

Kojonup



SHIRE OF KOJONUP

MINUTES

Ordinary Council Meeting

15 November 2016

MINUTES FOR THE COUNCIL MEETING HELD ON 15 NOVEMBER 2016**TABLE OF CONTENTS**

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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 drew 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.

2 **ATTENDANCE & APOLOGIES**

Cr Ronnie Fleay	Shire President
Cr Robert Sexton	Deputy Shire President
Cr Frank Pritchard	
Cr Ian Pedler	
Cr Graeme Hobbs	
Cr Ned Radford	
Cr Judith Warland	
Mr Rick Mitchell-Collins	Chief Executive Officer
Mr Anthony Middleton	Manager Corporate Services
Mr Craig McVee	Manager Works & Services
Ms. Marina Murray	Supervisor/Horticultural Tradesperson
Miss Miranda Wallace	Executive Assistant
Mrs Michelle Dennis	Development Services Coordinator

LEAVE OF ABSENCE

Cr Jill Mathwin

APOLOGIES

Mrs Sue Northover – Manager Aged Care Services

Mr Robert Cowie – Regulatory Administration Officer

3 SUMMARY OF RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE

Nil

4 PUBLIC QUESTION TIME

Nil

5 PETITIONS, DEPUTATIONS & PRESENTATIONS

Nil

6 APPLICATIONS FOR LEAVE OF ABSENCE

Nil

7 CONFIRMATION OF MINUTES

ORDINARY MEETING 18 OCTOBER 2016

COUNCIL DECISION

140/16 Moved Cr Hobbs, seconded Cr Pritchard that the Minutes of the Ordinary Meeting of Council held on 18 October 2016 be confirmed as a true record.

CARRIED 7/0

8 ANNOUNCEMENTS by the Presiding Member without discussion

Nil

9 DECLARATIONS OF INTEREST

Item 11.1

- Cr Pritchard declared an ‘Impartiality’ interest as he shares kinship with a person living on Dorrington Road.

10 CORPORATE SERVICES REPORTS**10.1 FINANCIAL MANAGEMENT – MONTHLY STATEMENT OF FINANCIAL ACTIVITY (OCTOBER 2016)**

AUTHOR: Anthony Middleton – Manager Corporate Services
 DATE: Thursday, 3 November, 2016
 FILE NO: FM.FNR.2
 ATTACHMENT: 10.1 Monthly Statement of Financial Activity

DECLARATION OF INTEREST

Nil.

SUMMARY

The purpose of this report is to note the Monthly Financial Statements for the period ending 31 October 2016.

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 2016 to 31 October 2016 represents four (4) months, or 33% of the year. The following items are worthy of noting:

- Surplus position of \$3.27m;
- Operating results:
 - 49% of budgeted operating revenue received; and
 - 35% of budgeted operating expenditure spent;
- Capital expenditure achieved 14% of budgeted projects;
- The value of outstanding rates equates to 20.1% of 2016/2017 rates raised, which includes previous years arrears and instalments not yet due but excludes deferred rates (refer to page 17 of the statements);
- Cash holdings of \$5.36m of which \$2.92m is held in cash backed reserve accounts;
- Page 7 & 8 of the statements detail major variations from year to date (amended) budgets in accordance with Council Policy 2.1.6.

The following capital expenditure projects have exceeded their authorised budgets:

COA	Description	Resp. Officer	Original Budget	YTD Actual	% of Annual Budget
C053	Day Care Centre Car Park	MWS	\$15,000	\$19,964	133%

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

There are no policy implications for this report.

FINANCIAL IMPLICATIONS

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

STRATEGIC/CORPORATE IMPLICATIONS

Strategic Community Plan 2013 – 2023

Outcomes:

- G1 – Being Well Governed

Corporate Business Plan 2013 – 2017

Objectives:

- G1.1.2 – Maintain a structured forward planning process in accordance with legislation and community aspirations
- G1.1.4 – Maintain robust systems and controls

RISK MANAGEMENT IMPLICATIONS

There are no risk management implications for this report.

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

COUNCIL DECISION/OFFICER RECOMMENDATION

141/16 Moved Cr Radford, seconded Cr Warland that the monthly financial statements for the period 1 July 2016 to 31 October 2016, as attached, be noted.

CARRIED 7/0

10.2 MONTHLY PAYMENTS LISTING

AUTHOR: Christine Coldwell - Finance Officer
DATE: Friday, 4 November 2016
FILE NO: FM.AUT.1
ATTACHMENT: 10.2 Monthly Payment Listing 01/10/2016 – 31/10/2016

DECLARATION OF INTEREST

Nil

SUMMARY

To receive the list of payments covering the month of October 2016

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 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

COUNCIL DECISION/OFFICER RECOMMENDATION

142/16 Moved Cr Pritchard, seconded Cr Pedler 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	TO	TOTAL
Date	1 October 2016	31 October 2016	
Municipal Cheques	13791	13809	\$35,198.70
EFT's	17194	17429	\$622,438.49
Direct Debits			\$227,383.01
			\$885,020.20

be received.

CARRIED 7/0

10.3 POLICY 2.1.6 REVIEW – MONTHLY STATEMENTS

AUTHOR: Anthony Middleton – Manager Corporate Services
DATE: Thursday, 3 November 2016
FILE NO: FM.POL.1
ATTACHMENT: [10.3.1 Existing Policy](#)
[10.3.2 Proposed Policy](#)

DECLARATION OF INTEREST

Nil

SUMMARY

The purpose of this report is to review the Council Policy in relation to ‘Monthly Financial Statements’.

BACKGROUND

The existing Council Policy is attached as attachment 1. The policy sets the information (over and above the minimum required by legislation) contained within the Monthly Financial Statements to be presented to the Council to enable sound decision making and also defines the material variance reporting level.

COMMENT

The attached policy has been updated following consultation at a Council Briefing Session held on 20 September 2016, and in accordance with the requirements of *Local Government (Financial Management) Regulations 1996*.

The key changes proposed to the policy are as follows:

- Establishing quarterly financial statements as the detailed, information rich financial statements (approximately 37 pages);
- Establishing monthly financial statements as a quick financial snapshot (approximately 9 pages including graphs, etc.); and
- The material variance being adjusted to allow for the increased use of monthly budgeting.

The proposed amended policy as is attached as attachment 10.3.2.

CONSULTATION

Council Briefing Session held on 20 September 2016.

STATUTORY REQUIREMENTS

34. Financial activity statement required each month (Act s. 6.4)

- (1A) In this regulation —
committed assets means revenue unspent but set aside under the annual budget for a specific purpose.
- (1) A local government is to prepare each month a statement of financial activity reporting on the revenue and expenditure, as set out in the annual budget under regulation 22(1)(d), for that month in the following detail —
- (a) annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1)(b) or (c); and
 - (b) budget estimates to the end of the month to which the statement relates; and

- (c) actual amounts of expenditure, revenue and income to the end of the month to which the statement relates; and
 - (d) material variances between the comparable amounts referred to in paragraphs (b) and (c); and
 - (e) the net current assets at the end of the month to which the statement relates.
- (2) Each statement of financial activity is to be accompanied by documents containing —
 - (a) an explanation of the composition of the net current assets of the month to which the statement relates, less committed assets and restricted assets; and
 - (b) an explanation of each of the material variances referred to in subregulation (1)(d); and
 - (c) such other supporting information as is considered relevant by the local government.
- (3) The information in a statement of financial activity may be shown —
 - (a) according to nature and type classification; or
 - (b) by program; or
 - (c) by business unit.
- (4) A statement of financial activity, and the accompanying documents referred to in subregulation (2), are to be —
 - (a) presented at an ordinary meeting of the council within 2 months after the end of the month to which the statement relates; and
 - (b) recorded in the minutes of the meeting at which it is presented.
- (5) Each financial year, a local government is to adopt a percentage or value, calculated in accordance with the AAS, to be used in statements of financial activity for reporting material variances.

POLICY IMPLICATIONS

This item recommends modification to an existing Council Policy.

FINANCIAL IMPLICATIONS

This item details financial systems and processes to be used by the Shire. The recommendation does not in itself have a financial implication although is an important financial control mechanism.

STRATEGIC/CORPORATE IMPLICATIONS

Strategic Community Plan 2013 – 2023

Outcomes:

- G1 – Being Well Governed

Corporate Business Plan 2013 – 2017

Objectives:

- G1.1.4 – Maintain robust systems and controls

RISK MANAGEMENT IMPLICATIONS

Robust systems and controls that integrate with delegations from the Council reduce the risks associated in the finance function of the Shire's operations.

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

COUNCIL DECISION/OFFICER RECOMMENDATION

143/16 Moved Cr Radford, seconded Cr Sexton that the revised Council Policy 2.1.6, Monthly Financial Statements, as attached, be adopted.

CARRIED 7/0

Attachment 10.3.1

2.1.6 MONTHLY FINANCIAL STATEMENTS

Adopted or Reviewed by Council:	17/11/15	Council Minute Reference:	183/15
Reviewer:	Manager of Corporate Services		
Local Law:			
Procedure:			
Delegation:			

OBJECTIVE

To define the variance level for financial reporting in accordance with the Local Government (Financial Management) Regulations.

POLICY

FORMAT OF MONTHLY FINANCIAL STATEMENTS

The monthly financial statements to be prepared in accordance with Local Government (Financial Management) Regulation 34 shall contain the following information as a minimum:

- Description of Programs
- Municipal Fund Summary (Rate Setting Statement)
- Income Statement by Nature & Type
- Variance Report
- Statement of Capital Expenditure
- Plant Replacement Details
- Information on Borrowings
- Reserve Accounts
- Rating Information
- Springhaven Aged Care Facility Details

For the purposes of identifying “material variances” under Local Government (Financial Management) Regulation 34, the following material variance shall be considered to be adopted annually by Council:

“That Council set a level of above 8%, or a minimum of \$1,000, as its adopted level of Material Variance to be used for its statements of financial activity.”

Providing however that this remains as a guide only with staff free to additionally identify or comment on greater variances and where other factors warrant.

Attachment 10.3.2

2.1.6 MONTHLY FINANCIAL STATEMENTS - PROPOSED

Adopted or Reviewed by Council:	17/11/15	Council Minute Reference:	183/15
Reviewer:	Manager of Corporate Services		
Local Law:			
Procedure:			
Delegation:			

OBJECTIVE

To define the information contained within:

- The monthly and quarterly financial statements; and
- The material variance level for financial reporting

in accordance with the Local Government (Financial Management) Regulation 34.

