

Kojonup



SHIRE OF KOJONUP

AGENDA

Ordinary Council Meeting

14 November 2017

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, 14 November 2017 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.

RICK MITCHELL-COLLINS
CHIEF EXECUTIVE OFFICER

10 November 2017

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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
Cr Ned Radford
Cr Sandra Pedler
Cr Jill Mathwin
Cr Ian Pedler
Cr Graeme Hobbs
Cr John Benn

| | |
|--------------------------|----------------------------|
| Mr Rick Mitchell-Collins | Chief Executive Officer |
| Mr Anthony Middleton | Manager Corporate Services |
| Mrs Susan Northover | Manager Aged Care Services |
| Mr Phil Shephard | Town Planner |
| Miss Miranda Wallace | Executive Assistant |

| | |
|---------------------|----------------------|
| Mrs Heather Marland | Justice of the Peace |
|---------------------|----------------------|

APOLOGIES

Cr Judith Warland (Leave of Absence)

3 SUMMARY OF RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE

3.1 MRS WENDY THORN

The Presiding Member took Mrs Thorn's comments on notice at Council's October ordinary meeting and provided the following response to her queries in a letter to her dated 31 October 2017:

"Thank you for your questions tabled at the 17th October 2017 Council meeting. I provide the following in response which I trust will clarify Council's position in the support and adoption of Item 16.1.

Question - CEO's motivation to remove the committee from the overall precinct?

Question – There are 23 pages on the agenda for this item and 20 of them are directly from the Gibson Group Master Plan. I am wondering what relevance this has to changing the committee?

It is well documented that up until the establishment of the Advisory Committee the structure of the Kodja Place (KP) precinct was in need of review. Since November 2013 KPAC with the financial support of Council and external funders such as the Great Southern Development Commission, WA Museum and Tourism WA, we have made substantial progress in not only identifying areas for improvement both strategically and operationally but also undertaking projects that are in keeping with the original intent of KP.

Council and the Community now possess:

- 1. The Kodja Place Precinct Master Plan comprising 16 recommendations that can be expressed as part of an economic/social/heritage and cultural business case for external funding opportunities for KP.*
- 2. The Curatorial Audit recommendations, including the non-digital experiences are addressed in the Master Plan at a high conceptual level to guide an integrated approach.*

Item 16.1 listed actions (short, medium, long term) and responsible officers to prioritise and progress the Master Plan recommendations whether "in house" or requiring external inputs which flow into the Corporate Business Plan – 'SMART Implementation' for the next 4 year budget cycle.

An integrated approach ensures Council constantly refers to the Master Plan mission, mandate and objectives to align displays, exhibitions, tours, projects, activities, events and resource allocation that achieves a vibrant and thriving community hub that connects people and ideas, encourages participation and allows Kojonup's cultures to be experienced by a global audience.

Stakeholders under the 2013 Terms of Reference will still have input but in a different format, for example:

- a) Rose Maze*** – Cathy Wright and her volunteers will continue to have input via the Manager Works & Services (MWS), Manager Community Development & Tourism (MCDT) and Supervisor/Horticultural Tradesperson (S/HT) regarding maintenance/capital improvements. The Work Group and Cathy can work collectively on expanding the Three

Women Stories or other themes/interpretations outlined in the Master Plan. Cathy has also independently approached the Community Fund in the past to request assistance via funding for materials required for the Rose Maze Volunteers as well as assisting with the reprint of the Rose Maze Book. Cathy recently briefed Council on the National Rose Conference being held in Albany next year and possible assistance Council could provide when delegates visit/stay in Kojonup. Council will continue to maintain an open door policy allowing access and accountability for all stakeholders.

*b) **Community Fund Inc.** – is represented on the Work Group.*

The Fund remains an independent entity and will manage itself in accordance with its rules. Any philanthropical donations could be directed to the fund in order to receive the tax deductible gift recipient advantage if specifically aligned to the Museum/Gallery as per the Australian Taxation Office registration allowing the Work Group to approach the Fund to support initiatives/recommendations outlined in the Master Plan. The Fund can undertake its own fund raising however ultimately the Fund members will determine what they will or won't fund. The Fund was included on KPAC to enable members to gain a greater overall perspective of the KP Precinct as a whole.

*c) **Kojonup Aboriginal Corporation** – is represented on the Work Group and are an autonomous organisation who have a very healthy cooperative relationship with the MCDT. Craig McVee's position description allocates 20% of his time to KP as the Noongar Cultural Education Officer and his desire is for the Work Group to assist in training Noongars to undertake more interpretation and display of their stories within KP.*

The valuable input of the volunteers since the very beginning of KP has continued to be understood, appreciated and is still encouraged. Unfortunately within the realms of when a volunteer becomes a paid contractor/consultant then responsibility and accountability changes to include compliance.

The term 'public officer' includes any person including a volunteer who exercises any form of authority. The CEO did not intend his report to be construed as a 'cheap shot' at volunteers, it was a 'shot' at the need for better procedures within the Shire to prevent further ambiguity, confusion or unintended consequences. I apologise for any offence caused.

Council has no doubt as to the necessity of our KP volunteers to keep the precinct operational. Frustrations voiced by some valued volunteers have also provided some impetus for change. It is necessary to concentrate our energy in areas where we can progress. The new Story Place/gallery/curatorial group is one of those and will now be able to progress in a more independent manner.

The community of Kojonup is the heart and soul of KP. Regardless of committee's structure, those who believe in the ethos and intent of KP will remain involved for the future while committees come and go. KPAC has done a wonderful job of assisting the Council through some very tough decisions both with the functionality of the precinct, planning for efficiencies and improved building layout for the future.

As and when funding opportunities present the valued stakeholders will once again be consulted in the process.

It is important the aims, objectives and programs/activities to be undertaken by the Work Group compliment and strengthen the ethos of “One Story, Many Voices” at this iconic facility. Council wishes to assist all volunteers as much as possible to achieve the best outcomes for KP and the community within a respectful and co-operative relationship.

Please do not hesitate to contact me should you wish to discuss further.”

3.2 MRS BARBARA HOBBS

The Presiding Member took Mrs Hobbs’ comments on notice at Council’s October ordinary meeting and provided the following response to her queries in a letter to her dated 24 October 2017:

“Difficulties with Limiting the Role of KPAC

The Kodja Place Advisory Committee was established under Section 5.8 of the Local Government Act 1995 by Council at its meeting held 19 November 2013 including the following terms of reference:

To advise the Council on the following requirements at The Kodja Place Precinct:

- a) Prioritisation of capital works within the Shire of Kojonup budget allocation;*
- b) Consider the current purpose and future planning of the Precinct;*
- c) The requirements of individual stakeholders within the Precinct;*
- d) Improve stakeholder communication;*
- e) Identification of opportunities and improvements to current operations; and*
- f) Methods to integrate all aspects of the Precinct into one seamless customer experience and a singular attraction.*

It is well documented that up until the establishment of the Advisory Committee the structure of the Kodja Place (KP) precinct was in need of review. Since November 2013 KPAC with the financial support of Council and external funders such as the Great Southern Development Commission, WA Museum and Tourism WA have made substantial progress in not only identifying areas for improvement both strategically and operationally but also undertaking projects that are in keeping with the original intent of KP.

Council and the Community now possess:

- 1. The Kodja Place Precinct Master Plan comprising 16 recommendations that can be expressed as part of an economic/social/heritage and cultural business case for ‘Building Better Regions Funding’ and other external funding providers over the next 2 – 3 years.*
- 2. The goal of the master plan is **to work towards a Business Plan/Case for funding purposes**. “The master plan needs to concentrate on developing the core foundational requirements (concepts) to create an integrated visitor experience that makes operational and business sense. This includes the redevelopment of the exhibition space with consideration to the points raised in the curatorial report but it also needs to take into consideration all the other points raised by the team including operational practicalities, educational outcomes and business realities of how much are people*

prepared to pay and how many are going to come. From this we can then develop a cost estimate for the constituent elements and an implementation approach that can then be attached to an economic Business Case that has a high chance of being supported by funding bodies.” Refer KPAC agenda 21 Jan 2016

- 3. The Curatorial Audit recommendations, including the non-digital experiences are addressed in the Master Plan at a high conceptual level to ensure an integrated approach. IT systems need to be reviewed to test integrity so that a failure in the Visitor Centre or Storyplace does not compromise the entire IT system if a reboot is required. Council also needs to ensure that protocols are in place via a ‘system administrator’ to ensure vital data and information is not lost and records/financial/synergy programs are linked to Councils central system. Council does not possess an Information/Communications/Technology (ICT) Strategy or Plan however funds have been allocated in the 2017/18 Budget to address this inadequacy and we are also mindful of Margaret’s Intranet proposal.*
- 4. Council as per the adopted 2017/18 Budget recognises the need to gather community stories (content) and record same by allocating \$11,000 under Code 8109 Story Area (MOSAiC), \$17,500 Story Area (Digital) as well as up to \$5,000 under Code 8357 KP Consultants (Inc. IT). These allocations generally accord with the budget submission produced by yourself, Margaret Robertson and Wendy Thorn and lodged with the Manager Community Development and Tourism (MCDT) conditional upon external funding being sourced which you have indicated as potentially being Lottery West.*

The 25 May 2017 minutes made specific reference to the 2017/18 Budget process as follows:

“The 2017/18 Budget is presently being addressed by Management and Council in order to adopt at the Council Meeting on 25 July 2017. I wish to stress that once the Budget is formally adopted any new or additional works, projects, etc. cannot be considered unless other programs are dropped or deferred or external funding is guaranteed. Any projects relying on external funding will not proceed until funds are actually received especially if Council is required to make a cash contribution.”

