

# Kojonup



## SHIRE OF KOJONUP

### AGENDA

#### Ordinary Council Meeting

*20 March 2018*

**TO: THE SHIRE PRESIDENT AND COUNCILLORS**

NOTICE is hereby given that a meeting of the Council will be held in the Council Chambers, Administration Building, 93 Albany Highway, Kojonup on Tuesday, 20 March 2018 commencing at 3:00pm.

Qualified Persons Advice, etc.

I certify that with respect to all advice, information or recommendation provided to the Council in or with this Agenda:

- i. The advice, information or recommendation is given by a person who has the qualifications or experience necessary to give such advice, information or recommendation; and
- ii. Where any advice is directly given by a person who does not have the required qualifications or experience, that person has obtained and taken into account in that person's general advice the advice from an appropriately qualified or experienced person.

Your attendance is respectfully requested.

**ANTHONY MIDDLETON**  
**ACTING CHIEF EXECUTIVE OFFICER**

15 March 2018

**AGENDA FOR THE COUNCIL MEETING TO BE HELD ON 20 FEBRUARY 2018**

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## A G E N D A

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

The Shire President shall declare the meeting open at \_\_\_\_\_ pm and alert the meeting of the procedures for emergencies including evacuation, designated exits and muster points and draw the meeting's attention to the disclaimer below:

*Disclaimer*

*No person should rely on or act on the basis of any advice or information provided by a Member or Officer, or on the content of any discussion occurring, during the course of the meeting.*

*The Shire of Kojonup expressly disclaims liability for any loss or damage suffered by any person as a result of relying on or acting on the basis of any advice or information provided by a member or officer, or the content of any discussion occurring, during the course of the meeting.*

*Where an application for an approval, a license or the like is discussed or determined during the meeting, the Shire warns that neither the applicant, nor any other person or body, should rely upon that discussion or determination until written notice of either an approval and the conditions which relate to it, or the refusal of the application has been issued by the Shire.*

### **2 ATTENDANCE & APOLOGIES**

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

#### **STAFF**

Anthony Middleton	Acting Chief Executive Officer
Craig McVee	Manager of Works and Services
Jane Kowald	Natural Resource Management/Landcare Officer
Rob Cowie	Regulatory/Administration and Payroll Officer
Lorraine Wyatt	Executive Assistant

#### **LEAVE OF ABSENCE**

#### **APOLOGIES**

Rick Mitchell-Collins	Chief Executive Officer
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**3 SUMMARY OF RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE**

Nil

**4 PUBLIC QUESTION TIME**

**5 PETITIONS, DEPUTATIONS & PRESENTATIONS**

Nil

**6 APPLICATIONS FOR LEAVE OF ABSENCE**

**7 CONFIRMATION OF MINUTES**

ORDINARY MEETING 20 FEBRUARY 2018

Minutes of the previous Ordinary Council Meeting which was held on 20 February 2018 were previously circulated under separate cover and are at **Attachment 7**.

**OFFICER RECOMMENDATION**

**That the Minutes of the Ordinary Meeting of Council held on 20 February 2018 be confirmed as a true record.**

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

**9 DECLARATIONS OF INTEREST**

**10 KEY PILLAR 1 – ‘PLACE’ REPORTS**

**10.1 NATURAL RESOURCE MANAGEMENT ADVISORY COMMITTEE  
PUBLICATION AND PRINTING APPROVAL**

<b>AUTHOR</b>	Jane Kowald, NRM/Landcare Officer
<b>DATE</b>	Wednesday, 14 March 2018
<b>FILE NO</b>	GS.PRG.7
<b>ATTACHMENT</b>	10.1.1- Common Roadside Weeds Brochure

<b>STRATEGIC/CORPORATE IMPLICATIONS</b>		
“Smart Possibilities – Kojonup 2027+”		“Smart Implementation – Kojonup 2021 +”
Key Pillar	Community Outcomes	Corporate Actions
KP1 – Place	1.2 Be happy, healthy, connected and inclusive community driven by the provision of high standard sport, recreation and open space facilities and programs.	1.2.6 Develop environmental management plans for significant Shire Reserves (N1.2.2)

**DECLARATION OF INTERST**

Nil.