POLICY***FORMAT OF MONTHLY FINANCIAL STATEMENTS***

The monthly financial statements to be prepared in accordance with Local Government (Financial Management) Regulation 34 shall be prepared in the following manner:

- Quarterly (months ending September, December, March and June) – A detailed financial description of the Shire's operations;
- Monthly (remaining 8 months) – A short and succinct overview, or snap shot, of the financial position at months end; and
- Variances will only be reported where it has a negative impact on the Hire's finances. For example, over expenditure and under revenue will be reported. Under expenditure or excess revenue will not.

As such, the Monthly Financial Statements will contain the following information as a minimum:

QUARTERLY	MONTHLY
• Municipal Fund Summary (Rate Setting Statement)	• Municipal Fund Summary (Rate Setting Statement)
• Income Statement by Nature & Type	• Income Statement by Nature & Type
• Variance Report	• Variance Report
• Statement of Capital Expenditure	
• Plant Replacement Details	
• Information on Borrowings	
• Reserve Accounts	
• Rating Information	
• Details of Major Business Units	
• Description of Programs	
• Detailed Statement of Operating Income	

DEFINING MATERIAL VARIANCES

For the purposes of identifying “material variances” under Local Government (Financial Management) Regulation 34, the following formula shall be used:

$$\frac{\text{Year-to-Date Actual}}{\text{Year-to-Date Budget}} - 100\%$$

Material variances be reported when exceeding 10%, or a minimum of \$5,000, of the items contained within the Rate Setting Statement.

Examples of how this formula will be implemented are as follows:

	Annual Budget	YTD Budget	YTD Actual	Variance %	Comments
Operating Revenue					
General Purpose Funding	-\$5,759,496	-\$4,198,600	-\$4,226,968	1%	No Report - More revenue is advantageous
Governance	-\$48,028	-\$16,000	-\$15,721	-2%	No Report - less than 10%
Law, Order, Public Safety	-\$58,250	-\$19,404	-\$25,000	29%	No Report - More revenue is advantageous
Health	-\$44,162	-\$14,712	-\$9,240	-37%	Variance Explanation Required
Education and Welfare	-\$2,850	-\$944	\$0	-100%	No Report - less than \$5,000
Operating Expenditure					
General Purpose Funding	\$132,097	\$80,722	\$78,042	-3%	No Report - under expenditure is advantageous
Governance	\$587,197	\$233,784	\$240,464	3%	No Report - less than 10%
Law, Order, Public Safety	\$294,005	\$97,964	\$110,006	12%	Variance Explanation Required
Loans					
Repayment of Debentures	\$47,306	\$15,769	\$0	-100%	No Report - under expenditure is advantageous
Proceeds from New Debentures	-\$950,000	-\$316,667	\$0	-100%	Variance Explanation Required

Providing however that this remains as a guide only with staff free to additionally identify or comment on greater variances and where other factors warrant.

10.4 BUDGET AMENDMENT – SIHI STREAM 6 FUNDING & OPENING SURPLUS

AUTHOR: Anthony Middleton – Manager Corporate Services
DATE: Thursday, 8 September 2016
FILE NO: FM.FNR.2
ATTACHMENT: Nil

DECLARATION OF INTEREST

Nil

SUMMARY

The purpose of this report is to amend the budget to provide for:

- Additional grant funding received for the Loton Close Units; and
- An actual opening surplus position (no longer estimated) from 2015/2016.

BACKGROUND

As part of the funding applications lodged by Council Officers, the Manager Corporate Services was successful in obtaining \$820,000 of grant funding to construct the six (6) independent living units in Loton Close, through the Royalties for Regions Southern Inland Health Initiative (SIHI) stream 6 funding program. This funding will remove the need to obtain loan funds for this project (\$420,000 budgeted for in 2015/2016) and will also allow additional features and facilities, such as a communal garden, gazebo and dementia specific improvements, to be added to the project scope. As this funding covers some items already budgeted for by the Shire, the net result is a saving of \$79,000 on the 2016/2017 budget. \$420,000 of this funding was contained in the adopted budget.

Also, as the draft 2015/2016 annual financial report has been completed and forwarded to the auditors, a more accurate opening surplus position is now known and this can be amended in the budget also. The net result is a surplus of approximately \$37,000 more than budgeted.

COMMENT

In addition to the two major items listed above, final financial assistance grant (FAGS) allocations have been released by the Department of Local Government and Communities showing a \$40,000 reduction to our budget estimates. The recommendation to this report includes making provision for the correct grant amount of \$1,398,258.

Also, a request from the Senior Library Officer for the purchase of new spinning library display shelves at \$1,500 (for two shelving units) has been included in the recommendation as an addition to the budget.

To maintain a balanced budget, the following three (3) provisions are recommended in addition to the items already listed above:

1. \$5,000 additional to be allocated to C053 (Day Care Centre Car Park). This project is completed however has exceeded its authorised budget by \$4,964;
2. A \$45,000 contingency for the major construction items in this years' budget, being the six (6) independent living units, Springhaven lodge upgrade and construction of two new houses. This provision provides some 'breathing space' if tenders come in slightly higher than expected or if variations to agreed construction contracts are desired. If this contingency is not required, it can then be utilised at the end of the financial year to reduce a loan amount, transfer to reserve or any other project identified by the Council; and

3. Transfer the balance (\$21,167) to account C278 (New Access to Sporting Complex). This project scope has been costed and its authorised budget is approximately \$50,000 less than what will be required. This project will not commence until after the mid-year budget review is completed and exact costings are known, and therefore exact funding can be finalised at this point in time.

Of course, the Council may have other priorities that it wishes to see the additional funds allocated to.

The changes recommended to the 2016/2017 adopted budget as described above are as follows:

Account Code	Description		Adopted Budget	Proposed Amendment	Over/(Under) Budget
Loton CI Units/SIHI Grant					
4313	Grant - SIHI (Loton CI)	Income	-\$ 420,000	-\$ 820,000	-\$ 400,000
C314	Independent Living Units - Ageing in the Bush	Expend.	\$ 553,398	\$ 713,898	\$ 160,500
C298	Independent Living Units - Building	Expend.	\$ 610,326	\$ 770,826	\$ 160,500
New	ILU, Springhaven & CEO House - Contingency	Expend.	\$ -	\$ 45,000	\$ 45,000
Opening Balance					
n/a	(Surplus)/Deficit 1st July	Income	-\$ 68,300	-\$ 105,705	-\$ 37,405
Financial Assistance Grants					
1333	Grant - FAGS - Untied Portion	Income	-\$ 732,550	-\$ 754,744	-\$ 22,194
1343	Grant - FAGS - Roads	Income	-\$ 709,446	-\$ 643,514	\$ 65,932
New Library Shelving					
6882	Library Operating Expenses	Expend.	\$ 1,000	\$ 2,500	\$ 1,500
To keep Budget in Balance					
C053	Dar Care Centre Car Park	Expend.	\$ 15,000	\$ 20,000	\$ 5,000
C278	New Access to Sporting Complex	Expend.	\$ 100,000	\$ 121,167	\$ 21,167
Balanced Budget					\$ -

CONSULTATION

Chief Executive Officer, Development Services Coordinator and Manager of Works.

STATUTORY REQUIREMENTS

An amendment to the adopted budget requires an absolute majority decision of the Council.

POLICY IMPLICATIONS

There are no policy implications for this report.

FINANCIAL IMPLICATIONS

Any change to an adopted budget will change the projects and scope of works previously authorised by the Council. Whilst individual projects have varying financial implications, the recommendation maintains a balanced budget.

STRATEGIC/CORPORATE IMPLICATIONS

Strategic Community Plan 2013 – 2023

Outcomes:

- G1 - Being Well Governed

Corporate Business Plan 2013 – 2017

Objectives:

- G1.1.2 Maintain a structured forward planning process in accordance with legislation and community aspirations
- G1.1.4 Maintain robust systems and controls

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

Absolute Majority

COUNCIL DECISION/OFFICER RECOMMENDATION

144/16 Moved Cr Hobbs, seconded Cr Pedler that the following changes be made to the 2016/2017 Adopted Budget in accordance with the ‘proposed amendment’ column below:

Account Code	Description		Adopted Budget	Proposed Amendment	Over/(Under) Budget
Loton CI Units/SIHI Grant					
4313	Grant - SIHI (Loton CI)	Income	-\$ 420,000	-\$ 820,000	-\$ 400,000
C314	Independent Living Units - Ageing in the Bush	Expend.	\$ 553,398	\$ 713,898	\$ 160,500
C298	Independent Living Units - Building	Expend.	\$ 610,326	\$ 770,826	\$ 160,500
New	ILU, Springhaven & CEO House - Contingency	Expend.	\$ -	\$ 45,000	\$ 45,000
Opening Balance					
n/a	(Surplus)/Deficit 1st July	Income	-\$ 68,300	-\$ 105,705	-\$ 37,405
Financial Assistance Grants					
1333	Grant - FAGS - Untied Portion	Income	-\$ 732,550	-\$ 754,744	-\$ 22,194
1343	Grant - FAGS - Roads	Income	-\$ 709,446	-\$ 643,514	\$ 65,932
New Library Shelving					
6882	Library Operating Expenses	Expend.	\$ 1,000	\$ 2,500	\$ 1,500
To keep Budget in Balance					
C053	Dar Care Centre Car Park	Expend.	\$ 15,000	\$ 20,000	\$ 5,000
C278	New Access to Sporting Complex	Expend.	\$ 100,000	\$ 121,167	\$ 21,167
			Balanced Budget		\$ -

CARRIED BY ABSOLUTE MAJORITY

7/0

10.5 FEES & CHARGES – 2016/2017

AUTHOR: Rick Mitchell-Collins – Chief Executive Officer
DATE: 7 November 2016
FILE NO: CP.MTC.19
ATTACHMENT: Nil

DECLARATION OF INTEREST

Nil

SUMMARY

To seek Council approval to remit 85 cents per sheep from the 2016/2017 Fees & Charges Register in recognition that at the time Council adopted the 2016/2017 Fees & Charges, the compliance costs attached to the Saleyards were set at a “worse case” scenario level.

BACKGROUND

Council has received a written request from Elders Kojonup Branch Manager, Kerry Mickle, as follows:

“Dear Rick and Kojonup Shire Councillors,

Elders Kojonup has booked the Kojonup Saleyards for the November 25th and December 16th 2016.

We are asking if we can please have pricing adjustment for the yards for these dates from \$1.85/hd incl GST to \$1/hd incl GST.

For comparison, the Katanning Saleyard fee is currently 70c/hd.”

COMMENT

In relation to the \$1.85 Saleyard Fee, this matter has previously been discussed by the Audit Committee, Senior Management and Council at various Briefing Sessions and as part of Budget deliberations in the lead up to adopting the past two budgets.