- 5. The new café lessee has been well advised of the ethos of KP and the expectation of a co-operative relationship. The Visitor Services Coordinator advises that more traffic is entering KP from the café which indicates this relationship is working.*
- 6. The Style Guide which was provided to the CEO relates more to KP signage not the café. Council ensured the cafe would be referred to as the ‘Black Cockatoo Café’ recognising it has a brand which is well known. Acoustics and layout are issues that Council and the Lessee will work through progressively over the next 3 years.*

7. *The Storyplace/Gallery Work Group can work collaboratively on guidelines regarding the precinct with the MCDT and consult with key stakeholders such as Cathy Wright regarding the Rose Maze and three women stories or Kojonup Tourist Railway, Kojonup Historical Society, Kojonup Aboriginal Corporation etc. as well as review/update display/procedural/mosaic manuals.*
8. *Matters such as the rammed earth walls, energy efficiency, visitor/staff amenity, will be discussed with stakeholders by Council but expert advice will be needed as and when required by the calling of tenders/expression of interest by Council via its Building Maintenance Coordinator as funds allow.*
9. *The Kojonup Aboriginal Corporation is a member on the Work Group and as an organisation they are autonomous but have a very healthy cooperative relationship with the MCDT given the programs and projects being undertaken or considered. Craig McVee's position description allocates 20% of his time to KP as the Noongar Cultural Education Officer and his desire is for the Work Group to assist in training Noongars to undertake more interpretation and display of their stories within KP.*
10. *The Rose Maze volunteers will continue to assist as they presently do but with the added assistance of the Shire's Horticultural Supervisor who will liaise with Cathy Wright, Manager Works & Services (MWS), MCDT and others to plan for the present but also the future. Marina has been a valuable resource since her commencement in May 2015. Workplace Safety, Risk Management and Occupational Health and Safety requirements require inductions and working bees to be structured and Council staff will work closely with volunteers through effective two way communication.*
11. *The Work Group will have input on marketing aspects but the MCDT has the skillsets and experience to oversee this important aspect both at KP and also throughout the shire. Extensive community consultation will occur prior to draft marketing/signage plans being formally adopted by Council.*
12. *The Gibson report has provided Council/Community concepts for future development which will be 'drilled down' by professionals as part of the development planning as external funding providers will require this level of expertise. Consultation with stakeholders as is standard practice will occur during this planning phase to ensure staged development can occur once funding is secured.*
13. *It is true that the members on the Work Group may change over time as may also occur with KAC, Community Fund and Council. This is why Council have expended so much time and effort ensuring we have a Master Plan.*

Strategic Planning

14. *The KP Strategic Plan 2014 is no longer current as it has met its main objectives and requires review just as Council is obligated to review the Community Strategic Plan every four years. The Master Plan captures the future direction needed by KP in order to achieve the vision, mandate and objectives as more of the same is unsustainable.*

15. *Interpretation of the structure chart is not correct. KPAC is established by Council and therefore is answerable to Council. The CEO is answerable to Council and Elected Members are answerable to the community they represent. This has always been the case. The chart to which you refer demonstrates how the community inputs through KPAC. It is not an organisational/reporting structure.*
16. *Any funding the shire contributes will be reported to Management who are then required to report to Council via the CEO on the attainment of adopted milestones and the acquittal of funds. KPAC has never been a 'manager' of shire funding. KPAC has only ever been an 'Advisory Committee' to Council not a decision maker in accordance with the Local Government Act 1995.*
17. *Any changes in projects would need to be discussed with and agreed to by the funding body (whether Shire or other body in accordance with funding criteria and terms of the executed financial agreement.)*

Community Fund Inc.

18. *The KPCF does not have a role as a decision maker around KP. It is independent and can only operate in accordance with its rules and stipulations placed on it by the Australian Charities and Not-for-profit Commission (ACNC) as to how it can raise and expend funds. If an approach is made by the Work Group to support an agreed project the Fund will determine what, if any funds will be allocated from its own bank account.*
19. *We all have a copy of the Master Plan and Curatorial Audit to guide us and the Work Group are a trusted group who fully understand the direction and ethos of KP and therefore would only seek funding accordingly.*
20. *The Work Group would need to report and acquit any funds it obtains whether from the Community Fund or other funding body including Council.*
21. *The Community Fund will remain an independent entity and manage itself in accordance with its Rules. Any philanthropical donations could be directed to the fund in order to receive the tax deductible gift recipient advantage if specifically aligned to the Museum/Gallery as per the Australian Taxation Office registration. The Fund can undertake its own fund raising however ultimately the Fund members will determine what they will or won't fund. KPCF was included on KPAC to enable members to gain a greater overall perspective of the KP Precinct and future direction as whilst the fund assisted in building the café I cannot see any evidence other than supporting the Rose Maze book where funds were committed to curatorial projects.*
22. *The Fund will determine what assistance they require administering grants as they have done in the past but Council will always offer assistance when and if required as we do to other organisations.*

23. *The members of the Community Fund have always and are still very invested in KP. I am sure they can be trusted to work towards best outcomes for KP given we have the Master Plan and Curatorial Report to guide us all whether Work Group, Council, Management, Staff, Community or other stakeholders.*

I again reiterate the need to focus on our Mission and Objectives:

THE MISSION OF ‘The Kodja Place’ is

To tell the stories of Kojonup Shire, and to cultivate the continuing development of its culture and community wellbeing.

OUR MANDATE IS

To collect, preserve and display the oral and visual stories of Kojonup Shire, and provide facilities and services that engage community members and visitors with the historical and contemporary culture of Kojonup.

OUR OBJECTIVES ARE

1. *To be sustainable – financially, socially and culturally*
2. *To be a place of community pride and engagement*
3. *To nurture our future storytellers and makers*

THE OUTCOME WILL BE

A vibrant and thriving community hub that connects people and ideas, encourages participation and allows Kojonup’s cultures to be experienced by a global audience.

The reviewed 2017-2027 Community Strategic Plan ‘SMART Possibilities’ aligns itself to achieving the above outcomes not just by Council alone but collectively despite ever diminishing resources and funding but it doesn’t mean to give up on our vision for KP or Kojonup.

It is recognised that the KPAC has done a wonderful job of assisting the Council to work through some very tough decisions both with the functionality of the precinct, planning for efficiencies and improved building layout for the future when funding becomes available. We trust that the same co-operative relationship will continue between us all.

Please do not hesitate to contact me should you have any further queries as it is important the aims, objectives and programs/activities to be undertaken by the Work Group compliment and strengthen the ethos of “One Story, Many Voices” at this iconic facility.”

5 PETITIONS, DEPUTATIONS & PRESENTATIONS**6 APPLICATIONS FOR LEAVE OF ABSENCE**

Cr Warland requests a 'Leave of Absence' from the November and December 2017 Ordinary Council Meetings.

COUNCIL DECISION

/17 Moved Cr , seconded Cr that Cr Warland be granted a Leave of Absence from the 14 November and 12 December 2017 Ordinary Council meetings.

CARRIED/LOST /

7 CONFIRMATION OF MINUTES

ORDINARY MEETING 17 OCTOBER 2017

COUNCIL DECISION

/17 Moved Cr , seconded Cr that the Minutes of the Ordinary Meeting of Council held on 17 October 2017 be confirmed as a true record.

CARRIED/LOST /

8 ANNOUNCEMENTS by the Presiding Member without discussion**9 DECLARATIONS OF INTEREST****Item 12.1 –**

- Councillors Radford, Hobbs and Benn as members of the Kojonup Tourist Railway Inc.

10 CORPORATE SERVICES REPORTS

10.1 COMMITTEES – APPOINTMENT OF MEMBERS FOLLOWING ELECTION

AUTHOR: Anthony Middleton – Manager Corporate Services
DATE: Monday, 6 November 2017
FILE NO: GO.CNM.9
ATTACHMENT: Nil

DECLARATION OF INTEREST

Nil

SUMMARY

To review the elected member representation on committees following the October elections.

BACKGROUND

All appointments to committees, whether the person is an elected member, employee or community member, expired on 21 October 2017 in line with the local government election.

Since March 2004, the Council has dispensed with the structure of standing committees reporting to the Council each month in favour of a process where everything comes before the Council. Since this time, the Council has established an Audit Committee (required by legislation) and numerous formal advisory committees for specialist items and large projects. Appointments to these committees now need to be considered.

COMMENT

Committee representation should be considered on the basis of equitable distribution amongst Councillors, utilisation of specific skills where appropriate or to add diversity to existing groups to ensure the appropriate mix of skills are present.

Individual Councillors are entitled to be members of at least one committee, which comprises elected members only or elected members and employees. Therefore, Council needs to determine how many members should comprise each Committee.

The Act does not specifically mention anything about Deputies or proxies other than Deputy President and Deputy Presiding members. One of the pillars upon which the *Local Government Act 1995* is built is for better decision-making and more efficient and effective local government (*Ref: Section 1.3 (2)*). Consequently, there is nothing that precludes Council from appointing one or two deputies for each Committee.

10.1.1 FORMAL ADVISORY COMMITTEES

Established under the Local Government Act, these Committees are an immediate extension of the Council. Each meeting shall be called, conducted and recorded in accordance with the Local Government Act 1995 (i.e. local public notice of meetings, Standing Orders Local Law, formal minutes, etc...).

Minutes of these meetings will be presented to the Council and all recommendations are considered through a written report.