**SUMMARY**

Following the Natural Resource Management Committee meeting held on 22 February 2018, as part of the South West Catchments Council Project (GW.GWS13.SK), a roadside weed pamphlet has been produced to be distributed to all residences in the Shire of Kojonup. All expenses relating to the graphic design, printing and posting of the pamphlet is covered by the South West Catchments Council funding (Budget account 5614).

**BACKGROUND**

The Natural Resource Management Committee is advisory to council and cannot print the pamphlet without Council approval.

**COMMENT**

The photo for Bridal Creeper on the current version of the pamphlet is incorrect, showing Watsonia. This will change before printing.

**CONSULTATION**

Members of the Natural Resource Management Committee.

**STATUTORY REQUIREMENTS**

Nil

**POLICY IMPLICATIONS**

Nil

**FINANCIAL IMPLICATIONS**

Graphic design, printing and posting of the Roadside Weeds pamphlet amounts to \$2,500 coming from budget account 5614 – SWCC.

**RISK MANAGEMENT IMPLICATIONS**

Nil

**ASSET MANAGEMENT IMPLICATIONS**

Nil

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

Nil

**VOTING REQUIREMENTS**

Simple Majority.

**OFFICER RECOMMENDATION**

**That the ‘Common Roadside Weeds Brochure’ as attached be printed for distribution, with the change of the Bridal Creeper photo and the cost of graphic design, printing and postage of \$2,500.00 be taken from budget account 5614.**

10.2 NATURAL RESOURCE MANAGEMENT ADVISORY COMMITTEE – MINUTES AND 2018 MEETING DATES

<b>AUTHOR</b>	Jane Kowald, NRM/Landcare Officer
<b>DATE</b>	Wednesday, 28 February 2018
<b>FILE NO</b>	GS.PRG.7
<b>ATTACHMENT</b>	10.2.1 – Minutes for the Natural Resource Management Committee Meeting 30 November 2017

<b>STRATEGIC/CORPORATE IMPLICATIONS</b>		
“Smart Possibilities – Kojonup 2027+”		“Smart Implementation – Kojonup 2021 +”
Key Pillar	Community Outcomes	Corporate Actions
KP1 - Place	1.2 Be happy, healthy, connected and inclusive community driven by the provision of high standard sport, recreation and open space facilities and programs.	1.2.6 Develop environmental management plans for significant Shire Reserves (N1.2.2)

**DECLARATION OF INTEREST**

Nil.

**SUMMARY**

The purpose of this report is to receive the minutes of the Natural Resource Management Advisory Committee and to consider recommendations made within.

**BACKGROUND**

Natural Resource Management Committee meeting dates for 2018 were suggested for council approval to forward plan for members of the Committee.

**COMMENT**

Dates suggested do not clash with Ordinary Council Meetings or the Story Place/Gallery Work Group.

The committee recommendation is as follows:

**COMMITTEE DECISION 48/17**

*That the below dates for the Natural Resource Management Committee meetings be considered by Council for adoption, subject to change if found unsuitable for the majority of Natural Resource Management Committee members:*

1. *Thursday, 22 February 2018*
2. *Thursday, 24 May 2018*
3. *Thursday, 23 August 2018*
4. *Thursday, 22 November 2018*

**CARRIED**

**CONSULTATION**

Members of the Natural Resource Management Committee

**STATUTORY REQUIREMENTS**

Nil

**POLICY IMPLICATIONS**

Nil

**FINANCIAL IMPLICATIONS**

Nil

**RISK MANAGEMENT IMPLICATIONS**

Nil

**ASSET MANAGEMENT IMPLICATIONS**

Nil

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

Nil

**VOTING REQUIREMENTS**

Simple majority

**OFFICER RECOMMENDATION**

**That the Council:**

1. **Receive the Natural Resource Management Advisory Committee minutes for the meeting held 30 November 2017; and**
2. **Adopt following meeting dates for the Natural Resource Management Advisory Committee:**
  - Thursday, 22 February 2018**
  - Thursday, 24 May 2018**
  - Thursday, 23 August 2018**
  - Thursday, 22 November 2018**