Since July 2015, Council and the Shire President in particular, has been lobbying the Great Southern Zone, Departmental Heads and State politicians of the need to review regulations that were being aligned with a feedlot by the Department of Environmental Regulation (DER) and Department of Health in relation to a rural saleyard which conducts up to 3 sales between November and March which are predominately dry months.

The Director General, Department of Environmental Regulation in late August/early September 2015, issued a directive that a review of Saleyard Regulations be undertaken. Council via the Development Services Coordinator was advised in October 2015 that DER wished Council to lodge a Licence application that would be assessed on Kojonup specific merits rather than a “catch all” feedlot approach!

The Licence application was lodged with DER which is being dealt with on the specific merits of Kojonup. Based on the need for compliance (whatever form this takes) it is not an unrealistic expectation for Council to remit 85 cents of the \$1.85 per head fee for the 25 November and 16 December 2016 sales and then review the fee when setting the 2017/18 Budget as by this time DER should have assessed Kojonup’s Licence application.

CONSULTATION

Past Council Meetings and Briefing Sessions
Minister and Director General – Environmental Regulation

STATUTORY REQUIREMENTS

Local Government Act 1995

Environmental Protection Act 1986 – outlines the licensing requirements as well as to prevent pollution to the environment.

Animal Welfare Act 2002 – outlines the obligations for the welfare, safety and health of animals.

Biosecurity and Agriculture Management Act 2007 – outlines obligations of recording animal movement throughout the State.

Occupational Safety and Health Act 1984 – place an onus to provide safe places and systems of work with an emphasis on continual improvement.

POLICY IMPLICATIONS

Policy 2.3.4 Asset Management – requires Council to consider the financial, economic, engineering and other practices to provide a level of service in the most cost effective manner.

FINANCIAL IMPLICATIONS

If the yards are to be retained, Council needs to consider to what level they are prepared to subsidise the provision of this facility as to require fees on a full cost recovery basis would likely result in the facility not being used, as users would have access to a lower cost facility (with increased user amenities) less than 50km from the existing site.

STRATEGIC/CORPORATE IMPLICATIONS

Strategic Community Plan 2013 – 2023

Outcomes:

- G1 – Being Well Governed

Corporate Business Plan 2013 -2017

Objectives:

- G1.1.2 Maintain a structured forward planning process in accordance with legislation and community aspirations
- G1.1.4 Maintain robust systems and controls

RISK MANAGEMENT IMPLICATIONS

The need for a licence has been identified by the DER. The need for improved management at the yards has been identified by the Shire's Regional Risk Coordinator. Failure for the Shire to take any action may result in formal enforcement action by the DER and/or exposure to liability resulting from our duty of care from workplace safety.

Both the *Environmental Protection Act 1986* and the *Occupational Safety and Health Act 1984* contain significant penalties; which if imposed, would jeopardise the Shire's ability to provide other services and carry out other functions and services to the community.

ASSET MANAGEMENT IMPLICATIONS

Section 12 of the Shire's Asset Management Plan provides information regarding buildings and associated structures and acknowledges that *renewal has regard to the ability to service current demands and be fit for purpose, with a significant component of renewal due to changing needs, expectations and regulations that can often render buildings obsolete and bring forward replacement discussions.*

The Saleyards have not been identified in the long term financial plan for the Shire. The implications of Regulation on the future use of the Saleyards needs to be considered.

SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

The Shire of Plantagenet actively promotes the Mt Barker saleyards however, the Kojonup Sales conducted by Elders have been a long standing arrangement with local farmers and therefore, have no formal impacts on VROC arrangements or duplication of facilities.

VOTING REQUIREMENTS

Simple Majority

COUNCIL DECISION/OFFICER RECOMMENDATION

145/16 Moved Cr Warland, seconded Cr Radford that Council authorise the Chief Executive Officer to remit 85 cents per head from the Saleyard Fee – General Sales covering the two Elders sales on 25 November 2016 and 16 December 2016.

CARRIED 7/0

11 WORKS & SERVICES REPORTS

11.1 MURADUP NORTH ROAD/DORRINGTON ROAD

AUTHOR: Craig McVee

DATE: Monday, 7 November 2016

FILE NO: RO.ROA.186

ATTACHMENT: [11.1.1 Kojonup News 5 March 1993](#)
[11.1.2 Minutes from Plant and Works Committee 21 April 1993](#)
[11.1.3 Current Map & Proposed Map with Renamed Roads](#)

DECLARATION OF INTEREST

Nil

SUMMARY

To address an outstanding matter from 1993 regarding Dorrington and Muradup Road names being readjusted so that Dorrington Road runs from Blackwood Road to Anderson Road and Muradup Road runs from Riverdale Road to Dorrington Road

BACKGROUND

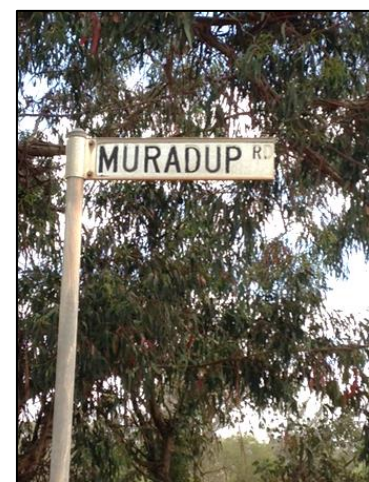
Mr. Roger House earlier in 1993 requested in writing that the road past his property be renamed to Dorrington Road. At the 21 April 1993 Plant and Works Committee meeting, it was resolved to gauge public opinion and the matter be advertised for general comment. Signage reflecting the request has at some point in the past been erected.



*Road sign off
Anderson Road*



*Road sign off
Blackwood Road*



*Road sign off
Dorrington Road*

The road sign on Riverdale Road for “Muradup Road” is currently missing.

COMMENT

The decision into the renaming of the roads was not put to Council for endorsement. This item is now being put to Council for consideration. Refer Attachment 11.1.3 for current road names and proposed changes.

CONSULTATION

Community consultation was undertaken by way of advertising in the Kojonup News on 5 March 1993 and Council received no response. 23 years have elapsed since community consultation was last sought, and it is recommended that public consultation should be

undertaken (at the very least with property owners in the area) to ensure Council's transparency.

STATUTORY REQUIREMENTS

Land Administration Act 1997 – Part 5 – Roads

55. Subject to the *Main Roads Act 1930* and the *Public Works Act 1902*, the local government within the district of which a road is situated has the care, control and management of the road.

POLICY IMPLICATIONS

Policy 4.3 – Naming &/or Changing of Road, Street or Place Names.

“OBJECTIVE

To ensure that aspects of the District's history are not inadvertently lost due to the changing of a name; and to provide community and public consultation.

POLICY

Requests to name and/or change either a road, street or place name in the District may not be approved until after Council has advertised the proposal in the local press and received written comments from the Kojonup Historical Society.

Council does not favour changing a road name which would result in portions of the road having different names.”

FINANCIAL IMPLICATIONS

There are no known Shire of Kojonup Financial implications.

STRATEGIC/CORPORATE IMPLICATIONS

Strategic Community Plan 2013 – 2023

Outcomes:

- G1 – Being Well Governed

Corporate Business Plan 2013 – 2017

Objectives:

- G1.1 – To expand the way we communicate with the community and ensure appropriate response times.

RISK MANAGEMENT IMPLICATIONS

There are no known Risk Management implications.

ASSET MANAGEMENT PLAN IMPLICATIONS

There are no known Asset Management Plan implications.

SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

Cr Pritchard declared an 'Impartiality' interest in this item but remained in the Chamber as a declarer is not required to leave the Chamber for an 'Impartiality' interest.

COUNCIL DECISION/OFFICER RECOMMENDATION

146/16 Moved Cr Sexton, seconded Cr Radford that Dorrington and Muradup Road names be readjusted so that Dorrington Road runs from Blackwood Road to Anderson Road and Muradup Road runs from Riverdale Road to Dorrington Road subject to:

- 1. Community consultation to be re-undertaken via writing to property owners who will be affected by the road name changes;**
- 2. No negative response being received; Council approve the name adjustment; and**
- 3. The name adjustments to be submitted to the Geographic Names Committee for approval.**

CARRIED 7/0

KOJONUP SHIRE COUNCIL BRIEFS

RURAL NUMBERING

The following motion will be put to the Western Australian Municipal Association by the Shire of Kojonup -

"That the Western Australian Municipal Association be requested to co-ordinate the statewide introduction of the "Wanneroo" (rural) numbering system".

At our last Western Australian Municipal Association Conference (Darakan), Mr Geoff Landwehr from the Australian Electoral Office in Perth spoke convincingly on the subject of a rural numbering system - called the "Wanneroo" system.

This system of street/road numbering is broadly based on the principle of one number allocated on each side of the road for each twenty metres (i.e. if you live 1.56 kilometres along Bloggs Road, your number would be 1560 Bloggs Road - or 1561 depending on whether you are on the left or right hand side of the road).

This proposed mail system would do away with RMB mail box numbers, thus eliminating the inevitable situation of introducing say RMB 106A, 106B, 106C etc, when a new mail service is required between two existing RMB numbers. With the proposed rural numbering system, a number is available for every twenty metres, so there is adequate provision to cover new mail services as they are required.

The new system would also be of benefit to emergency services, new residents to the district and visitors, as your street number represents also, the distance along the road that your driveway is located.

Arguably, the new system is of minimal advantage to local residents with a good knowledge of the district and its residents, however, if the system were to be introduced on a statewide basis, the overall benefits of such a fool-proof system would far outweigh the inconvenience of the initial change.

At a recent meeting with great southern representatives of Australia Post, they advised that they would be seeking to have the system endorsed and would be more than willing to assist in the transition stage. The Shire of Kojonup is also keen to promote the new system, however, it needs to be adopted statewide and there are still a few anomalies that need to be standardised in lieu of individual councils introducing the system with local modifications. How do you number the Albany Highway for instance?

A Committee of Australia Post, Western Australian Municipal Association, Shire council representatives, etc, could quickly prove a statewide "standard" and if a universal launch day was adopted, then any confusion in regard to a change would be minimised.

CHEMICAL FREE FARMS AND ROAD VERGE SPRAYING

Council currently has an annual programme of spraying selected road verges for vegetation control. This practice not only controls the spread of some weeds, but also allows for more effective and efficient grading of the road shoulder.

We are however, concerned that our spraying practice could possibly adversely affect "Chemical Free Farm" operations. We propose that those landholders who are operating as chemically free farms, should contact the Shire of Kojonup, outlining which locations are chemical free and we will endeavour to either refrain from spraying in these areas wherever possible, or where this is not possible, to take the utmost care not to allow spray drift to occur.