10.1.1.1 AUDIT COMMITTEE

Summary

Established under *Section 7.1 of the Local Government Act 1995* (every local government must have an Audit Committee)

Terms of Reference

The duties and responsibilities of the Committee are:

- a) Provide guidance and assistance to the Council as to carrying out the functions of the Local Government in relation to audits;
- b) Develop and recommend to Council an appropriate process for the selection and appointment of a person as the Shire's Auditor;
- c) Develop and recommend to Council:
 - A list of those matters to be audited; and
 - The scope of the Audit to be undertaken;
- d) Recommend to the Council the person or persons to be appointed as Auditor;
- e) Develop and recommend to the Council a written agreement for the appointment of the Auditor;
- f) Meet with the auditor once in each year and provide a report to the Council on the matters discussed and outcome of those discussions;
- g) Liaise with the Chief Executive Officer (CEO) to ensure that the Shire does everything in its power to:
 - Assist the Auditor to conduct the Audit and carry out his or her other duties under the *Local Government Act 1995*; and
 - Ensure that audits are conducted successfully and expeditiously;
- h) Examine the reports of the Auditor after receiving a report from the CEO on the matters and:
 - Determine if any matters raised require action to be taken by the Shire; and
 - Ensure that appropriate action is taken in respect of those matters;
- i) Review the report prepared by the CEO on any actions taken in respect of any matters raised in the report of the Auditor and presenting the report to the Council for adoption prior to the end of the next financial year (or 6 months after the last report prepared by the Auditor is received, whichever is the latest);
- j) Review the scope of the Audit Plan and Programme and its effectiveness;
- k) Consider and recommend adoption of the Annual Financial Report to the Council;
- l) Address issues brought to the attention of the Committee, including responding to requests from Council for advice that are within the parameters of the Committee's terms of reference;
- m) Seek information or obtain expert advice through the CEO on matters of concern within the scope of the Committee's terms of reference following authorisation from the Council; and
- n) Review the Statutory Compliance Return and make a recommendation on its adoption to Council.

Membership

Committee of six (6):

- Four (4) Councillors (currently Mathwin, Pedler, Warland & Radford); and
- Two (2) Community Members (currently Roger House and James Hope).

10.1.1.2 BLACKWOOD ROAD PRECINCT ADVISORY COMMITTEE

Summary

Established under Section 5.8 of the *Local Government Act 1995* however this committee has not been activated due to Council undertaking the Sport Precinct Master Plan but will be reactivated upon Council appointing its representatives at this meeting.

Terms of Reference

To advise the Council on, and to undertake the preparation of a Development Plan during the 2015/2016 Financial Year that includes existing Reserves 16076, 13697, 9589, 36549 and the Showground Title CT 2228/997, taking into account:

- a) Present and future uses including User Agreements to ensure improved governance and compliance;
- b) Asset Management implications of existing built infrastructure and upgrades required;
- c) Water harvesting and re-use opportunities;
- d) Review the land parcels in use by other user groups and rationalise the Reserves in the Blackwood Road Precinct;
- e) Financial/Workforce planning considerations;
- f) Occupational Health and Safety/Public Liability implications;
- g) External funding opportunities;
- h) Risk Management implications for various activities/events, etc...
- i) Pro's/Con's of relocating some/all of Kojonup Show activities to the Sports Complex/Benn Parade area.

Membership

Nine (9):

- One (1) representative of the Kojonup Golf Club;
- One (1) representative of the Kojonup Tennis Club;
- Two (2) representatives of the Kojonup P&A Society;
- One (1) representative of the Kojonup Gun Club;
- One (1) representative of the Kojonup Archery Club;
- One (1) representative of the Kojonup Pistol Club;
- Two (2) Councillor representatives; and
- One (1) staff member

10.1.1.3 KOJONUP NATURAL RESOURCE MANAGEMENT (NRM) ADVISORY COMMITTEE

Summary

Established under *Section 5.8 of the Local Government Act 1995* to advise Council on NRM matters and projects that should be promoted or pursued utilizing the Landcare Trust funds or sourcing external funds. The NRM Trust Fund Reserve to be no less than \$20,000.00 at any one time. Council allocating an agreed annual amount towards NRM projects as mutually agreed and prioritised with the Kojonup NRM Advisory Committee. Meetings to be held at least half yearly with a quorum of any five (5) members required.

Terms of Reference

To establish a cooperative partnership arrangement whereby Natural Resource Management (NRM) and Community values compliment the strategic objectives of

attracting research, developing and extending opportunities that enhance economic, environmental, cultural and social outcomes within the Shire and our neighbours.

Aims and Objectives

To work collaboratively with the community under the following five (5) main areas:

- a) Economy, Community and Environment
Develop an NRM strategy for the Shire of Kojonup based on natural asset condition and management driven by the triple bottom line approach.
- b) Stewardship and Partnerships
Undertake or ensure Environmental planning, policies and activities protect and preserve environmental assets, reserves and ecology within Kojonup's natural and agricultural ecosystems.
- c) Collaboration and Capacity Building
Actively participate and promote sustainable NRM including education, research and policy development programs, on ground projects, and funding opportunities.
- d) Innovation and Education
Increase awareness of the implications of climate change and develop management actions for the Shire, primary producers and local businesses to create opportunities.
- e) Leadership and Responsibility
Develop and implement Best Management Practices (BMPs) for Shire activities to improve the Environmental performance of the organisation.

Initial Projects

- a) Develop and implement a sustainable Bridal Creeper and Tagasaste Eradication program.
- b) Assist Council progress the sustainable management of water resources including water harvesting and re-use opportunities in the Shire.
- c) Coordinate weed management and planting of native trees and shrubs to improve bio diversity, fauna habitat and natural resource management outcomes in conjunction with Schools, Kojonup Aboriginal Corporation and community groups within identified Reserves such as:
 - i. Myrtle Benn, Farrar and Quin Quin;
 - ii. Showground's area; and
 - iii. Blackwood Road arboretum.

Membership

- a) Three (3) Community Representatives (Currently Graham Blacklock, Kath Mathwin and Jennifer Edgerton-Warburton)
- b) Two (2) Councillors namely Cr Sexton & Cr Pritchard
- c) Supervisor Horticulture Tradesperson
- d) Community Development Officer
- e) Chief Executive Officer or delegated nominee and
- f) Senior Ranger/Building Maintenance Coordinator

10.1.2 OTHER SHIRE COMMITTEES

These Committees are less formal groups established by the Council. While they play an equally important advisory role to the Council's decision making process, they are not established in accordance with Section 5.8 of the Act and are deliberately less formal than the Advisory Committee's to better reflect the subject matter concerned, or are established

under another Act such as the Bush Fire's Act. Minutes of these meetings will be presented to the Council to ensure information flow.

10.1.2.1 KOJONUP TOURIST RAILWAY ADVISORY COMMITTEE

This is an existing committee however as they are a separate incorporated entity and with the legislative changes now under the Office of National Rail Safety Regulator this committee is no longer required as a committee of the Council.

Summary

Established by the Council on 28 January 2003. This Committee currently operates as an external incorporated legal entity group and this Committee keeps the Council up-to-date on this operation.

Current Terms of Reference

- a) That in recognition of the services to be provided by the Shire of Kojonup Tourist Railway Committee, the Council grants the Kojonup Tourist Railway Committee unencumbered exclusive rights to use the land between the Farrar Reserve and Albany Highway defined in the Kojonup – Farrar Railway Order 2002 for the purpose of conducting tourist railway activities;
- b) That the Shire of Kojonup Tourist Railway Committee shall have regard to all conditions imposed within the Order although these conditions may be imposed upon the Council;
- c) Any costs associated with meeting any of the requirements of the Order shall be met by the Shire of Kojonup Tourist Railway Committee;
- d) The Council will arrange for all necessary insurances associated with the conduct of the tourist railway activities;
- e) All activities to be undertaken by the Shire of Kojonup Tourist Railway Committee within the defined land shall be undertaken in accordance with the requirements of the *Rail Safety Act 1998*;
- f) Advise the Council on recommended landscaping and other required facilities surrounding the railway station precinct; and
- g) Compliance with the MOU and Deed of Easement.

Current Membership

Nine (9)

- One (1) Councillor (currently delegate Cr Benn, proxy Cr Sexton);
- One (1) representative of the Chief Executive Officer (currently Mort Wignall);
- Seven (7) Community Members (currently Peter Mason, Brent Simpson, Ned Radford, Don Hair, Rhonda Hair, John Lewis & Bob Oliffe)

10.1.2.2 STORYPLACE/GALLERY WORK GROUP

Summary

Established by the Council on 17 October 2017. Meetings to be held at least quarterly unless otherwise required.

Current Terms of Reference

To advise and assist the Chief Executive Officer to implement aspects of the adopted Kodja Place Master Plan and adopted Curatorial Audit recommendations prepared by

Dr Sue Graham-Taylor as they relate specifically to the Storyplace/Gallery at The Kodja Place by:

- Planning projects;
- Capturing the stories of our residents; and
- Identifying resources (plant, equipment, human) and funding required to enhance the curatorial/multi-media and MOSAiC aspects of the Storyplace/Gallery

Current Membership

Seven (7)

- | | |
|-----------------------------|---|
| • Shire President | (Presiding Member) |
| • Deputy Shire President | (Proxy for Shire President) |
| • Ms Zahra Shirazee | Manager Community Development & Tourism (MCDT) |
| • Mr Rick Mitchell-Collins | CEO (Proxy for MCDT) |
| • Mr Craig McVee | Kojonup Aboriginal Corporation |
| • Mrs Barbara Hobbs | Kojonup Historical Society |
| • Mr Alan Egerton-Warburton | Kodja Place Community Fund Inc. - Chairman |
| • Mrs Wendy Thorn | Kodja Place Community Fund Inc. - Vice Chair (Proxy for Chairman) |
| • Mrs Margaret Robertson | Kodj Gallery/Storyplace Coordinator |
| • Miss Cassandra Fletcher | Visitor Services Officer (Admin support) |

10.1.2.3 BUSHFIRE ADVISORY COMMITTEE

Summary

Established under *Section 67 of the Bush Fires Act 1954*.