**10.3 NATURAL RESOURCE MANAGEMENT ADVISORY COMMITTEE - MINUTES**

<b>AUTHOR</b>	Jane Kowald, NRM/Landcare Officer
<b>DATE</b>	Wednesday, 28 February 2018
<b>FILE NO</b>	GS.PRG.7
<b>ATTACHMENT</b>	10.3.1 – Unconfirmed Minutes for the Natural Resource Management Committee Meeting 22 February 2018

<b>STRATEGIC/CORPORATE IMPLICATIONS</b>		
“Smart Possibilities – Kojonup 2027+”		“Smart Implementation – Kojonup 2021 +”
Key Pillar	Community Outcomes	Corporate Actions
KP1 - Place	1.2 Be happy, healthy, connected and inclusive community driven by the provision of high standard sport, recreation and open space facilities and programs.	1.2.6 Develop environmental management plans for significant Shire Reserves (N1.2.2)

**DECLARATION OF INTERST**

Nil.

**SUMMARY**

The purpose of this report is to receive the minutes of the Natural Resource Management Advisory Committee and to consider recommendations made within.

**BACKGROUND**

At the NRMAC meeting held 22 February 2018, the committee made a number of recommendations to the Council which are summarised below.

- 3/18 Eastern States Wattles were removed from the Shire reserve bounded by Tunney Road, Soldier Road, the Old Rubbish Tip Road and the Recycle Transfer Station. As the reserve now has significant woody debris as result from the weeding, the Natural Resource Management Committee suggests burning of the area in autumn, providing there is follow-up weed control and infill planting of native species.
- 4/18 The Gravel reserve along the Collie-Changerup Road (refer to Attachment 11.4.1 – Site Maps of the Natural Resource Management Committee Unconfirmed Minutes 22 February 2018) will be rehabilitated in a joint project with Greening Australia and the Shire of Kent. The area around the gravel pit will be direct seeded with mixed native species.
- 10/18 The Bushfire Advisory Committee seeks approval from the Natural Resource Management Committee to burn the Standpipe Reserve on the Kojonup-Katanning Road as it presents a high bushfire threat.

**COMMENT**

The follow-up work is essential to reduce the germination of weed species, creating a more biodiverse environment. The area burnt is about 7 Ha, infill planting of 700 stems/Ha, totalling 4,900 stems. At \$0.80/stem, a budget of \$3,920 will be required. Costs for spraying weeds are as follows; \$1,320 (20 hours at \$66/hr) for labour and \$200 for chemical.

The costs involved to rehabilitate the gravel pit reserve are considerable, with several staff having input to the site's preparation and on-going maintenance. While it is unlikely that the gravel resource will be used again, especially if it is under native vegetation, the Natural Resource Management Committee felt it would be beneficial to the public to reclassify it to a Recreation/Flora and Fauna Reserve.

The Natural Resource Management Committee are satisfied that the Bushfire Advisory Committee have shown need for the Standpipe Reserve to be burnt to reduce fuel load and recommends the burning of the reserve providing appropriate weed control takes place post-burn, as follows:

#### **COMMITTEE DECISION**

**3/18** *That the Natural Resource Management Committee recommends to council that the area bounded by Tunney Road, Soldier Road, the Old Rubbish Tip Road and the Recycle Transfer Station be burnt in autumn 2018 with follow up weed control and infill planting with native species.*

**4/18** *That the Natural Resource Management Committee recommends to Council that the gravel reserve along the Collie-Changerup Road be reclassified to a Recreation/Flora and Fauna Reserve.*

**10/18** *That the Natural Resource Management Committee recommends to Council that they have no objections to the Standpipe Reserve along the Kojonup-Katanning road being burnt for fuel reduction purposes, providing appropriate after-burning weed control is carried out.*

#### **CONSULTATION**

Members of the Natural Resource Management Committee

#### **STATUTORY REQUIREMENTS**

Nil

#### **POLICY IMPLICATIONS**

Nil

#### **FINANCIAL IMPLICATIONS**

The following items would need to be considered by Council for inclusion into the 2018/2019 draft budget:

3/18:

1. \$3,920.00 for the purchasing of 4,900 stems of mixed native species;
2. Labor for spraying weeds, 20 hours @ \$66/hr = \$1,320.00;
3. Chemical for spraying weeds, \$200.00.