DORRINGTON ROAD

Council is considering renaming portion of Muradup North Road to Dorrington Road. It is proposed that Dorrington Road will commence at Blackwood Road and conclude at Anderson Road.

Community comment will be received in regards to this proposal until 15th March, 1993.

KOJONUP AIRSTRIP BILLBOARD

Council will contact the marketing agency in control of the Kojonup Airstrip Billboard, suggesting that the wording on the northern side of the billboard is confusing to the travelling public, as well as detrimental to the Kojonup Community in general. We will be strongly suggesting that the wording of this sign be replaced with something more suitable.

As a matter of policy, any future advertising billboards in the Shire of Kojonup will be subject to Council having the right of veto over the content of the advertisement.

For further information regarding the above issues, please contact the undersigned.

Neil P. Hartley, Shire Clerk
Telephone (098) 311 066

Page 2 - Friday 5th March 1993

ALBANY HIGHWAY TRAFFIC NIBS

Council would like to thank the 70+ people who took the time to attend the public meeting on 24th February in regards to the abovementioned issue. A special meeting of Council was held the following day in order that the points raised could be considered and that a final decision on this matter could be made.

Councillors considered all of the comments brought forward at the meeting (both "for" and "against") and have resolved that the traffic nibs will be installed. The matter of pedestrian and traffic safety was seen as the most important issue requiring our consideration.

Council also resolved to redesign Jones Road in conjunction with the nib installation. Jones Road will become a one way street from Albany Highway to the first vehicle entrance into the Kojonup Co-op, traffic will flow from west to east (i.e. it will not be possible to enter Albany Highway from Jones Road). There will be angle parking on the south side of Jones Road. One car bay may be lost due to this proposal.

Several of the points raised at the meeting were considered to warrant further investigation/action and as a consequence, we are seeking public comment on the following questions:

1. Should Council seek to secure a lower regulatory (or advisory) speed limit for the Albany Highway through the Kojonup townsite - say 40 km/h?
- 2a. Should Council seek to have the Main Roads Department construct a by-pass around Kojonup (and if so, where)?
Or as an alternative perhaps,
- 2b. Should Council seek to have the Main Roads Department endorse an "alternative heavy vehicle route" for trucks and road trains - say along Pensioner Road and Gordon Street (or Pensioner Road and Blackwood Road).

These suggestions have been brought up from time to time in the past, and were again proposed at the public meeting.

Council would be very interested to receive comments (preferably in writing) by 10th May, 1993, in regards to these issues.

- - SHIRE OF KOJONUP - -

URBAN FARMLAND RATE CONCESSIONS

If you carry on one or more of the following businesses or industries: grazing (including agistment); dairying; pig farming; poultry farming; tree farming; fish farming; bee keeping; viticulture; horticulture; fruit growing or the growing of crops, within or adjoining the Kojonup or Muradup townsites, you may be eligible for an Urban Farmland Rates Concession.

Consideration is given for Urban Farmland Rate Concessions if the property is wholly or mainly used for farming purposes and if the owner lives on the property, or the occupier derives the whole or substantial part of his livelihood from such business.

If applications are received by the close of business on April 30, 1993, and if council declared the land to be urban farmland, then rate concessions will apply from July 1st, 1993. If applications are received after April 30th, 1993, then any rate concession grant will not be applied until July 1st, 1994.

Owners of property currently declared urban farmland need NOT re-apply. It should be noted that such owners shall notify Council within 14 days of the rateable property ceasing to be urban farmland.

Applications should be directed to Council at your earliest convenience.

Neil P. Hartley ... Shire Clerk

KOJONUP MEATS

Marinated Meats - BBQ Packs

Steaks, Chops & Snags

See Jimmy or Rob

Phone 311 097

Minutes 2.
Plant and Works Committee
Meeting
Wednesday 21st April, 1993.

5. OFFICERS' REPORTS: (cont)

5.1. Shire Clerk's Report.

5.1.1. Mr R House - Dorrington Road. (Rd 186)

Mr R House wrote to Council earlier this year requesting that the road past his property be renamed "Dorrington Road". The February Plant & Works Committee resolved that to gauge public concern, the matter be advertised for general comment. To date, no response has been received.

RECOMMENDED that Dorrington and Muradup Road names be readjusted so that Dorrington Road runs from Blackwood Road to Anderson Road and Muradup Road runs from Riverdale Road to Dorrington Road.

5.1.2. Annual Review of Policy Manual. (A2/15)

The annual review of our policy manual has resulted in the following recommended amendments -

(a) P/W. 6. LANDHOLDER TO PAY FOR EXTRA CROSSING.

Add to the heading and to the body of the report, details in regards to "improved" crossings and curbed streets so that the policy now reads -

P/W. 6. LANDHOLDER TO PAY FOR EXTRA OR IMPROVED CROSSING.

Where more than one crossing is required (or the owner requests an improved crossing) for any property, the landholder shall bear the full cost of such additional/improved crossing. Council will grade down a reasonable entrance when requested and at the convenience of plant operation.

Note: Townsite properties with a curbed road frontage are defined as "having a crossing by virtue of that curb".

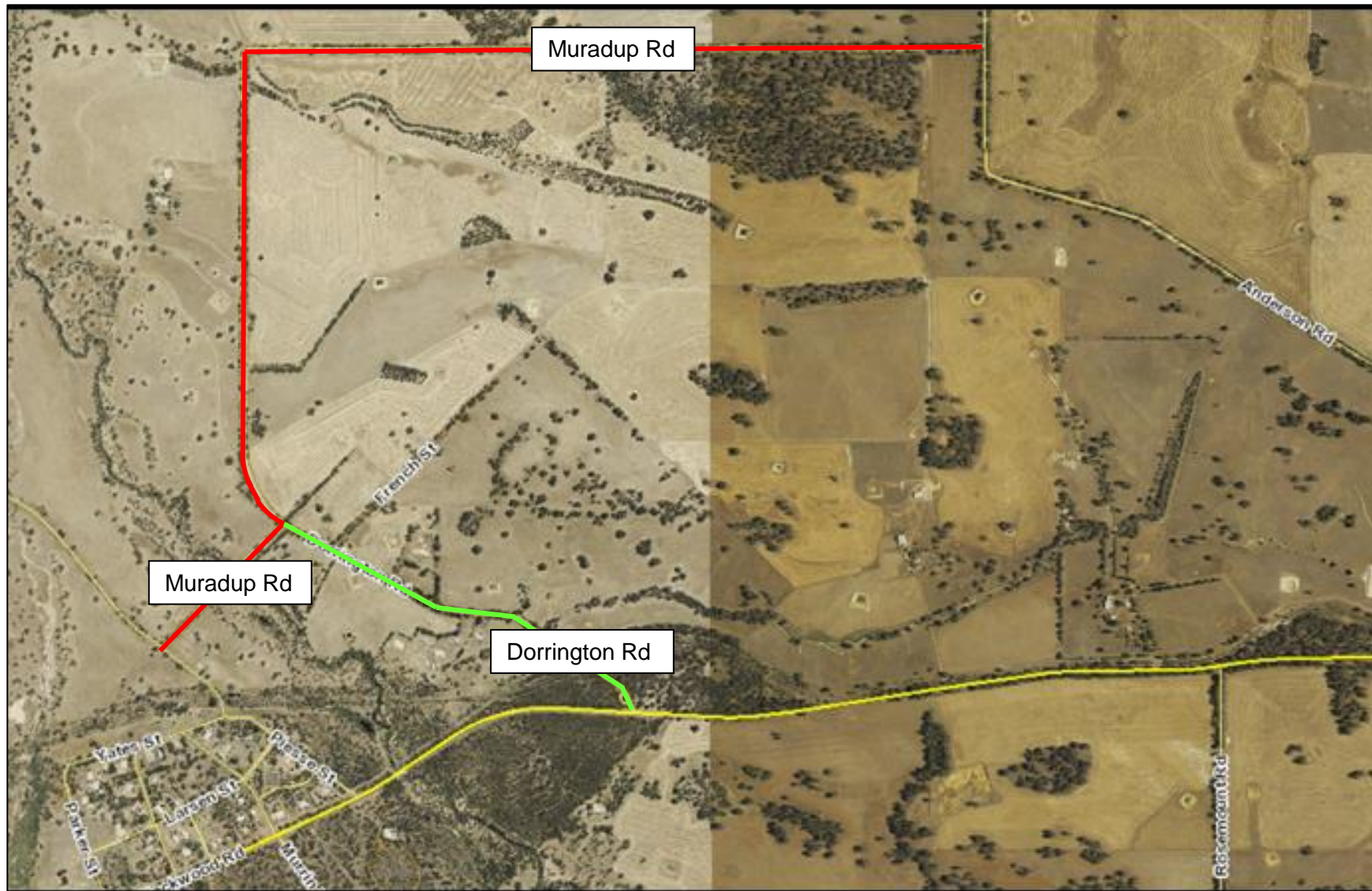
(b) P/W. 23. MATERIALS PURCHASE.