Current Terms of Reference

The Bush Fire Advisory Committee is established for the purpose of:

- a) Advising the Shire regarding all matters relating to the preventing, controlling and extinguishing of bush fires;
- b) The planning of the layout of firebreaks in the district;
- c) Prosecutions for breaches of this Act;
- d) The formation of bush fire brigades and the grouping thereof under group brigade officers (in accordance with any local laws);
- e) Recommendations on Fire Control Officer positions;
- f) Feedback on the Council's Fire Break Notice;
- g) Specific requirements from each brigade with regard to:
 - Protective Personal Equipment;
 - Equipment and vehicles resources required; and
 - Training Requirements;
- h) The ensuring of cooperation and coordination of Bush Fire Brigades in their efforts and activities; and
- i) Any other matter relating to bush fire control whether of the same kind as, or a different kind from, those specified in this subsection.

Other:

- a) The Bush Fire Advisory Committee shall include an elected member of the Council;

- b) The committee shall elect one of their members to be chairman;
- c) The quorum required for the transaction of business at meetings of the committee is set at ten (10).

Current Membership

Twenty (20):

- The Fire Control Officer from each Brigade (12);
- The Chief Bush Fire Control Officer;
- The Deputy Chief Bush Fire Control Officer;
- The Muradup Town Site Fire Control Officer
- The President of the Kojonup Bushfire Association;
- A Councillor (currently Cr Sexton, proxy Cr Radford);
- CEO and two Council Officers (currently Mort Wignall and Rob Cowie);
- The previously retired Chief Bush Fire Control Officer for a period of up to one (1) year – (Digby Stretch retired 17 May 2016); and
- Observer – the Secretary of the Bushfire Association

10.1.2.4 SPORTING PRECINCT ADVISORY COMMITTEE

This committee will now progress given that the Shire is in possession of the Sporting Precinct Master Plan.

Summary

Established on 22 October 2015 to replace the Sporting Precinct Management Committee. Meetings to be held at least quarterly with a quorum of any seven (7) members required.

Current Terms of Reference

- Assist Council manage and administer the affairs of the Kojonup Sports Precinct bounded by Blackwood/Pensioner Roads, Delaney/Gordon Streets in accordance with the Community Strategic Plan and Sports Precinct Master Plan.
- Identify, list, prioritise and ensure that all repairs and maintenance work is performed as required.
- Make recommendations to Council as to the fees and charges to be set for the use and hire of the grounds and facilities.
- Present to Council a ten year management plan for the maintenance and development of the facility (with the assistance of Council Staff).
- Submit to Council no later than 31 May each year, a budget for the following financial year (1 July to 30 June) with supporting information for Council's consideration.
- Monitor budget performance and report to Council on budget variations greater than \$5,000.00.
- Liaise with Council for the hiring of the grounds and facilities and to ensure each regular hirer signs a "Hire Agreement Form" annually and provides a Certificate of Currency for public liability insurance each year for their respective uses.
- Ensure where required that casual hirers have signed a "Hire Agreement Form" before using the facility and paid an additional fee for public liability insurance if they don't have their own insurance cover.

- Provide a current list of committee members and contacts to Council and ensure each committee member signs a “Volunteers Form” annually to ensure coverage by Council’s insurance policies.
- Provide annual financial statements and an annual report to Council no later than 1 December each year outlining the club’s achievements/challenges, etc...
- Provide evidence each year by 1 December of the clubs/associations, groups compliance with its Rules or Constitution.
- Monitor each Club’s / Association’s compliance with the lease agreements established with Council for use of the facilities.
- Ensure compliance with Council’s risk management policy and procedures.

Current Membership

One (1) representative from each of the following organisations who will have formal voting rights on behalf of that organisation:

- Kojonup Football Club
- Kojonup Hockey Club
- Kojonup Squash Club
- Kojonup Netball Club
- Kojonup Swimming Club
- Kojonup Junior Football Club
- Kojonup Cricket Club
- Kojonup District High School
- St Bernard’s School
- Kojonup Bowls Club
- Kojonup Croquet Club
- Kojonup Tennis Club
- Shire of Kojonup – Chief Executive Officer
- Shire of Kojonup – Community Development Officer
- Shire of Kojonup – Councillors (two (2) representatives) namely Cr Fleay and Cr Hobbs
- Independent Community Members (two (2) representatives)

10.1.2.5 KOJONUP SPRING ADVISORY COMMITTEE

The committee is awaiting the outcome of the land exchange proposed to resolve the existing Loton Close and Springhaven encroachments onto the Spring Reserve.

Summary

The Council reconvened the joint management of the Kojonup “Spring” by way of a special committee on 22 October 2015. At least two (2) meetings be held each year with Council representation to be reviewed after each Local Government election cycle of two (2) years.

In relation to the Barrack’s and Old Post Office areas; Council representation continues via elected member attendance at Kojonup Historical Society meetings with the opportunity for the Historical Society to meet full Council via Briefing Session as presently occurs.

Current Terms of Reference

To ensure the importance of the “KOJONUP SPRING” Agreement continues by recommitting to the Kojonup Aboriginal Community that together with the Shire of Kojonup we pledge to undertake the joint management of the “Spring” and the preservation of the spiritual, cultural and historical significance of the “Spring” and surrounding land dedicated as part of the Spring Area.

Membership

- Three (3) members from the Kojonup Aboriginal Corporation;
- Three (3) elected members (Currently Cr Pritchard, Cr Fleay and Cr Pedler)
- The Chief Executive Officer providing governance support.

10.1.3 DELEGATES TO OTHER LOCAL & REGIONAL ORGANISATIONS

This category lists the outside organisations that the Shire is either:

- *A member of, and therefore needs representatives to attend meetings; or*
- *Invited to have a delegate to represent the Shire.*

The following local and regional organisations currently have Shire appointments as delegates:

- (a) GREAT SOUTHERN ZONE OF WA LOCAL GOVERNMENT ASSOC.
 Members Cr Fleay and Cr Mathwin
 Deputies Cr Pritchard and Cr Pedler
- (b) SOUTHERN LINK VROC (Voluntary Regional Organisation of Councils)
 Members Cr Fleay and Cr Mathwin
 Deputy Cr Pedler
- (c) GREAT SOUTHERN JOINT DEVELOPMENT ASSESSMENT PANEL
 (* subject to approval of the Minister for Planning)
 Members Cr Fleay and Cr Pedler
 Deputy Cr Pritchard and Cr Mathwin
- (d) GREAT SOUTHERN REGIONAL ROAD GROUP
 Member Cr Sexton
 Deputy Cr Hobbs
- (e) KOJONUP HOMES FOR THE AGED COMMITTEE
 Member Cr Warland
 Deputy Cr Mathwin
- (f) KOJONUP TOURIST ASSOCIATION
 Member Cr Pedler
 Deputy Cr Radford
- (g) REGIONAL RECREATION ADVISORY GROUP
 Member Cr Fleay
 Deputy Cr Warland

CONSULTATION

No consultation has occurred.

STATUTORY REQUIREMENTS

The appointment of members to Committees and their operation is set out in *Sections 5.8 to 5.25 of the Act and Regulations 14 to 14B of the Local Government (Administration) Regulations, 1995.*

A local government may by absolute majority establish Committees comprising of 3 or more persons, be it elected members, employees and/ or other persons, to exercise the powers and discharge the duties of the local government that can be delegated to committees.

Section 5.10 allows the Shire President to be on any Committee that has an elected member as a member and also the CEO (or his representative) to be on any Committee that has an employee as a member.

POLICY IMPLICATIONS

There are no known policy implications.

FINANCIAL IMPLICATIONS

There are no known financial implications.

STRATEGIC/CORPORATE IMPLICATIONS

| Community Strategic Plan 2017 – 2027 “Smart Possibilities – Kojonup 2027+” | | Corporate Business Plan 2017 – 2021 “Smart Implementation – Kojonup 2021 +” |
|---|--|---|
| Key Pillar | Community Outcomes | Corporate Actions |
| KP – 3 – Performance | 3.1 – Be a continually engaged and strategic community which leads and organises throughout the entire stakeholder group. 3.2 – Be exceptional in two-way communication within our community, and market our brand outside of our community. 3.4 – Be organised and transparent with our financial management. | 3.1.3 – Encourage interaction and input to the Shire of Kojonup, particularly through contemporary working party teams. 3.1.5 – Implement strategies to improve Councillors role as community leaders and asset custodians 3.2.3 – Develop and implement a formal media and two-way communications strategy. 3.4.2 – Act with sound long-term and transparent financial management and deliver residents |

RISK MANAGEMENT IMPLICATIONS

Nil.

ASSET MANAGEMENT IMPLICATIONS

Nil.

SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil, although the agenda item does appoint the Council’s delegates to this Committee.