4/18 Nil

10/18 The following items would need to be considered by Council for the 2018/2019 budget allocation:

1. Labor for spraying weeds, 20 hours @ \$66/hr = \$1320.00;
2. Chemical for spraying weeds, \$200.00.

#### **RISK MANAGEMENT IMPLICATIONS**

Hazard reduction burns are an effective bush fire risk reduction treatment.

**ASSET MANAGEMENT IMPLICATIONS**

Nil

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

Nil

**VOTING REQUIREMENTS**

Simple majority

**OFFICER RECOMMENDATION**

**That the Council:**

- 1. Receive the Natural Resource Management Advisory Committee minutes for the meeting held 22 February 2018;**
- 2. Approve the Natural Resource Management Advisory Committee decision 3/18 that the area bounded by Tunney Road, Soldier Road, the Old Rubbish Tip Road and the Recycle Transfer Station be burnt in autumn 2018 with follow up weed control and infill planting with native species, referring \$5,440 to the 2018/2019 draft budget for spraying and infill planting of the area burnt as follows:**
  - i. \$3,920 for the purchasing of 4,900 stems of mixed native species;**
  - ii. \$1,320 for labor; and**
  - iii. \$200 for chemical**
- 3. Approve the Natural Resource Management Advisory Committee decision 4/18 that the Council commence the process requesting the State Government change the gravel reserve along the Collie-Changerup Road to be reclassified to a Recreation/Flora and Fauna Reserve.**
- 4. Approve the Natural Resource Management Advisory Committee decision that they have no objections to the Standpipe Reserve along the Kojonup-Katanning road being burnt for fuel reduction purposes, providing appropriate after-burning weed control is carried out, referring the following to the 2018/2019 draft budget:**
  - iv. \$1,320 for labor; and**
  - v. \$200 for chemical.**

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

Nil

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

**12.1 FINANCIAL MANAGEMENT – MONTHLY STATEMENT OF FINANCIAL ACTIVITY (FEBRUARY 2018)**

<b>AUTHOR</b>	Anthony Middleton – Acting CEO
<b>DATE</b>	Friday, 16 March 2018
<b>FILE NO</b>	FM.FNR.2
<b>ATTACHMENT(S)</b>	12.1.1 – February 2018 Monthly Financial Statements

<b>STRATEGIC/CORPORATE IMPLICATIONS</b>		
“Smart Possibilities – Kojonup 2027+”		“Smart Implementation – Kojonup 2021 +”
Key Pillar	Community Outcomes	Corporate Actions
KP – 3 Performance	3.4 – Be organised and transparent with our financial management.	3.4.1 - Increase regularity of readable financial reporting to the community. 3.4.2 – Act with sound long-term and transparent financial management and deliver residents considered value for money.

**DECLARATION OF INTEREST**

Nil.

**SUMMARY**

The purpose of this report is to note the Monthly Financial Statements for the period ending 28 February 2018.

**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 2017 to 28 February 2018 represents eight (8) months, or 67% of the year. The following items are worthy of noting:

- Surplus position of \$878,796.
- Operating results:
  - 77% of budgeted operating revenue has been received; and
  - 66% of budgeted operating expenditure spent;
- Capital expenditure achieved 49% of budgeted projects;
- The value of outstanding rates equates to 10.6% of 2017/2018 rates raised, which includes previous years arrears and instalment options but excludes deferred rates;
- Cash holdings of \$4.05m of which \$3.76m 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.

**CONSULTATION**

Nil.

**STATUTORY REQUIREMENTS**

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

**POLICY IMPLICATIONS**

Council Policy 2.1.6 defines the content of the financial reports.

