday, 14<sup>th</sup> December 2010 commencing at 3:00pm.

#### **19      CLOSURE**

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

#### **20      APPENDICES AND TABLED DOCUMENTS**

#### **21      ATTACHMENTS**

Item 10.1	Monthly Statement of Financial Activity 1 <sup>st</sup> July 2010 to 31 <sup>st</sup> October 2010
Item 10.2	Monthly Payment Listing 1 October 2010 to 31 October 2010
Item 11.1	Draft Shire of Kojonup Forward Capital Works Plan 2010/2011 to 2014/2015
Item 13.2	Plan for the Future