VOTING REQUIREMENTS

Absolute Majority

OFFICER RECOMMENDATION**That:**

1. **The Terms of Reference of the Blackwood Road Precinct Advisory Committee be amended by deleting “during the 2015/2016 financial year”;**
2. **The Kojonup Tourist Railway Advisory Committee be disbanded;**
3. **The membership of each formal Committee of the Council be as follows:**
 - a. **AUDIT COMMITTEE**
 - **Cr _____**
 - **Cr _____**
 - **Cr _____**
 - **Cr _____**
 - **Mr Roger House; and**
 - **Mr James Hope**
 - b. **BLACKWOOD ROAD PRECINCT ADVISORY COMMITTEE**
 - **One (1) representative of the Kojonup Golf Club;**
 - **One (1) representative of the Kojonup Tennis Club;**
 - **Two (2) representatives of the Kojonup P&A Society;**
 - **One (1) representative of the Kojonup Gun Club;**
 - **One (1) representative of the Kojonup Archery Club;**
 - **One (1) representative of the Kojonup Pistol Club;**
 - **Cr _____**
 - **Cr _____; and**
 - **Chief Executive Officer**
 - c. **KOJONUP NATURAL RESOURCE MANAGEMENT (NRM) ADVISORY COMMITTEE**
 - **Graham Blacklock;**
 - **Kath Mathwin**
 - **Jennifer Edgerton-Warburton**
 - **Cr _____**
 - **Cr _____**
 - **Supervisor Horticulture Tradesperson**
 - **NRM/Landcare Officer**
 - **Chief Executive Officer or delegated nominee and**
 - **Senior Ranger/Building Maintenance Coordinator**
4. **The membership of each formal Committee of the Council be as follows:**
 - a) **STORYPLACE/GALLERY WORK GROUP**
 - **Shire President** **(Presiding Member)**
 - **Deputy Shire President** **(Proxy for Shire President)**
 - **Ms Zahra Shirazee** **Manager Community Development & Tourism**

- **Mr Rick Mitchell-Collins** **CEO (Proxy for MCDT)**
- **Mr Craig McVee** **Kojonup Aboriginal Corporation**
- **Mrs Barbara Hobbs** **MOSAIC Volunteer**
- **Delegated Nominee** **Kojonup Historical Society**
- **Mr Alan Egerton-Warburton** **Kodja Place Community Fund Inc. – Chairman**

- **Mrs Wendy Thorn** **Kodja Place Community Fund Inc. – Vice Chair (Proxy for Chairman)**
- **Mrs Margaret Robertson** **Kodj Gallery/Storyplace Coordinator**
- **Miss Cassandra Fletcher** **Visitor Services Officer (Admin support)**

b) BUSHFIRE ADVISORY COMMITTEE

- **The Fire Control Officer from each Brigade (12);**
- **The Chief Bush Fire Control Officer;**
- **The Deputy Chief Bush Fire Control Officer;**
- **Muradup Town Fire Control Officer;**
- **The President of the Kojonup Bushfire Association;**
- **Cr _____;**
- **Cr _____;**
- **Chief Executive Officer and two Council Officers (currently Mort Wignall and Rob Cowie);**
- **The previously retired Chief Bush Fire Control Officer for a period of up to one (1) year; and**
- **Observer – the secretary of the Bushfire Association**

c) SPORTING PRECINCT ADVISORY COMMITTEE

- **Kojonup Football Club**
- **Kojonup Hockey Club**
- **Kojonup Squash Club**
- **Kojonup Netball Club**
- **Kojonup Swimming Club**
- **Kojonup Junior Football Club**
- **Kojonup Cricket Club**
- **Kojonup District High School**
- **St Bernard's School**
- **Kojonup Bowls Club**
- **Kojonup Croquet Club**
- **Kojonup Tennis Club**
- **Shire of Kojonup – Manager Corporate Services**
- **Shire of Kojonup – Community Development Officer**
- **Cr _____;**
- **Cr _____; and**
- **Independent Community Members (two (2) representatives)**

d) KOJONUP SPRING ADVISORY COMMITTEE

- Three (3) members from the Kojonup Aboriginal Corporation;
- Cr _____;
- Cr _____;
- Cr _____;
- The Chief Executive Officer providing governance support.

5. The Council endorse the following appointments of Councillors as delegates to local and regional organisations:**(a) GREAT SOUTHERN ZONE OF WA LOCAL GOVERNMENT ASSOC.**

Members Cr _____ and Cr _____
 Deputies Cr _____ and Cr _____

(b) SOUTHERN LINK VROC (Voluntary Regional Organisation of Councils)

Members Cr _____ and Cr _____
 Deputy Cr _____

**(c) GREAT SOUTHERN JOINT DEVELOPMENT ASSESSMENT PANEL
(* subject to approval of the Minister for Planning)**

Members Cr _____ and Cr _____
 Deputy Cr _____ and Cr _____

(d) GREAT SOUTHERN REGIONAL ROAD GROUP

Member Cr _____
 Deputy Cr _____

(e) KOJONUP HOMES FOR THE AGED COMMITTEE

Member Cr _____
 Deputy Cr _____

(f) KOJONUP TOURIST ASSOCIATION (KOJONUP GROWTH ASSOCIATION)

Nil – in the process of winding up.

(g) REGIONAL RECREATION ADVISORY GROUP

Member Cr _____
 Deputy Cr _____

(h) KOJONUP TOURIST RAILWAY INC.

One representative of the Chief Executive Officer (currently Mort Wignall – Manager Regulatory Services)

COUNCIL DECISION

/17 Moved Cr _____, seconded Cr _____

CARRIED/LOST /

10.2 FINANCIAL MANAGEMENT – MONTHLY STATEMENT OF FINANCIAL ACTIVITY (OCTOBER 2017)

AUTHOR: Anthony Middleton – Manager Corporate Services
DATE: Friday, 10 November 2017
FILE NO: FM.FNR.2
ATTACHMENT: 10.2 – 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 2017.

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 31 October 2017 represents four (4) months, or 33% of the year. The following items are worthy of noting:

- Surplus position of \$2.86m.
- Operating results:
 - 59% of budgeted operating revenue has been received; and
 - 21% of budgeted operating expenditure spent;
- Capital expenditure achieved 18% of budgeted projects;
- The value of outstanding rates equates to 18.8% of 2017/2018 rates raised, which includes previous years arrears and instalment options but excludes deferred rates;
- Cash holdings of \$5.89m 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.

STRATEGIC/CORPORATE IMPLICATIONS

| Community Strategic Plan 2017 – 2027 “Smart Possibilities – Kojonup 2027+” | | Corporate Business Plan 2017 – 2021 “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. |

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

OFFICER RECOMMENDATION

That the monthly financial statements for the period 1 July 2016 to 31 October 2017, as attached, be noted.

COUNCIL DECISION

/17 Moved Cr , seconded Cr

CARRIED/LOST /

10.3 MONTHLY PAYMENTS LISTING

AUTHOR: Brodie Potter – Finance Officer
DATE: Thursday, November 9, 2017
FILE NO: FM.AUT.1
ATTACHMENT: 10.3 – Monthly Payment Listing 01/10/2017 – 31/10/2017

DECLARATION OF INTEREST

Nil

SUMMARY

To receive the list of payments covering the month of October 2017.

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:

| FROM – 1 October 2017 | | TO – 31 October 2017 |
|-----------------------|---------------|----------------------|
| | | |
| Municipal Cheques | 13945 – 13951 | \$11,979.20 |
| EFTs | 19788 – 19999 | \$405,707.42 |
| Direct Debits | | \$429,332.88 |
| Total | | \$847,019.50 |

be received.

COUNCIL DECISION

/17 Moved Cr , seconded Cr

CARRIED/LOST /

10.4 POLICY MANUAL REVIEW

AUTHOR: Anthony Middleton – Manager Corporate Services
DATE: Tuesday, 7 November 2017
FILE NO: CM.POL.2
ATTACHMENT: 10.4 – Existing Policy Manual Showing Proposed Changes

DECLARATION OF INTEREST

Nil.

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 15 November 2016. Individual policies are brought before the Council on an as needs basis, and following their consideration, are incorporated into the attached policy manual.

COMMENT

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 3.4 be deleted as any proposed boundary change would come before the Council with a fully researched options paper.

Policies proposed for minor amendment:

- Policy 1.3 – “Council” has been changed to “CEO” to eliminate the need for agenda items to be prepared for minor donation requests;
- Policy 2.1.4 – This policy has been given better structure and become more informative for community groups and clarified guidelines for Council decision making;
- Policy 2.2.4 – minor clarification following staff input;
- Policy 2.2.7 – Link to the Council Fees & Charges rather than an irrelevant Homeswest assessment;
- Policy 2.2.8 – Clause added to ensure Shire vehicles cannot be used for secondary employment or private commercial activity;
- Policy 2.2.12 – This policy has been modernized to contemporary HR practices;
- Policy 3.5 – Fees and charges clarification added;
- Policy 3.7 – Readability improved;
- Policy 3.9 – minor clarification following staff input;
- Policy 3.16 – Vision updated following adoption of ‘Smart Possibilities’;
- Policy 3.17 – Vision updated following adoption of ‘Smart Possibilities’ and minor additions following staff input;
- Policy 3.18 – Start date deleted as it occurred in the past; and
- Policy 5.1 – minor clarification following staff input.

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

Nil

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

OFFICER RECOMMENDATION

That:

- 1. Council Policy 3.4 be repealed;**
- 2. The following Council Policies be amended as per the attached:**
 - a. Policy 1.3;**
 - b. Policy 2.1.4;**
 - c. Policy 2.2.4;**
 - d. Policy 2.2.7;**
 - e. Policy 2.2.8;**
 - f. Policy 2.2.12;**
 - g. Policy 3.5;**
 - h. Policy 3.7;**
 - i. Policy 3.9;**
 - j. Policy 3.16;**
 - k. Policy 3.17;**
 - l. Policy 3.18; and**
 - m. Policy 5.1.**
- 3. The attached Council Policy Manual dated November 2017, as attached, be adopted.**

COUNCIL DECISION

/17 Moved Cr , seconded Cr

CARRIED/LOST

/

11 WORKS & SERVICES REPORTS

Nil.