**FINANCIAL IMPLICATIONS**

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

**RISK MANAGEMENT IMPLICATIONS**

There are no risk management implications for this report.

**ASSET MANAGEMENT IMPLICATIONS**

There are no asset management implications for this report.

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

Nil.

**VOTING REQUIREMENTS**

Simple Majority.

**OFFICER RECOMMENDATION**

**That the monthly financial statements for the period 1 July 2017 to 28 February 2018, as attached, be noted.**

## 12.2 MONTHLY PAYMENTS LISTING

<b>AUTHOR</b>	Melissa Binning – Finance Officer
<b>DATE</b>	Monday, 12 March 2018
<b>FILE NO</b>	FM.AUT.1
<b>ATTACHMENT</b>	12.2.1 – Monthly Payment Listing 01/02/2018 to 28/02/2018

<b>STRATEGIC/CORPORATE IMPLICATIONS</b>		
“Smart Possibilities – Kojonup 2027+”		“Smart Implementation – Kojonup 2021 +”
Key Pillar	Community Outcomes	Corporate Actions
KP 3 - Performance	3.4 – Be organised and transparent with our financial management.	3.4.1 - Increase regularity of readable financial reporting to the community. 3.4.2 – Act with sound long-term and transparent financial management and deliver residents considered value for money.

### DECLARATION OF INTEREST

Nil

### SUMMARY

To receive the list of payments covering the month of February 2018

### 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**

Refer to the VROC Strategic Plan

**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 as attached made under delegated authority:**

<b>FROM – 1 February 2018</b>		<b>TO – 28 February 2018</b>
<b>Municipal Cheques</b>	<b>13984 – 13993</b>	<b>\$23,782.81</b>
<b>EFTs</b>	<b>20613 – 20765</b>	<b>\$250,137.46</b>
<b>Direct Debits</b>		<b>\$512,110.28</b>
<b>Total</b>		<b>\$786,030.55</b>

**be received.**



### 12.3 COMPLIANCE AUDIT RETURN 2017

<b>AUTHOR</b>	Anthony Middleton – Acting Chief Executive Officer
<b>DATE</b>	Friday, 9 March 2018
<b>FILE NO</b>	CM.REP.1
<b>ATTACHMENT(S)</b>	12.3 - Compliance Audit Return 2017

<b>STRATEGIC/CORPORATE IMPLICATIONS</b>		
“Smart Possibilities – Kojonup 2027+”		“Smart Implementation – Kojonup 2021 +”
Key Pillar	Community Outcomes	Corporate Actions
n/a	n/a	n/a

#### **DECLARATION OF INTERST**

Nil.

#### **SUMMARY**

The purpose of this report is to adopt the Compliance Audit Return for 2017.

#### **BACKGROUND**

*Local Government (Audit) Regulation 14* requires a local government to carry out a compliance audit for each calendar year.

#### **COMMENT**

The completion of the Compliance Audit Return is mandatory for each local government. The return has been completed following a review of processes and documentation for each activity / area in which compliance is being assessed against the Local Government Act 1995 and its associated regulations. The return is to be adopted by the Council and submitted to the Department of Local Government and Communities by 31 March each year.

Regulation 14 also requires that the local government’s Audit Committee review the return and report the results of that review to the Council prior to adoption and submission to the Department. The Audit Committee considered this item at its meeting held on 20 February 2018 and resolved as follows:

**‘...that the Compliance Audit Return for 2017, as attached, be adopted.’**

#### **CONSULTATION**

Audit Committee Meeting held 20 February 2018.

#### **STATUTORY REQUIREMENTS**

The Local Government Audit Regulations 1996, Regulation 14 states:

- “(1) a local government is to carry out a compliance audit for the period 1 January to 31 December in each year.
- (2) After carrying out a compliance audit the local government is to prepare a compliance audit return in a form approved by the Minister.
- (3A) the local government’s audit committee is to review the compliance audit return and is to report to the council the results of that review.
- (3) After the audit committee has reported to the council under sub regulation (3A), the compliance audit return is to be —
  - (a) presented to the council at a meeting of the council; and
  - (b) adopted by the council; and
  - (c) recorded in the minutes of the meeting at which it is adopted.”