Delete "two" and replace with "three" in sentence dealing with fuel tenders so that policy now reads -

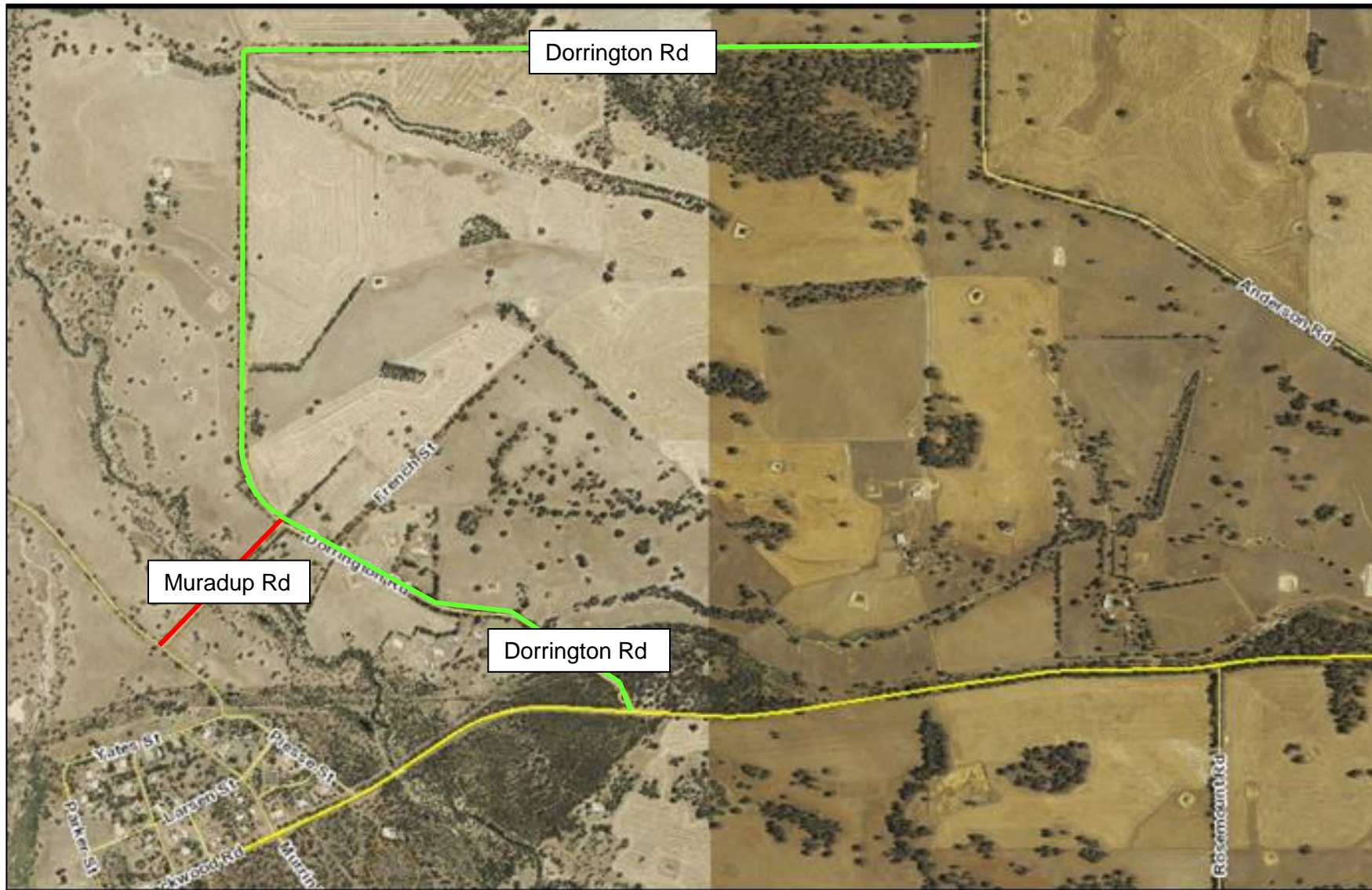
Each year the Engineer proceed with the calling of tenders for the annual supply of the following materials under such conditions and specifications as he deems appropriate - Bitumen products, pipes and culverts, metal as appropriate. Contracts for fuel and lubricants be left for a three year period.

The Plant and Works Committee is to consider the tenders received, at the May Meeting.

Attachment 11.1.3



Current Road Names – Map Source: SLIP (Landgate)



Proposed Road Name Changes – Map Source: SLIP (Landgate)

11.2 WATERWISE COUNCIL PROGRAM

AUTHOR: Marina Murray – Supervisor / Horticultural Trades Person
DATE: Monday, 12 September 2016
FILE NO: EM.EDU.1
ATTACHMENT: [11.2.1 Water Efficiency Action Plan](#)
[11.2.2 Endorsement Assessment Checklist](#)
[11.2.3 Draft Memorandum of Understanding](#)

DECLARATION OF INTEREST

Nil

SUMMARY

The purpose of this report is to continue the Shire of Kojonup's participation in the Waterwise Council Program.

BACKGROUND

The Shire of Kojonup previously participated in the Waterwise Program and signed a Memorandum of Understanding (MOU) on 20 February 2013 with the Water Corporation and the Department of Water as per Council Decision 21/13. The MOU expired on 19 February 2016 and Council are being asked to consider the continued participation in the program which is working towards reducing water use in the Shire of Kojonup.

COMMENT

Participating in the Waterwise program allows the Shire access to training and resources to reduce water loss and utilise more efficient practices for water use within the Shire of Kojonup. Utilising water wise practices will reduce Council's financial burden for water supply and also allows for more environmentally friendly practices in a dry country continuously conscious of its water use and looking for ways to reduce it.

The Waterwise Program offers a number of benefits to Councils such as:

- A better understanding of Council's water use;
- Environmental Leadership – few Council's participate in this program;
- Allowing better understanding, measurement and reporting of Council water use;
- Potential water and financial savings through improved efficiency;
- Free training to relevant staff on Waterwise programs and auditing; and
- Access to the Waterwise branding to promote Council as a sustainable water manager and recognition of Council as being among the best of today's water sustainable managers.

The Waterwise Councils program is free and participation in the program is fully assisted by Water Corporation staff. To become a Waterwise Council, a council must fulfil the selection criteria as per Attachment 11.2.2. The Supervisor/Horticultural Tradesperson, Marina Murray, has taken steps towards meeting the selection criteria by completing the Water Efficiency Action Plan as per Attachment 11.2.1. If Council endorses the Waterwise agreement, the Action Plan will be submitted together with the MOU to the Water Corporation.

Consideration should also be given by Council to stipulating in the MOU that all water users (not just scheme users) will be able to benefit from participating in various Waterwise programs as they are also an integral part of Council's integrated water management program for the Shire of Kojonup. It is worth noting that many of the Shire's rural ratepayers may

rely on rainwater supplies for their daily water needs and thus, they aren't connected to scheme water in some cases but in the dry times they will utilise standpipes within the Shire that are supplied by scheme water to fill up their tanks and water stock.

CONSULTATION

- Springhaven Staff
- Kodja Place Staff
- Paul Retallack

STATUTORY REQUIREMENTS

There is no specific legislation applicable to this item.

POLICY IMPLICATIONS

Nil.

FINANCIAL IMPLICATIONS

If the Council choose to continue with the Water Wise Campaign by the Water Corporation, the cost of the item will be staff time to attend training and meet the milestones. However, Waterwise ventures put into action will in contrast reduce the cost to Council for water use such as the blankets used on the Kojonup Swimming Pool which has significantly reduced the loss of water via evaporation.

STRATEGIC/CORPORATE IMPLICATIONS

Strategic Community Plan 2013 – 2023

Outcomes:

- N1 – Feeling good about living in Kojonup

Corporate Business Plan 2013 – 2017

Actions:

- N1.3.1 – Explore opportunities within a regional framework to improve the use of waste water and storm water for gardens, ovals and other recreation areas.

RISK MANAGEMENT IMPLICATIONS

Nil

ASSET MANAGEMENT PLAN IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

COUNCIL DECISION/OFFICER RECOMMENDATION

147/16 Moved Cr Pritchard, seconded Cr Hobbs that Council:

- 1. Endorse the continued participation in the Water Corporations' Waterwise Council Program and supports staff time to complete the milestones and attend training provided by the Water Corporation; and**
- 2. Authorises the Chief Executive Officer to enter into a renewed Memorandum of Understanding with the Water Corporation subject to consideration being given for all property owners of the Shire of Kojonup being able to benefit from the various Waterwise programs.**

CARRIED 7/0

3:12pm – the Supervisor/Horticultural Tradesperson and the Manager Works & Services departed from the Chamber.

Attachment 11.2.2

Endorsement Assessment checklist



Criteria for <Council> to be recognised:

Requirement	Evidence	Provided (by LGA) Yes / No	Criteria met Yes / No
Criteria 1 - Council commitment			
1.1 Sign a Memorandum of Understanding confirming the council's commitment to participate in the Waterwise Councils Program.	✓ Signed MoU received by the Water Corporation		
1.2 Nominate an employee position as a point of contact for the Program and establish a water management team.	✓ Provide name and contact details to Water Corporation		
Criteria 2 – Review council water consumption and create a water efficiency action plan for potable and non-potable water sources for all council operations and the community			
2.1 Review council's water consumption over the last 3 years and identify the top water using buildings and grounds owned by the council.	✓ Copy of water audit report		
2.2 Set goals to improve water efficiency.	✓ Goals included in water efficiency action plan		
2.3 Establish a water efficiency action plan that outlines current and future actions to meet water efficiency goals. Action plans to be endorsed by council.	<ul style="list-style-type: none"> ✓ Provide a copy of the Council's endorsed action plan ✓ Provide evidence that minimum actions have been addressed in the action plan 		
Criteria 3 - Ensure appropriate staff members complete free waterwise training			
3.3 Complete Garden and Irrigation Training.	✓ List of Council attendees that have completed training		
3.4 Complete Water Auditing Training Complete.	✓ List of Council attendees that have completed training		
Criteria 4 - No breaches of groundwater licence terms or conditions set by the Department of Water and no breaches of scheme water usage issued by Water Corporation in the past 12 months (This includes permanent water efficiency measures)			
4.1 Groundwater.	✓ Copy of advice from Department of Water that no breaches have occurred		
4.2 Scheme water.	✓ Copy of advice from Water Corporation that no breaches have occurred		



Criteria 5 - Report annually to retain Waterwise Council endorsement. (Required once council has been endorsed for 12 months or more)

5.1 Quantify actions to demonstrate progress towards goals in water efficiency action plan.	✓ Provide a copy of the annual report which includes progress on actions to date and demonstrates ongoing commitment to water efficiency		
5.2 No breaches of water licence terms or conditions, or breaches of scheme water usage in the past 12 months. <i>The Department of Water and Water Corporation will verify the have been no breaches as part of the assessment process.</i>	<ul style="list-style-type: none"> ✓ Copy of advice from DoW that no breaches have occurred ✓ Advice that no infringements have been incurred 		

Waterwise Council Program Recognition Scheme

The Waterwise Council Program recognition scheme provides additional recognition for endorsed councils that have achieved significant progress towards best practice water efficiency in council operations and the community.

Gold Waterwise Council Recognition

To attain this level of recognition a council must provide evidence of significant progress towards, or achievement of, a further five actions per annum, above and beyond the minimum requirements for endorsement (listed overleaf). A list of potential additional actions is included in the Water Efficiency Action Plan template for consideration.

Waterwise Council of the Year Recognition (Platinum Waterwise Council)

A Waterwise Council of the Year will be announced annually at the Waterwise Council Forum. Platinum recognition is awarded to a council demonstrating innovation and best practice techniques to improve water efficiency in facilities and in public open space. To be eligible for this award a council must be an endorsed (or eligible for) Gold Waterwise Council and address additional criteria, as included in the Water Efficiency Action Plan template.