12 REGULATORY SERVICES REPORTS

12.1 KOJONUP HISTORICAL SOCIETY, MEN’S SHED, KOJONUP RAILWAY AND LINE HERITAGE PRECINCT

AUTHOR: Rick Mitchell-Collins – Chief Executive Officer

DATE: Wednesday, 11 October 2017

FILE NO: A265

ATTACHMENTS: 12.1 – ICR26867 – Letter and Maps ex. Kojonup Historical Society

DECLARATION OF INTEREST

Councillors Radford, Hobbs and Benn as members of the Kojonup Tourist Railway Inc.

SUMMARY

The purpose of this report is to:

1. Ascertain Council and Community receptiveness as part of the Kojonup Railway Station and Line Interpretation Strategy – January 2017 of relocating the Historical Society Machinery Shed to Benn Parade with provision to include the Men’s Shed with the intent of maximising the Tourist Railway area recognising the work already undertaken and planned by the Historical Society (refer attachment 12.1).
2. Have Conservation and Interpretation Plans prepared as recommended under Part 2 of the Kojonup Railway Station and Line Interpretation Strategy – January 2017 including the establishment of an interpretation project reference group which also addresses the Historical Society intent for the Horse and Harness Display and potential future projects, and
3. Progressively expand the Machinery Shed to accommodate a new Men’s Shed within the next 5 years (subject to securing external funding) given the existing Men’s Shed has a Building Assessment Rating of only 23 out of 100 and the property is in a prime business/commercial zone linking Apex Park/RSL Precinct with the Main Street.

BACKGROUND

In 2003 the Historical Society approached Jim and Robyn Potter regarding selling a portion of part Lot 2 Soldier Road, Kojonup to the Historical Society for the purpose of building a shed to store their collection of large historical items. In July 2004, the Historical Society paid Jim and Robyn Potter \$3,000.00 for the purchase of the land. In due course, the shed was built on the newly purchased land.

In June 2010 a letter was received from Landgate advising that the application for creation and issue of new titles for the new lots had not been lodged at Landgate before 8 April 2011. The Shire was asked by Landgate to provide a Requisition Notice and withdraw the application. The application was withdrawn on the 25 May 2011.

COMMENT

In ensuing years conversations have taken place between members of the Historical Society, Jim and Robyn Potter, Roger Machin (Surveyor) and the Shire’s Development Services Co-ordinator, Michelle Dennis. As legislation, forms and procedures have changed over the ensuing years, a subdivision and sale would be required to be completely redone. This has been priced by Albany Mapping & Survey Services between \$14,000 and \$16,000 to complete. Roger Machin indicates that Western Power may require a separate power supply as it appears the Machinery Shed is presently utilising power from Elverd Cottage. Costs would be clarified upon lodgement of the subdivision plan. Water Corp may also require separate treatments which are additional to the costs above and the entire process would take

9 – 12 months to process and complete. Council needs to determine if it is more cost effective and in the best medium/long term interests to relocate the Machinery Shed to the Railway Reserve?

As an act of good faith Jim and Robyn Potter have agreed to Lease Part Lot 2 Soldier Road to the Shire to enable the Historical Society to continue to use the land, however in correspondence dated 18 September 2017 Jim and Robyn Potter state that they would prefer the Machinery Shed area to be subdivided from their property as originally agreed in 2003.

From a Historical Society perspective such a request would seem straight forward, however Council has an overarching responsibility to the entire community it represents via “SMART Possibilities” 2017-2027 Community Strategic Plan to integrate Tourism, Heritage, Cultural and Social aspirations under the 5 new key pillars of Place, Connected, Performance, Prosperity and Digital.

Possession of Conservation and Interpretation Plans will address in detail the potential employment opportunities (Tourism, Hospitality, Heritage and Culture) gained by centralising facilities including any benefits derived from centralising human/other resources required for accessioning, IT, admin, asset management, interpretation, research and display areas.

The Machinery Shed is a terrific concept but is the building in the appropriate location to increase patronage as a tourist/heritage feature and generate revenue to allow more items to be displayed including interpretation?

The Kojonup Railway Station and Line Interpretation Strategy – January 2017 prepared by Helen Munt clearly highlights not only the potential of the Railway Precinct but the need to undertake a methodical approach – refer Part 2 Interpretation Strategy pages 23 – 55. A similar approach for example should be undertaken in relation to the RSL Hall/Potts Memorial area, Barracks Place, Elverd Cottage, Old Post Office and ‘Spring’ areas to clearly establish Vision, Themes, Key Messages, Zones and Nodes.

The Interpretation Strategy Part 2 – 2.2.3 makes the following comment in relation to the Kojonup Men’s Shed:

“The proposal is to build a new shed to house the local Men’s Shed group. The location is proposed to be in the vicinity of the former Wool Loading Platform. The Men’s Shed will also free up some of the present needs on the station building and provide meeting space for KTR, Men’s Shed and Historical Society, and from where restoration can take place. Ideally, the Men’s Shed workshop area should also be accessible by the public (when the shed is open and attended by staff/KTR volunteers) so that they can view the work being undertaken, talk to volunteers not only about what they are doing but also more generally stories of Kojonup and the railway.”

As a Kojonup resident, I did not truly appreciate:

- a. The significance of the Railway being the only light construction branch line left existing in WA until I read the Interpretation Strategy.
- b. The Wool Wagon is sitting on or very close to the footprint of the former Station Master’s House for which there is no interpretation.

- c. The extent of the Harness Display and Machinery Shed items and potential to tell stories, expand displays and interpretive work of Sheep and Wool, Hay and Chaff Making.
- d. The need for a more integrated approach in conserving and interpreting our Heritage and Cultural attributes.

Possession of the Kojonup Railway Station and Line Interpretation Strategy – January 2017 highlights the need for an integrated approach to our Tourism, Heritage and Cultural planning which should be adopted practise of the Shire of Kojonup for such precincts. Why?

Part 2 – 2.3.1 Kojonup Railway Station and Line Interpretation Strategy – January 2017 states:

“Community consultation and community investment is an important part of the development of interpretation, both in the overall intent as well as in the various stages. So, while the development and documentation phase of interpretation should be guided by professional expertise (to ensure the integrity of the whole vision and also that milestones are met within sound timeframes and budgets,) community exchange and input should be encouraged throughout the process.

Input should come from a diverse cross section of the local community, not just those currently involved with KTR. In this way the process of developing and enacting interpretation will result in more community ownership, participation and value invested upon the place as a whole, its individual elements and the activities and opportunities it offers. It also ensures that whatever interpretation is implemented is able to be taken on and managed by those responsible now and in the future.

Diverse consultation also acknowledges that the ownership of stories and the impacts they have had rests both with individuals as well as the community as a whole. Having a multiplicity of voices and values embedded in the interpretation will cater for a range of interests and capacities (physically, intellectually). Having a well-defined vision and theme to guide the interpretation ensures that this multiplicity is clear and accessible and not saturating, noisy, confusing or conflicting.”

It is therefore essential that the Conservation and Interpretation Planning is undertaken in a structured manageable format to improve future planning and development considerations.

CONSULTATION

Council Briefing Session – 3 October 2017

J & R Potter – letter 18 September 2017

Helen Munt (Heritage and Interpretation Consultant) provided a briefing on the Kojonup Railway Station and Line Interpretation Strategy – January 2017 and its outcomes to Councillors and Senior Staff in April 2017

Albany Mapping & Survey Services

Roger Machin – Licensed Surveyor

STATUTORY REQUIREMENTS

Planning and Development Act 2005 – Town Planning Scheme No. 3 is an operative local planning scheme under the Act.

Heritage of Western Australia Act 1990 – Elverd Cottage and the Kojonup Railway Station (Fmr) Group is contained on the State Register of Heritage Places.

POLICY IMPLICATIONS

There are no Town Planning Scheme Policies that apply to this proposal.

FINANCIAL IMPLICATIONS

The option of leasing rather than purchasing the property has been pursued based on the financial implications of subdivision, as outlined in the report.

An amount up to \$25,000 will be required to undertake a Conservation Plan and a similar amount for the Interpretation Plan. External funding on a \$ for \$ basis will be sourced from the GSDC Community Chest Fund as the two Plans will establish a clear framework and process which can then be applied to other significant areas such as the RSL Precinct, ‘Spring’, Quin Quin areas and Farrar/Myrtle Benn Reserves, etc.

STRATEGIC/CORPORATE IMPLICATIONS

| Community Strategic Plan 2017 – 2027 “Smart Possibilities – Kojonup 2027+” | | Corporate Business Plan 2017 – 2021 “Smart Implementation – Kojonup 2021 +” |
|---|---|---|
| Key Pillar | Community Outcomes | Corporate Actions |
| 1 – Place | 1.1 – Have maximised our ‘One Community’ program through specific events, celebration of built form and enhancement of our environment. | 1.1.2 – Celebrate the significance of cultural, social and built heritage including local indigenous and multicultural groups. 1.1.3 – Grow the Kodja Place to become an iconic WA attraction. |
| | 1.4 – Be enjoying a Main Street which is an inviting meeting place where we celebrate our history and heritage in a modern way. | 1.4.5 – Review and implement a townscape plan and “main street” development (N.2.2.3) |
| 2 – Connected | 2.1 – Be growing our state-wide and local tourism and shopping capabilities through regional alliances. | 2.1.1 – Build partnerships with WA recreation, business and tourism. 2.1.2 – Promote and facilitate Kojonup as a short term tourism destination to and from Albany |
| 3 – Performance | 3.2 – Be exceptional in two-way communication within our community and market our brand outside of our community. | 3.2.3 – Develop and implement a formal media and two-way communication strategy. 3.2.6 – Define and grow our brand and continually promote and activate the diverse features of Kojonup. |
| | 3.3 – Use a Building Assessment Framework and control our investment in building maintenance. | 3.3.1 – Implement an asset rationalisation process based on the Building Assessment Framework. 3.3.3 – Develop a Capital Assessment Framework for all new asset decisions |
| 5 - Digital | 5.4 – Have used technology to become a smart, safe, collaborative and informed region. | 5.4.2 – Set up Kojonup so industry can increase productivity, better connect to the global market place or work remotely, through enhanced technology provisions. |

RISK MANAGEMENT IMPLICATIONS

A community building located on private property represents a significant risk.