**POLICY IMPLICATIONS**

There are no policy implications for this report.

**FINANCIAL IMPLICATIONS**

There are no financial implications for this report.

**RISK MANAGEMENT IMPLICATIONS**

Maximising compliance with legislation minimizes the risks to the organization of non-compliance and any associated penalties, damage to image or reputation that may occur.

**ASSET MANAGEMENT IMPLICATIONS**

There are no asset management implications for this report.

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

Nil

**VOTING REQUIREMENTS**

Simple Majority

**OFFICER RECOMMENDATION**

**That the Compliance Audit Return for 2017, as attached, be adopted.**

## 12.4 FINANCIAL MANAGEMENT – BUDGET REVIEW 2017/2018

<b>AUTHOR</b>	Anthony Middleton – Acting Chief Executive Officer
<b>DATE</b>	Friday, 9 March 2018
<b>FILE NO</b>	FM.FNR.2
<b>ATTACHMENT</b>	12.4 – Budget Review 2017/2018

<b>STRATEGIC/CORPORATE IMPLICATIONS</b>		
“Smart Possibilities – Kojonup 2027+”		“Smart Implementation – Kojonup 2021 +”
Key Pillar	Community Outcomes	Corporate Actions
KP – 3 Performance	3.4 – Be organised and transparent with our financial management.	3.4.1 - Increase regularity of readable financial reporting to the community. 3.4.2 – Act with sound long-term and transparent financial management and deliver residents considered value for money.

### DECLARATION OF INTEREST

Nil.

### SUMMARY

The purpose of this report is to consider a review of the Annual Budget for 2017/2018.

### BACKGROUND

The *Local Government (Financial Management) Regulations 1996* state that a local government must undertake a budget review annually.

Regardless of statutory requirements, conducting a budget review at least once each year is sound financial management practice. It enables the Council to analyse the financial performance of the year to date and make changes to the authorisations that it puts in place for the performance of the local government’s functions.

### COMMENT

The detailed budget review papers are attached to this agenda as a separate document. Previous years’ reviews have entailed a detailed line-by-line review process, culminating in many minor adjustments being made to numerous accounts. This budget review has been performed focussing on several major projects and/or functions, with a more holistic assessment being made at a sub-program level.

The four (4) major items that have necessitated changes within the budget are as follows:

#### 1. Direct Road Grant – reduction in income of \$60,000:

Following the successful lobbying of the local government vehicle licensing exemptions, the State Government retained its budget position by reducing the direct road grants by an equivalent amount. Unfortunately, this was advised after the Shire of Kojonup budget was adopted;

**2. Water Re-use Projects – additional \$77,000 expenditure:**

This additional funding is required as last year's carry over budget was not budgeted for (\$52,000) and a successful State Government grant of \$66,000 has been obtained, which necessitates an additional \$25,000 of Council matching funds;

**3. The Kodja Place Rammed Earth Walls – Additional \$35,000 expenditure:**

Following Council decision 4/18 at the 20 February 2018 Council Meeting, which included "immediately address defective rammed earth walls to protect asset from further deterioration", this provision has been made. Options will be assessed by the Senior Management Team (SMT) on 15 March 2018 and an agenda item for the Council's consideration shortly thereafter. This provision represents a start on the project (considering only three months of the financial year remain) and does not suggest the total cost of a permanent fix;

**4. Sporting Complex Retaining Wall and Pedestrian Ramp – Additional \$95,000.**

Whilst design work is currently being undertaken for a solution to this issue, this additional budget provision will assist when total costs are known.