Minimum actions required for Waterwise Council Endorsement

Area	Action	Evidence required
Facilities	Conduct a water audit on each of the council's top water using sites.	✓ Copy of water audit report
	Commit to implementing the most viable recommendations from water audits undertaken.	✓ Actions listed in Action Plan
	Procurement processes incorporate consideration of better than 3 star WELS rated fixtures.	✓ Copy of policy or procedure
Education	Appropriate staff have completed Water Corporation water efficiency training.	✓ List of Council attendees that have completed training
	Processes in place to achieve behavioural change within council, e.g. leak reporting process established and water conservation signage in staff facilities, water management team meetings held on a regular basis.	✓ Copy of policy or procedure
Monitoring	Meters (and any sub-meters) are read on a regular basis and recorded.	✓ Completed meter reading templates
	Leak detection is included in inspections and reported on or repaired if a leak is observed.	✓ Completed meter reading templates
	Meter all bores - install a water meter to the standards detailed in the Department of Water Guidelines for water meter installation 2009, on all non-scheme water sources to measure both water flow rate and cumulative volume.	✓ Completed meter reading templates
Irrigation practices	Create/maintain a water budget for council open spaces. Each irrigated area of irrigated parkland to have base annual water budget. Scheduling should be adjusted on a monthly basis and tracked against the water budget.	✓ Copy of water budget
	Audit of irrigation system to identify poorly performing irrigation hardware.	✓ Copy of audit report
	Develop a system maintenance and audit schedule. Keep replacement and repair parts consistent and available to maintain irrigation system performance.	✓ Copy of maintenance and audit schedule
Irrigation & landscape Design	Landscaping plans to include low water use plants, hydrozoning and soil amendments.	✓ Copy of landscaping plans
	Develop a Local Planning Policy to implement water sensitive urban design in new land developments.	✓ Copy of policy
Community Engagement	Engage with household and business ratepayers and promote water efficiency.	✓ Examples of engagement e.g. newsletters, events
	Engage with local schools on water efficiency and sustainability programs.	✓ Examples of engagement e.g. newsletters, events
Water Sources	Provide information on the installation and local regulation of greywater systems and rainwater tanks where appropriate.	✓ Copies of information provided



Attachment 11.2.3

Memorandum of Understanding



This document represents an agreement between Water Corporation, the Department of Water and <Council>

Purpose

The purpose of this Memorandum of Understanding (MOU) is to outline <council> commitment to the Waterwise Council Program (the Program) and detail the organisation's commitment to build a cooperative working relationship to improve water use in the <council> area and increase awareness of the importance of water efficiency and conservation in the community.

Term

This MOU will guide the working relationship between the parties to achieve the MOU intent for a period from the date of its signing until either party decides it no longer wishes to participate in the Program. At that time, the working relationship between the parties will be reviewed.

Background

Water Corporation and the Department of Water launched the Waterwise Council Program in 2009 to build a cooperative working relationship with local government to improve water use efficiency in their operations and their communities.

Population and economic growth combined with the changing climate are placing additional pressures on those planning, managing and using our water resources. In response, the State Government is creating a portfolio of options to meet our future water demands highlighting the importance of water use efficiency.

The partnership with local government is an essential component in achieving water savings in our communities. The Program will assist local government to improve water management of potable and non-potable sources for public open space and facilities. The Program also supports behavioural changes in the community by encouraging the use of products and services designed to reduce water demand.

Water Corporation and the Department of Water:

- Will present the council with an official acknowledgement of achievement on completion of the program criteria. Additional recognition will be provided to endorsed councils that have achieved significant progress towards best practice water efficiency in council operations and the community.
- Will provide the council with branding to promote the council as Waterwise.
- Will promote the council as Waterwise through any relevant advertising campaigns and on both the Corporation and Department's websites.
- Will provide access to Waterwise training including all training materials at no charge to councils participating in the Program.



<Council>:

Will work with Water Corporation and the Department of Water to improve water management and champion water efficiency, take part in appropriate promotional activities and encourage all appropriate staff to undertake relevant Waterwise training.

- Will commit to meeting the Program criteria as detailed below:
 1. Council commitment – sign this Memorandum of Understanding confirming the council's commitment to participate in the Waterwise Council Program.
 2. Review council water consumption and create a Water Efficiency Action Plan for potable and non-potable water sources for all council operations and the community.
 3. Ensure that appropriate staff members complete Waterwise training.
 4. No breaches of groundwater licence terms or conditions set by the Department of Water and no breaches of scheme water usage in the past 12 months. (This includes permanent water efficiency measures)
 5. Report annually to retain Waterwise Council endorsement. Evidence to demonstrate compliance with the Program criteria will be requested every year. Should a council fail to meet the criteria, Water Corporation and the Department of Water may remove the council's endorsement status. If endorsement is withdrawn this automatically removes the council's right to use the Program branding.

- Will recognise the partnership with Water Corporation and the Department of Water through promotion where appropriate on the council's website, on materials and at events.

Future Commitments

1. The parties commit to:

Recognise and protect the intellectual property that parties may invest in the preparation of any promotion or offer.

Ensure logos used on all promotional materials are used in accordance with the organisation's guidelines and that the appropriate approvals are received prior to use.

Nominate a point of contact at each organisation that will be responsible for overseeing progress towards the purpose of this MOU.

2. The parties will not disclose, advertise, or publish the details of this MOU without the prior written consent of the other parties, unless required to do so under law.

No Obligations

The parties agree that in working towards the purpose of this MOU they will deal with each other and conduct themselves in accordance with good commercial business and industrial practice.

The relationship between the parties is limited to carrying out the purpose of the MOU.

This MOU does not preclude either organisation from developing similar mutually beneficial understandings with other parties.



Date of Effect

<XX/XX/XXXX >

For Water Corporation

By:

Name:

Title:

Date:

For Department of Water

By:

Name:

Title:

Date:

For <Council >

By:

Name:

Title:

Date:

12 REGULATORY SERVICES REPORTS

Nil

13 EXECUTIVE & GOVERNANCE REPORTS

13.1 ANNUAL REPORT & MEETING OF ELECTORS – 2015/2016

AUTHOR: Anthony Middleton – Manager Corporate Services
DATE: Monday, 24 October 2016
FILE NO: FM.AUD.2 & FM.FNR.1
ATTACHMENT: [13.1.1 Annual Report 2015/2016](#)
[13.1.2 Auditor’s Management Letter](#)

DECLARATION OF INTEREST

Nil

SUMMARY

The purpose of this report is to accept the 2015/2016 Annual Report, incorporating the Annual Financial Report and Audit Report and to set a date for the annual meeting of electors.

BACKGROUND

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

COMMENT

The Annual Financial Report, Audit Report and Management Letter will be considered by the Audit Committee at its meeting to be held 15 November 2016. Their recommendation will be circulated to elected members prior to the Council Meeting.

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

The attached Annual Report provides a summary of the key financial indicators and ratio’s for the financial performance of the Shire of Kojonup as at 30 June 2016, in easy to understand ‘traffic lights’ colour combinations.

The Annual Elector’s Meeting must be held within 56 days of accepting the annual report, with appropriate time being allowed after adoption to give notice of the meeting, say 14 days. This effectively means that the Annual Elector’s Meeting needs to be held between 29 November 2016 and 10 January 2017. In previous years, the Annual Electors Meeting has been held in the evening following the Council Meeting, however, in December this will coincide with School’s annual presentation evening. It is therefore recommended that the meeting be held on Tuesday, 6 December 2016. It is also proposed to hold the meeting at the Sporting Complex following last year’s very warm meeting in the Lesser Hall.

The Annual Elector’s Meeting will be publicised in the Great Southern Herald, Shire website and Shire Facebook page as soon as possible after the date is set and in the next available Kojonup News.

CONSULTATION

Audit Committee, Auditors and Senior Staff.

STATUTORY REQUIREMENTS

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

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

POLICY IMPLICATIONS

There are no policy implications for this report.

FINANCIAL IMPLICATIONS

This item reports on the financial position of the Shire as at 30 June 2016. The recommendation does not in itself have a financial implication.

STRATEGIC/CORPORATE IMPLICATIONS

Strategic Community Plan 2013 – 2023

Outcomes:

- G1 – Being Well Governed

Corporate Business Plan 2013 – 2017

Objectives:

- G1.1.2 – Maintain a structured forward planning process in accordance with legislation and community aspirations
- G1.1.4 – Maintain robust systems and controls

RISK MANAGEMENT IMPLICATIONS

There are no risk management implications for this report.

ASSET MANAGEMENT IMPLICATIONS

There are no asset management implications for this report.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

That:

1. The 2015/2016 Annual Report, including the Annual Financial Report, as attached be adopted; and
2. The Annual Meeting of Electors be held on Tuesday, 6 December 2016 in the Sporting Complex, Kojonup, commencing at 7:00pm.

COUNCIL DECISION

148/16 Moved Cr Pedler, seconded Cr Warland that:

- 1. The Annual Meeting of Electors be held on Tuesday, 6 December 2016 in the Sporting Complex, Kojonup, commencing at 7:00pm; and**
- 2. The 2015/2016 Annual Report, including the Annual Financial Report, as attached be adopted subject to the following amendments:**
 - Page 42 – second paragraph to be reworded “The primary aim of the program is intensive individual mentoring, life skills, ...”**
 - Page 46 – Add “Cr Fleay – Shire President and Cr Sexton – Deputy Shire President” to the list of members of the Kodja Place Advisory Committee;**
 - Page 46 – Change spelling of “Thorne” to “Thorn”;**
 - Page 46 – “Barbara Hobbs & Wendy Thorn” to be on separate lines with their position titles;**
 - Page 52 – The last sentence be changed to read “The Shire of Kojonup has an annual allocation of \$2,000 which goes to a Great Southern Counselling service.”**

CARRIED 7/0

Attachment 13.1.2



31 October 2016

Mr. Rick Mitchell-Collins
Chief Executive Officer
Shire of Kojonup
PO Box 163
KOJONUP WA 6395

Dear Councillors,

Audit for the year ended 30 June 2016

We are pleased to report that our audit of the Shire of Kojonup's financial statements and records for the year ended 30 June 2016 is now complete.

Accordingly we enclose a signed copy of the financial statements and audit report for your attention.

We confirm that we will arrange for one copy to be forwarded directly to the Department of Local Government, and the Shire President on your behalf.

Prior to reporting findings for Council and Management of the nature of audit tests conducted. The work undertaken by us to form an opinion is permeated by judgment, in particular regarding the nature, timing and extent of the audit procedures for gathering of audit evidence and the drawing of conclusions based on the audit evidence gathered.

In addition, there are inherent limitations in any audit. These include the use of testing, collusion and the fact that most audit evidence is persuasive rather than conclusive. As a result, our audit provides reasonable – not absolute – assurance that the financial systems of the Shire of Kojonup are functioning reliably.