ASSET MANAGEMENT PLAN IMPLICATIONS

Community assets should be located on land under the care and control of the Shire, rather than privately, ensuring that future asset maintenance requirements can be undertaken.

The Kojonup Railway Station precinct for example is managed by the Shire of Kojonup under the Management Order issued for the land.

SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

That Council(s):

- 1. Ascertain Community receptiveness as part of the Kojonup Railway Station and Line Interpretation Strategy – January 2017 of relocating/building a new Historical Society Machinery Shed at Benn Parade with provision to include the Men's Shed with the intent of maximising the Tourist Railway area recognising the work already undertaken and planned by the Historical Society;**
- 2. Have Conservation and Interpretation Plans prepared as recommended under Part 2 of the Kojonup Railway Station and Line Interpretation Strategy – January 2017 including the establishment of an interpretation project reference group which also addresses the Historical Society intent for the Horse and Harness Display and potential future projects;**
- 3. Preferred strategic position is to progressively expand the Machinery Shed at the Kojonup Railway Station Precinct to accommodate a new Men's Shed within the next 5 years (subject to securing external funding) given the existing Men's Shed building has a Building Assessment Rating of only 23 out of 100 and the property is located in a prime business/commercial zone linking Apex Park/RSL Precinct with the Main Street; and**
- 4. Instruct the Chief Executive Officer on behalf of the Shire of Kojonup to submit an application to the Great Southern Development Commission – Community Chest Fund seeking a contribution of \$30,000 towards the Conservation and Interpretation Plans.**

COUNCIL DECISION

/17 Moved Cr , seconded Cr

CARRIED/LOST /

Attachment 12.1

19 OCT 2017

18/10/2017

Dear Councillors,

| SHIRE OF KOJONUP | |
|------------------|-------------|
| RECORD NUMBER: | ICR26867 |
| FILE: | A265 |
| OFFICER: | COUNCILLORS |
| CC: | CEO, SP |

Kojonup Historical Society – Horse and Harness Display.

The President of the Kojonup Historical Society, Mr Arthur Collins, asked me to give you a summary of changes and a progress report of activities in the area of the Machinery Sheds on Soldier Road next to the Elverd Cottage. We felt this may be helpful, particularly for new Councillors are now in place.

Our objective is to make the display visitor friendly and providing a place of learning about the place of the Horse in Rural Australia. The objective of increasing visitors to the area is also important and Elverd Cottage can be part of that visit. Also these displays are 'on the way' to Myrtle Benn's Flora and Fauna Sanctuary and the Cemetery – which some visitors like to explore. The creation of a new brochure, good signage and the inclusion of this option on tourist material will also be part of the planning.

We are receiving funding from a Lotterywest Grant to make the Machinery Sheds' items meaningful to the visitor and to provide education and interest to the visitor. Funding is for 1. Interpretive panels with photos and individual items with photos, 2. Floor plans have been drawn by an architectural draftsman, and a museum consultant who gave us invaluable display advice, 3. Construction of panels and labels to be done by Ray Ford, who has already done the Harness display work. 4. The grant also includes the publication of 5000 Historical Society pamphlets.

As part of the display, the land between the sheds have been raised and drainage completed- both the Shire's welcome contribution.

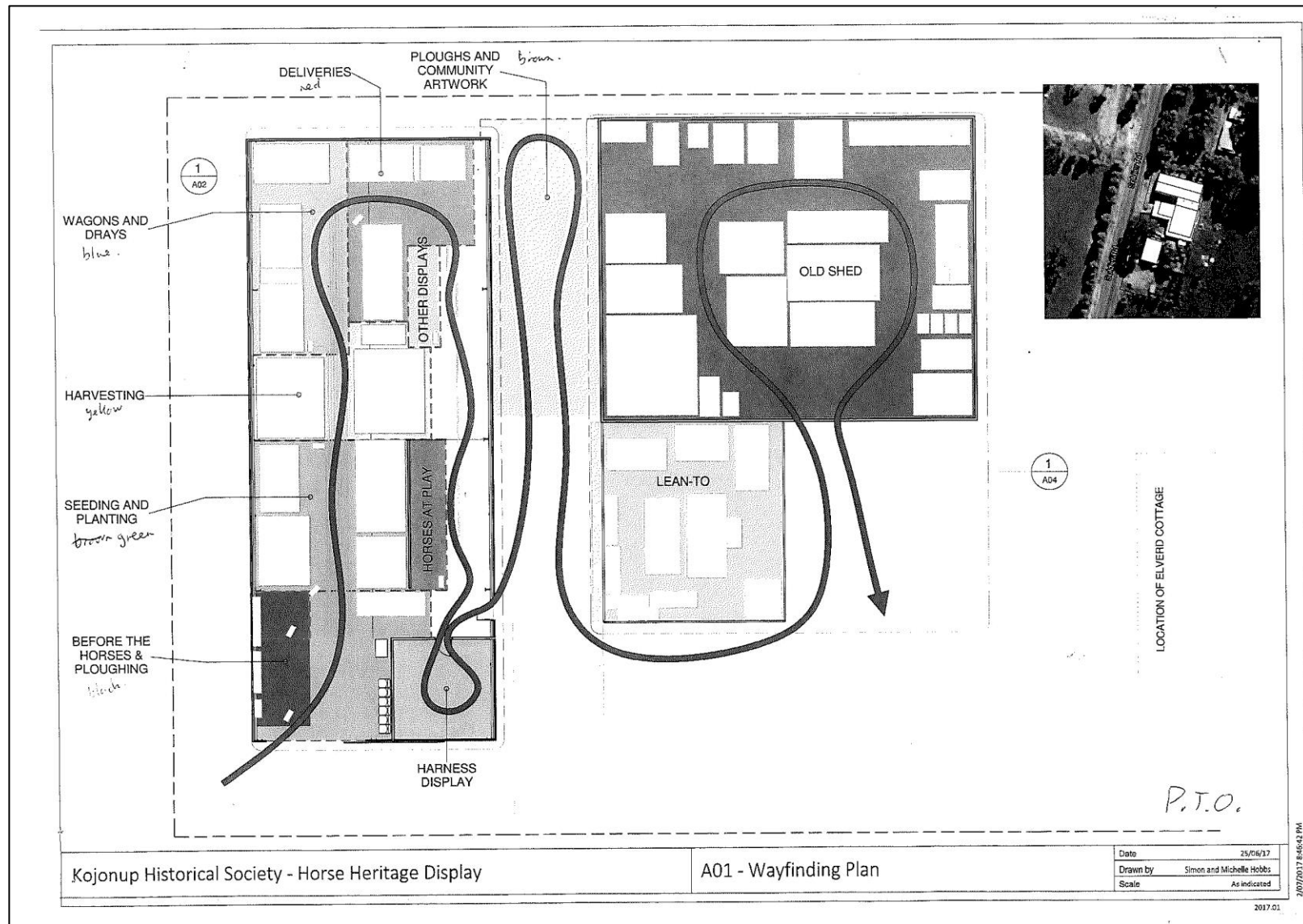
It has always been our intention to enclose the lean-to in front of the older shed so that the large wagons could be displayed, and we will re-allocate other interesting items that may attract visitors, even when the shed is not open to the public. The public will also be able to see a variety of ploughs and cultivators with interpretive panels in an open display in the land between the sheds.