As a result of the four major items above, other items contained within the attached budget review document include:

- An additional \$250,200 cash to be provided by operations, through a combination of increased revenue and decreases in expenditure, to fund the additional \$250,200 capital expenditure requirements. This is the ideal scenario for a mid-year budget review;
- The graph on page 5 clearly shows the net changes to operations at a sub-program level, with positive figures showing the need for more funding and negative figures representing savings made;
- No changes proposed to the Plant Replacement Program (p12);
- No changes proposed to loans (p13);
- No changes proposed to reserve accounts (p14);
- The new swimming pool fence on the eastern side (account C158 – p10), incorporating a sporting complex entry statement, has been deferred until 2018/2019 to help fund the complex retaining wall and pedestrian ramp (account C203 - p10).
- The removal of the State Government's Swimming Pool Revitalisation Grant of \$32,500 (account 6303 – p33) has also resulted in a corresponding reduction of capital expenditure for Swimming Pool Capital Equipment (account C158 – p10);
- A transfer of \$22,000 to 'Salaries - Admin' (account 1852 – p22) from 'Salaries – Other Law, Order & Public Safety' (account 2752 – p24) to account for a change of duties to better resource emergency management within Corporate Services staff;

**CONSULTATION**

The Senior Management Team, Ranger/Building Maintenance Coordinator and Development Services Coordinator have assisted in the compilation of the Budget Review document.

## **STATUTORY REQUIREMENTS**

Local Government (Financial Management) Regulation 33A states:

### **“Review of budget**

- (1) Between 1 January and 31 March in each year a local government is to carry out a review of its annual budget for that year.
- (2) Within 30 days after a review of the annual budget of a local government is carried out it is to be submitted to the Council.
- (3) A Council is to consider a review submitted to it and is to determine\* whether or not to adopt the review, any parts of the review or any recommendations made in the review.  
*\*Absolute majority required.*
- (4) Within 30 days after a Council has made a determination, a copy of the review and determination is to be provided to the Department.”

## **POLICY IMPLICATIONS**

Nil.

## **FINANCIAL IMPLICATIONS**

The budget review recommends changes to the adopted budget and, therefore, changes the projects previously authorised by the Council. Whilst individual projects have varying financial implications, the resulting changes maintain a balanced budget. Refer to page 8 of the Budget Review document.

## **RISK MANAGEMENT IMPLICATIONS**

Nil.

## **ASSET MANAGEMENT IMPLICATIONS**

Nil.

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

Nil.

## **VOTING REQUIREMENTS**

Absolute Majority.

## **OFFICER RECOMMENDATION**

**That the 2017/2018 Annual Budget be amended in accordance with the proposed changes in the attached 2017/2018 Budget Review document.**

## 12.5 EMPLOYEE MANUAL

<b>AUTHOR</b>	Rob Cowie – Regulatory and Admin Officer
<b>DATE</b>	Tuesday, 13 March 2018
<b>FILE NO</b>	CM.POL.2 - Corporate Management, Policy, Manual
<b>ATTACHMENT(S)</b>	12.5.1 - Employee Manual

<b>STRATEGIC/CORPORATE IMPLICATIONS</b>		
“Smart Possibilities – Kojonup 2027+”		“Smart Implementation – Kojonup 2021 +”
Key Pillar	Community Outcomes	Corporate Actions
Performance	3.1 Be a continually engaged and strategic community which leads and organises throughout the entire stakeholder group.	3.1.2 – Have a highly rated Customer Service from a cohesive, happy and contemporary working party teams

### **DECLARATION OF INTERST**

Nil

### **SUMMARY**

To consider the adoption of the updated Employee Manual

### **BACKGROUND**

The previous Employee Manual was created in January 2015 and utilised from then for all staff and new employees.

### **COMMENT**

A major re-write of the 2015 Employee Manual has been undertaken. A working group was formed to review and alter the manual where required. As part of this process, it was agreed that the previous manual was unclear in its intended audience as it was written for both management as a guide and employees as a “policy”. The committee was in agreeance that the Employee Manual should be intended for use of the employee only, in clear and easy to understand language. This change required a complete overhaul of the original manual which is attached for the Council’s consideration.

### **CONSULTATION**

The working group established consisted of a member of staff from each of the work areas for the Shire. This group met regularly to discuss and work through issues and arrived at the final Employee Manual as presented.