We undertook a complete assessment of the Shire's financial systems and assessed areas of risk.

We are pleased to report that this review confirmed the strong internal controls within the financial and reporting systems of the Shire of Kojonup.

70-74 Frederick Street - PO Box 494, ALBANY WA 6331
e info@lincolns.com.au w lincolns.com.au
t (08) 9841 1200 f (08) 9842 1034

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Comment on Financial Position

The following table compares your financial ratios (note 19) to standards prescribed by the Local Government Regulations:

Ratio	Description	Result	Prescribed Standard
Current Ratio	Indicates the Shire's ability to meet short term debt obligations.	0.62	The standard is met if the ratio is greater than 1.
Asset Sustainability Ratio	Indicates that the Shire is replacing or renewing existing non-financial assets at the same rate that its overall asset stock is wearing out.	0.79	The standard is met if the ratio is 0.9 or higher.
Debt Service Cover Ratio	Indicates the Shire's ability to repay its debt including lease payments.	8.40	A basic standard is met if the ratio is greater than or equal to 2. An advanced standard is met if the ratio is greater than 5.
Operating Surplus Ratio	Indicates the Shire's ability to cover its operational costs and have revenues available for capital funding or other purposes.	(0.44)	A basic standard is met between 0.01 and 0.15. An advanced standard is met if the ratio is greater than 0.15.
Own Source Revenue Coverage Ratio	Indicates the Shire's ability to cover its costs through its own revenue efforts.	0.51	A basic standard is met if the ratio is between 0.4 and 0.6. Intermediate standard is between 0.6 and 0.9. An advanced standard is met if the ratio is greater than 0.9.
Asset Consumption Ratio	Measures the extent to which depreciable assets have been consumed by comparing their written down value to their replacement cost	0.98	The standard is met if the ratio is 0.5 or greater. The standard is improving if the ratio is between 0.6 and 0.75.
Asset Renewal Funding Ratio	Measures the ability of the Shire to fund its projected asset renewal/replacements in the future.	0.72	The standard is met if the ratio is between 0.75 and 0.95. The standard is improving if the ratio is between 0.95 and 1.05.

We comment that operating ratios have been adversely affected by the receipt in advance of the Financial Assistance Grant program first quarter payment in the prior year and increased depreciation on non-current assets due to the Fair Value reporting requirements of FM Reg 17A.

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Other Matters

We refer you to the attached audit observations and comments schedule.

In conclusion we take this opportunity to thank Anthony, Heather and your administration staff for their pleasant and co-operative assistance throughout the audit.

Should there be any matters that you would like to discuss further please do not hesitate to contact us.

Kind Regards



Russell Harrison
Partner

Enc

**SHIRE OF KOJONUP
MANAGEMENT LETTER REVIEW POINTS
FOR THE YEAR ENDED 30 JUNE 2016**

Matter	Present Procedure Finding	Recommendation	Shire's Comments
Creditors Ledger	Our audit testing of post year end remittances indicated that there were a number of creditors which had not been brought to account. These totalled \$76,178. As we did not consider it material, no adjustment was required to be made in the accounts.	We recommend that a scheduled procedure is diarized so that creditors are recognised in the correct accounting year.	Agreed
Long Service Leave Accrual	Testing of the accrual for long service leave entitlements revealed an incorrect start date had been entered into the worksheet for one employee, resulting in the accrual being overstated by \$7,171. This was an isolated error and no adjustment was required to be made.	Careful review of all worksheets should be undertaken at the time of preparation to ensure correct dates and figures are being entered.	Agreed
Bank Reconciliation	Review of the 30 June bank reconciliation revealed an outstanding deposit of \$21,600, being interest received 22 December 2015 to the municipal account was not yet transferred to the reserve account. This was however correctly disclosed in the financial statements.	Closer scrutiny is required when bank reconciliations are compiled and reviewed. All outstanding items on the bank reconciliations should be cleared as soon as is practicable.	Staff training will ensure that this item is addressed and minimize chance of occurring again.
Revaluation of Specific Building Asset	The Jean Sullivan Units were specifically revalued down by \$778,081 due to an updated property valuation. This was required to be reversed as the Accounting Standard AASB 116, Property Plant and Equipment requires the revaluation of the entire asset class. This was not considered practical.	The appropriate revaluation is recognised when the entire asset class is scheduled to be revalued in 2016/17.	Agreed. Will revalue along with all Land & Buildings in 2016/17.

13.2 SETTING OF COUNCIL & ADVISORY COMMITTEE MEETING DATES FOR 2017

AUTHOR: Miranda Wallace – Executive Assistant
DATE: Saturday, 5 November 2016
FILE NO: GO.CNM.6
ATTACHMENT: Nil

DECLARATION OF INTEREST

Nil

SUMMARY

Council is being asked to adopt Council and Advisory Committee Meeting dates (being the Kodja Place Advisory Committee, Bushfire Advisory Committee, Natural Resource Management Advisory Committee and Audit Committee) for the 2017 year.

BACKGROUND

In October 2005 Council resolved that Council meetings will be held on the third Tuesday of each month commencing at 3:00pm except where the date clashes with a public holiday or internal staffing management. Advisory Committee Meetings are to be held as per their Operational Guidelines which are typically specified as quarterly or bi-annually.

COMMENT

The above practice has continued since with the only variation being the second Tuesday in December given timing to Christmas Day and no January meeting being held following harvesting. It is proposed that Council continue with what is current practice. Regulation 12 of the *Local Government (Administration) Regulations 1996* requires that at least once per year a local government should give local public notice for the schedule of their Ordinary Council Meetings and Advisory Committee meetings to be held throughout the year. Typically this should be the date held for the meeting to be held, the time the meeting will commence and the location for the meeting.

CONSULTATION

Rick Mitchell-Collins – Chief Executive Officer
Anthony Middleton – Manager Corporate Services
Paul Retallack – Senior Ranger/Building Maintenance Coordinator

STATUTORY REQUIREMENTS

Local Government (Administration) Regulations 1996 – regulation 12
Local Government Act 1995 – section 5.25

POLICY IMPLICATIONS

None applicable

FINANCIAL IMPLICATIONS

Nil

STRATEGIC/CORPORATE 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:

1. Council meetings are generally held on the third Tuesday of each month with the following exceptions:
 - No scheduled meeting to be held in January
 - July meeting to make allowance for the annual Budget to be adopted.
 - Councillor Elections to take place 21 October 2017 and October Council meeting therefore held third Thursday.
 - December Council meeting held on the second Tuesday given timing to Christmas Day.
2. The following dates be approved for the 2017 year for Council Meetings:
 - Tuesday, 21 February 2017
 - Tuesday, 21 March 2017
 - Tuesday, 18 April 2017
 - Tuesday, 16 May 2017
 - Tuesday, 20 June 2017
 - Tuesday, 25 July 2017
 - Tuesday, 15 August 2017
 - Tuesday, 19 September 2017
 - Thursday, 26 October 2017
 - Tuesday, 21 November 2017
 - Tuesday, 12 December 2017
3. The following dates be approved as per operational guidelines for the 2017 year for the Audit Committee meetings:
 - Tuesday, 7 February 2017
 - Tuesday, 2 May 2017
 - Tuesday, 1 August 2017
 - Tuesday, 7 November 2017
4. The following dates be approved as per operational guidelines for the 2017 year for the Bushfire Advisory Committee meetings:
 - Monday, 13 February 2017
 - Monday, 10 April 2017
 - Monday, 4 September 2017
5. The following dates be approved as per operational guidelines for the 2017 year for the Kodja Place Advisory Committee meetings:
 - Thursday, 23 February 2017
 - Thursday, 25 May 2017
 - Thursday, 24 August 2017
 - Thursday, 23 November 2017
6. The following dates be approved as per operational guidelines for the 2017 year for the Natural Resource Management Advisory Committee meetings:

- Thursday, 9 February 2017
 - Thursday, 11 May 2017
 - Thursday, 10 August 2017
 - Thursday, 9 November 2017
7. That Local Public Notice be given of the approved Council and Advisory Committee Meeting dates for the 2017 year.

COUNCIL DECISION

149/16 Moved Cr Pedler, seconded Cr Pritchard that:

- 1. Council meetings are generally held on the third Tuesday of each month with the following exceptions:**
 - No scheduled meeting to be held in January
 - July meeting to make allowance for the annual Budget to be adopted.
 - Councillor Elections to take place 21 October 2017 and October Council meeting therefore held third Thursday.
 - December Council meeting held on the second Tuesday given timing to Christmas Day.
- 2. The following dates be approved for the 2017 year for Council Meetings:**
 - Tuesday, 21 February 2017
 - Tuesday, 21 March 2017
 - Tuesday, 18 April 2017
 - Tuesday, 16 May 2017
 - Tuesday, 20 June 2017
 - Tuesday, 25 July 2017
 - Tuesday, 15 August 2017
 - Tuesday, 19 September 2017
 - Thursday, 26 October 2017
 - Tuesday, 21 November 2017
 - Tuesday, 12 December 2017
- 3. The following dates be approved as per operational guidelines for the 2017 year for the Audit Committee meetings:**
 - Tuesday, 21 February 2017
 - Tuesday, 2 May 2017
 - Tuesday, 1 August 2017
 - Tuesday, 7 November 2017
- 4. The following dates be approved as per operational guidelines for the 2017 year for the Bushfire Advisory Committee meetings:**
 - Monday, 13 February 2017
 - Monday, 10 April 2017
 - Monday, 4 September 2017
- 5. The following dates be approved as per operational guidelines for the 2017 year for the Kodja Place Advisory Committee meetings:**
 - Thursday, 23 February 2017
 - Thursday, 25 May 2017
 - Thursday, 24 August 2017
 - Thursday, 23 November 2017
- 6. The following dates be approved as per operational guidelines for the 2017 year for the Natural Resource Management Advisory Committee meetings:**
 - Thursday, 9 February 2017
 - Thursday, 11 May 2017
 - Thursday, 10 August 2017
 - Thursday, 9 November 2017
- 7. That Local Public Notice be given of the approved Council and Advisory Committee Meeting dates for the 2017 year.**

CARRIED 7/0

REASON FOR CHANGE: The Audit Committee wished to make one amendment to the proposed dates for 2017 by amending the February meeting to be on the 21st as opposed to the 7th.

13.3 CLOSURE OF SHIRE OFFICE & LIBRARY OVER 2016/2017 CHRISTMAS & NEW YEAR PERIOD

AUTHOR: Miranda Wallace – Executive Assistant
DATE: Saturday, 5 November 2016
FILE NO: CM.PRO.1
ATTACHMENT: Nil

DECLARATION OF INTEREST

Nil

SUMMARY

To approve the Office and Library closure over the 2016/2017 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 2016/2017 period.

COMMENT

It is proposed that the Office will be closed for the Christmas/New Year break from 2:00pm on Friday, 23 December 2016 and will reopen on Tuesday, 3 January 2017 at 8:30am. For Council's information, as Australia Day falls on a Thursday in 2017 on Friday, 27 January 2017 the Shire's "Picnic Day" will occur as nominated in accordance with the existing Enterprise Bargaining Agreement. The Administration building and Library will be closed on this day.

CONSULTATION

Administration Staff at Staff Meeting – October 2016
Senior Management Team meeting – October 2016

STATUTORY REQUIREMENTS

There are no known statutory requirements.

POLICY IMPLICATIONS

There are no known policy implications.

FINANCIAL IMPLICATIONS

Minimal cost for local advertising of Shire closing dates over the Christmas and New Year break.

STRATEGIC/CORPORATE IMPLICATIONS

Nil

RISK MANAGEMENT IMPLICATIONS

Staff will use accrued leave therefore reducing leave liability to the Shire and enabling staff to have a stress free break knowing the office is closed during this time.

ASSET MANAGEMENT IMPLICATIONS

There are no implications on the asset management plan.

SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

COUNCIL DECISION/OFFICER RECOMMENDATION

150/16 Moved Cr Warland, seconded Cr Pedler that approval is granted to:

- 1. Close the Office and Library for the Christmas/New Year break from 2:00pm on Friday, 23 December 2016 and to reopen on Tuesday, 3 January 2017 at 8:30am;**
- 2. Close the Office and Library for Australia Day and the staff ‘Picnic Day’ from 4:30pm on Wednesday, 25 January 2017 and reopen on Monday, 30 January 2017 at 8:30am; and**
- 3. Give local public notice as required for both closures.**

CARRIED 7/0

13.4 POLICY MANUAL REVIEW

AUTHOR: Anthony Middleton – Manager Corporate Services
DATE: Monday, 7 November 2016
FILE NO: CM.POL.2
ATTACHMENT: 13.4 Existing Policy Manual Showing Proposed Changes

DECLARATION OF INTEREST

Although there is a ‘blanket’ declaration required by all elected members for Council Policy 3.18 – ‘iPad Usage for Councillors’, as there is no amendment recommended for this policy, any declaration of interest are considered unnecessary by the author for this item/policy.

SUMMARY

The purpose of this report is to conduct an annual review of the Council Policy Manual.

BACKGROUND

The policy manual was last reviewed by the Council in its entirety on 17 November 2015. Individual policies are brought before the Council on an as needs basis and following their consideration, are incorporated into the attached policy manual.

COMMENT

Two separate agenda items are contained with this agenda which review individual Council Policies. The outcome of these items will need to be incorporated into this review. These Council policies are:

1. 2.1.6 – Monthly Financial Statements; and
2. 5.3 – Independent Living Units.

The review of the Council Policy Manual has been undertaken and the proposed amendments are clearly shown in the attachment. A summary of these proposed changes are as follows:

Policies proposed for deletion:

- It is proposed that policy 1.2 be deleted as this program doesn’t operate at present.

Policies proposed for minor amendment:

- Policy 1.1 – Grammatical improvement only;
- Policy 2.1.7 – Adding the consideration of the Risk Management Plan also.
- Policy 2.2.6 – Defining the Senior Management Team as designated employees under the *Local Government Act 1995*;
- Policy 2.2.10 – Setting a maximum level of community service leave of 38 hours per year;
- Policy 2.2.14 - Grammatical improvement only;
- Policy 2.3.4 – Strengthening the policy in terms of consultation, link to the long term financial plan and training, in accordance with the recent participation in the ‘National Asset Management Assessment Framework’ undertaken;
- Policy 3.7 – Added references to the legislation that governs this item; and
- Policy 3.14 – amended the policy to reflect changes in technology and internal procedures (Docs-on-Tap).

Other:

- Policy 2.1.5 – The Manager of Corporate Services will be presenting an agenda item to the December 2016 Council Meeting to review this policy in detail;

- Policy 2.1.6 – This policy is subject to a separate detailed report elsewhere in this agenda;
- Policy 3.20 – The Audit Committee is reviewing this policy at its meeting to be held 15 November 2016 and any proposed amendments will appear before the Council at the December 2016 Council meeting; and
- Policy 5.3 – This policy is subject to a separate detailed report elsewhere in this agenda.

CONSULTATION

Senior Management Team.

Administration Office staff meetings review one policy per fortnight to ensure relevance.

STATUTORY REQUIREMENTS

Policies have no legal status but are guidelines for staff to act on various matters without the need for continual referral to the Council. The Council may adopt, amend or waive policies under Section 2.7(2)(b) of the *Local Government Act 1995*.

POLICY IMPLICATIONS

This items recommends modification to several existing Council Policies, as outlined above, and the deletion or repeal of another.

FINANCIAL IMPLICATIONS

There are no financial implications for this report.

STRATEGIC/CORPORATE IMPLICATIONS

Strategic Community Plan 2013 – 2023

Outcomes:

- G1 – Being Well Governed

Corporate Business Plan 2013 – 2017

Objectives:

- G1.1.4 – Maintain robust systems and controls

RISK MANAGEMENT IMPLICATIONS

Robust systems and controls that integrate with delegations from the Council reduce the risks associated of the Shire's operations.

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

COUNCIL DECISION/OFFICER RECOMMENDATION

151/16 Moved Cr Sexton, seconded Cr Hobbs that:

- 1. The outcome of Agenda Item 10.3 be incorporated into the Shire of Kojonup Policy Manual;**
- 2. Council Policy 1.2 be repealed;**
- 3. The following Council Policies be amended as per the attached:**
 - a. Policy 1.1;**
 - b. Policy 2.1.7;**
 - c. Policy 2.2.6;**
 - d. Policy 2.2.10;**
 - e. Policy 2.2.14;**
 - f. Policy 2.3.4;**
 - g. Policy 3.7; and**
 - h. Policy 3.14.**
- 4. The attached Council Policy Manual dated November 2016, as attached, be adopted.**

CARRIED 7/0

14 AGED CARE SERVICES REPORTS

Nil

15 COMMUNITY DEVELOPMENT & TOURISM REPORTS

Nil

16 COMMITTEES OF COUNCIL**16.1 COMMITTEES OF COUNCIL UNCONFIRMED MINUTES**

Cr Robert Sexton wishes to address Council regarding the Bush Fire Advisory Committee's recommendations.

COUNCIL DECISION/OFFICER RECOMMENDATION

152/16 Moved Cr Radford, seconded Cr Warland that the attached unconfirmed minutes for the Bushfire Advisory Committee meeting held 17 October 2016 be received by Council.

CARRIED 7/0

COUNCIL DECISION

153/16 Moved Cr Sexton, seconded Cr Radford that:

- 1. The Shire of Kojonup agree and endorse all of the recommendations from the Ferguson report subject to a caveat in respect of Recommendation 15, that if the Rural Fire Service does become a reality, Kojonup does not lose any of its current services including the Volunteer Fire & Rescue Service.**
- 2. The Shire of Kojonup does not support the use of identification cards and stickers for fire vehicles within the Shire of Kojonup, however it supports the Kojonup & Muradup Bushfire Brigades use of stickers on their fire fighting vehicles for use when attending fires in other local government shires.**

CARRIED 7/0

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

Nil

18 **NEW BUSINESS**

Nil

19 CONFIDENTIAL REPORTS**19.1 TENDER 06/2016 – RENOVATIONS FOR SPRINGHAVEN FRAIL AGED LODGE**

As the Shire has now received funding from the Southern Inland Health Initiative, Stage 2 renovations at Springhaven Frail Aged Lodge can commence. Upgrades to the second lot of existing bathrooms are required, construction of a hairdressing area and also upgrades to the storeroom and toilets adjacent to the Recreation Room. Tenders have been called and close on Monday, 14 November 2016.

Given that the tenders will be received after the Agenda closes for November 2016 Council Meeting, staff will review the tenders received and table a report at the Council Meeting for Council's consideration.

COUNCIL DECISION/OFFICER RECOMMENDATION

154/16 Moved Cr Sexton, seconded Cr Pedler that Item 19.1 – Tender 06/2016 – Renovations for Springhaven Frail Aged Lodge be discussed.

CARRIED 7/0

AUTHOR: Michelle Dennis – Development Services Coordinator

DATE: Monday, 14 November 2016

FILE NO: CP.MTC.3

ATTACHMENT Nil

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.

VOTING REQUIREMENTS

Simple Majority

COUNCIL DECISION/OFFICER RECOMMENDATION

155/16 Moved Cr Sexton, seconded Cr Warland that the meeting be closed to the public in accordance with Section 5.23 (2) of the *Local Government Act 1995* at 3.51pm to discuss:

- (c) A contract entered into, or which may be entered into, by the Local Government which relates to a matter to be discussed at the meeting.

CARRIED 7/0

COUNCIL DECISION/OFFICER RECOMMENDATION

156/16 Moved Cr Sexton, seconded Cr Radford that Council:

- 1) Accept the tender from Prandi Builders for a total of \$260,800 (including GST).
- 2) Amend the 2016/2017 budget by:
 - a) Increasing the transfer from the Springhaven Building Maintenance Reserve account to C194 by \$26,633
 - b) Transferring \$45,000 from the “new” contingency account identified in Council agenda item 10.4 to C194

CARRIED BY AN ABSOLUTE MAJORITY 7/0

COUNCIL DECISION/OFFICER RECOMMENDATION

157/16 Moved Cr Pritchard, seconded Cr Pedler that the meeting be reopened to the public at 3.57pm.

CARRIED 7/0

20 **NEXT MEETING**

Tuesday, 13 December 2016 commencing at 3:00pm.

21 **CLOSURE**

There being no further business to discuss, the President thanked the members for their attendance and declared the meeting closed at 3:57pm.

22 **ATTACHMENTS (SEPARATE)**

- Item 10.1 Monthly Statement of Financial Activity – October 2016
- Item 10.2 Monthly Payment Listing 01/10/2016 – 31/10/2016
- Item 11.2.1 Water Efficiency Action Plan
- Item 13.1.1 Annual Report 2015/2016
- Item 13.4 Existing Policy Manual Showing Proposed Changes
- Item 16.1 Bushfire Advisory Committee Unconfirmed Minutes – 18 October 2016
- Item 19.1 Confidential Report

Presiding Member

Date