### **STATUTORY REQUIREMENTS**

*Occupational Health and Safety Act 2004*

**POLICY IMPLICATIONS**

The following current Policies contained in the Policy Manual will also be reviewed and revised as they reference the Employee Manual:

- 2.2.1 Staff Equal Opportunity
- 2.2.2 Elimination of Harassment in the Workplace
- 2.2.9 Workplace Drug and Alcohol Use
- 2.2.13 Employee Assistance Program

**FINANCIAL IMPLICATIONS**

Nil

**RISK MANAGEMENT IMPLICATIONS**

Nil

**ASSET MANAGEMENT IMPLICATIONS**

Nil

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

Nil

**VOTING REQUIREMENTS**

Simple Majority.

**OFFICER RECOMMENDATION**

**That the Employee Manual, as attached, be adopted.**

## 12.6 ANNUAL REPORT 2016/2017 & MEETING OF ELECTORS

<b>AUTHOR</b>	Anthony Middleton – Acting Chief Executive Officer
<b>DATE</b>	Friday, 16 March 2018
<b>FILE NO</b>	FM.AUD.2 & FM.FNR.1
<b>ATTACHMENT(S)</b>	12.6.1 Annual Report 2016/2017 12.6.2 Auditor’s Management Letter

<b>STRATEGIC/CORPORATE IMPLICATIONS</b>		
“Smart Possibilities – Kojonup 2027+”		“Smart Implementation – Kojonup 2021 +”
Key Pillar	Community Outcomes	Corporate Actions
KP – 3 Performance	3.4 – Be organised and transparent with our financial management.	3.4.1 - Increase regularity of readable financial reporting to the community. 3.4.2 – Act with sound long-term and transparent financial management and deliver residents considered value for money.

### DECLARATION OF INTEREST

Nil.

### SUMMARY

The purpose of this report is to accept the 2016/2017 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 20 March 2018. 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 2017, 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 electors meeting needs to be held between 4 April 2018 and 15 May 2018. In previous years, the Annual Electors Meeting has been held in the evening following the Council Meeting, so it is therefore recommended that the meeting be



held on Tuesday 17 April 2018. It is also proposed to hold the meeting at the Sporting Complex, following previous year's very warm meetings in the Lesser Hall.

The Annual Electors Meeting will be publicised in the Great Southern Herald, Shire web site 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 2017. The recommendation does not in itself have a financial implication.

#### **RISK MANAGEMENT IMPLICATIONS**

There are no risk management implications for this report.

#### **ASSET MANAGEMENT IMPLICATIONS**

There are no asset management implications for this report.

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

Nil.

#### **VOTING REQUIREMENTS**

Simple Majority.

#### **OFFICER RECOMMENDATION**

##### **That:**

- 1. The 2016/2017 Annual Report, including the Annual Financial Report, as attached be adopted; and**
- 2. The Annual Meeting of Electors be held on Tuesday 17 April 2018 in the Sporting Complex, Kojonup, commencing at 7:00pm.**

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

Nil

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

Nil.

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

Nil

**16 NEW BUSINESS**

16.1 SPORTING COMPLEX RAMP AND RETAINER WALL DESIGN

**17 CONFIDENTIAL REPORTS**

Nil.

**18 NEXT MEETING**

Tuesday, 17 April 2018 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 ATTACHMENTS (SEPARATE)**

- Item 7       **7.1.1**   Minutes of the Ordinary Council Meeting held 20 February 2018
- Item 10.1   **10.1.1**   Common Roadside Weeds Brochure
- 10.2.1**   Minutes for the Natural Resource Management Committee Meeting held 30 November 2017.
- 10.3.1**   Unconfirmed Minutes for the Natural Resource Management Committee Meeting 22. February 2018.
- Item 12.1   **12.1.1**   February 2018 Monthly Financial Statement.
- Item 12.2   **12.2.1**   Monthly Payment Listing 01/02/2018 – 28/02/2018.
- Item 12.3   **12.3.1**   Compliance Auditor Return 2017.
- Item 12.4   **12.4.1**   Budget Review 2017/2018.
- Item 12.5   **12.5.1**   Employee Manual
- Item 12.6   **12.6.1**   Annual Report 2016/2017
- 12.6.2**   Auditor’s Management Letter