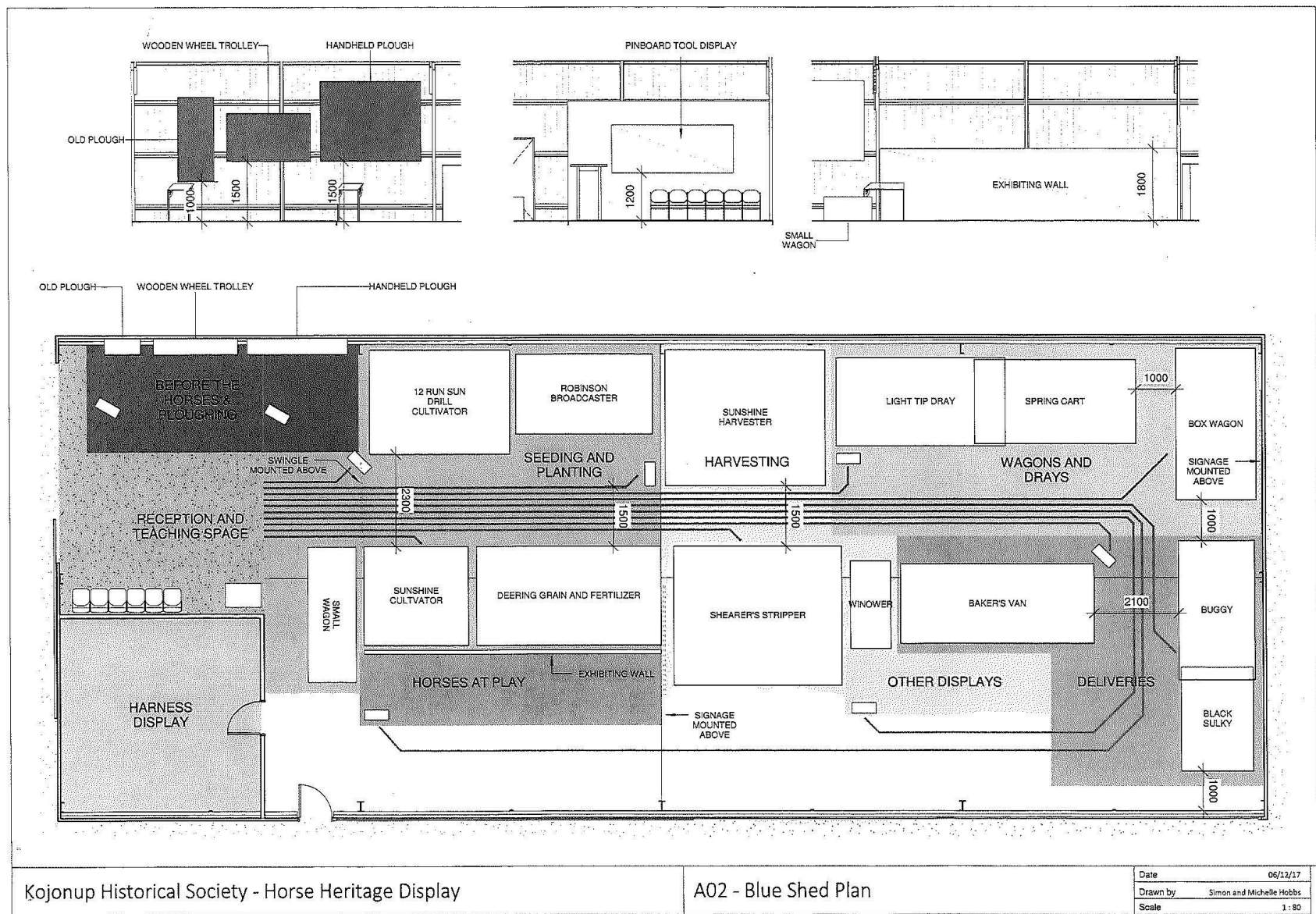
We have found that to tell the stories well the displays and interpretive work will also extend into the older shed, where the story of Sheep and Wool, Hay and Chaff Making, and the move from Horse to motorised vehicles will be told. To this aim we have managed to stabilise the whole of that floor with a fixed gravel surface.

In October 2017, we are close to finishing writing panels and machinery tags, and will soon be enlisting the help of volunteers to move machinery into their final resting place.

This is the second of a three part grant project- the first being the work done in the Harness Display, (a small shed within the blue shed) . The third grant application will be requesting the fitting out the Blacksmith shop, some landscaping, the creation of school material and assistance with marketing that may be required.

We hope that this explanation and the attached plans will keep you informed of our progress and future plans. Yours Sincerely, Barbara Hobbs (Vice-President and Project Co-ordinator)





Kojonup Historical Society - Horse Heritage Display

A02 - Blue Shed Plan

| | |
|----------|--------------------------|
| Date | 06/12/17 |
| Drawn by | Simon and Michelle Hobbs |
| Scale | 1 : 80 |

2017.01

13 EXECUTIVE & GOVERNANCE REPORTS**13.1 CLOSURE OF SHIRE OFFICE & LIBRARY OVER 2017/2018 CHRISTMAS & NEW YEAR PERIOD**

AUTHOR: Miranda Wallace – Executive Assistant
DATE: Thursday, 9 November 2017
FILE NO: CM.PRO.1
ATTACHMENT: Nil

DECLARATION OF INTEREST

Nil

SUMMARY

To approve the Office and Library closure over the 2017/2018 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 2017/2018 period.

COMMENT

It is proposed that the Office will be closed for the Christmas/New Year break from 2:00pm on Friday, 22 December 2017 and will reopen on Wednesday, 3 January 2018 at 8:30am. As per the Enterprise Bargaining Agreement, it is proposed that the Shire's "Picnic Day" occur as nominated by staff on Tuesday, 2 January 2018. The Administration building and Library will be closed on this day.

CONSULTATION

Administration Staff at Staff Meeting – 8 November 2017
Senior Management Team meeting – 9 November 2017

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

OFFICER RECOMMENDATION

That approval is granted to:

- 1. Close the Office and Library for the Christmas/New Year break from 2:00pm on Friday, 22 December 2017 and to reopen on Wednesday, 3 January 2018 at 8:30am with the staff ‘Picnic Day’ to be taken on Tuesday, 2 January 2018; and**
- 2. Give local public notice as required for the closure.**

COUNCIL DECISION

/17 Moved Cr , seconded Cr

CARRIED/LOST /

13.2 SETTING OF COUNCIL MEETING DATES FOR 2018

AUTHOR: Miranda Wallace – Executive Assistant
DATE: Thursday, 9 November 2017
FILE NO: GO.CNM.6
ATTACHMENT: Nil

DECLARATION OF INTEREST

Nil

SUMMARY

Council is being asked to adopt Council Meeting dates for the 2018 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.

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 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

Senior Management Meeting – 9 November 2017

STATUTORY REQUIREMENTS

Local Government Act 1995 – section 5.25

Local Government (Administration) Regulations 1996 – regulation 12

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. Ordinary Council Meetings be scheduled for the third Tuesday of each month for 2018 commencing at 3:00pm with the following exceptions:**
 - No scheduled meeting to be held in January;
 - The July meeting be held on the fourth Tuesday to make allowance for the annual Budget to be adopted; and
 - The December meeting be held on the second Tuesday given timing to Christmas break period.
- 2. The following dates be approved for the 2018 year for Council Meetings:**
 - Tuesday, 20 February 2018
 - Tuesday, 20 March 2018
 - Tuesday, 17 April 2018
 - Tuesday, 15 May 2018
 - Tuesday, 19 June 2018
 - Tuesday, 24 July 2018
 - Tuesday, 21 August 2018
 - Tuesday, 18 September 2018
 - Tuesday, 16 October 2018
 - Tuesday, 20 November 2018
 - Tuesday, 11 December 2018
- 3. Local Public Notice be given of the approved Council Meeting dates for the 2018 year.**

COUNCIL DECISION

/17 Moved Cr , seconded Cr

CARRIED/LOST /

14 AGED CARE SERVICES REPORTS**14.1 ASSESSMENT CONTACT REPORT OF SPRINGHAVEN FRAIL AGED LODGE**

AUTHOR: Susan Northover – Manager Aged Care Services

DATE: Tuesday, 7 November 2017

FILE NO: CS.SVP.10

ATTACHMENT: 14.1 – Assessment Contact Report (Unannounced Visit 13 September 2017)

DECLARATION OF INTEREST

Nil

SUMMARY

The purpose of this report is to advise Council of the outcome of the unannounced assessment contact visit completed at Springhaven Frail Aged Lodge on 13 September 2017.

BACKGROUND

Under the *Aged Care Act 1997* it is a requirement that all residential aged care facilities are audited by the Australian Aged Care Quality Agency every three years at least to monitor their compliance with the Accreditation Standards. Generally facilities will have at least one unannounced visit per year and intermittent announced visits.

COMMENT

The Shire of Kojonup and Springhaven Frail Aged Lodge received official notification from the Australian Aged Care Quality Agency that the facility had met Standard One: Management Systems, Staffing and Organisational Development, 1.4 Comments and Complaints, Standard 2 – Health and Personal Care, 2.7 Medication Management and Standard 4 – Physical Environment and Safe Systems 4.4 Living environment.

During the visit all staff were consulted, residents and families were interviewed, clinical indicators were reviewed and all other relevant documentation was viewed in relation to the standards and outcomes being monitored. The team also observed activities in progress, cleaning in progress, closed circuit television and security cameras, the internal and external living environment and medication administration and safe storage.

Staff at Springhaven Lodge have continued to maintain the high standard of care and compliance required to meet the Accreditation Standards.

CONSULTATION

Aged Care Quality Agency, Springhaven Staff, Care Recipients, the Senior Management Team and Council.

STATUTORY REQUIREMENTS

Compliance with Accreditation Standards

Aged Care Act 1997 (54.2)

Australian Aged Care Quality Act 2013

Quality Agency Reporting Principles 2013(96.1)

POLICY IMPLICATIONS

Nil recommendations were made in the assessment contact report as all outcomes were met.

FINANCIAL IMPLICATIONS

Nil

STRATEGIC/CORPORATE IMPLICATIONS

| Community Strategic Plan 2017 – 2027 “Smart Possibilities – Kojonup 2027+” | | Corporate Business Plan 2017 – 2021 “Smart Implementation – Kojonup 2021 +” |
|---|---|--|
| Key Pillar | Community Outcomes | Corporate Actions |
| KP – 2 – Connected | 2.2 – Have enhanced our aged-care and health provisions by progressing our connections with regional and state-wide groups. | 2.2.6 – Aged care service will remain compliant with the following accreditation standards: <ul style="list-style-type: none"> • Standard 1 – Management systems, staffing and organisational development. • Standard 2 – Health and personal care. • Standard 3 – Resident lifestyle • Standard 4 – Physical environment and safe systems <i>*Reaccreditation audits next due February 2018 and February 2021</i> |

RISK MANAGEMENT IMPLICATIONS

Nil standards reviewed have been unmet.

ASSET MANAGEMENT IMPLICATIONS

Nil

SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil.

VOTING REQUIREMENTS

Simple majority

OFFICER RECOMMENDATION

That Council receives the determination of the Aged Care Quality Agency that Springhaven Frail Aged Lodge has met the Standards reviewed and expresses its appreciation to the Manager Aged Care Services and team members for the positive result.

COUNCIL DECISION

/17 Moved Cr , seconded Cr

CARRIED/LOST /

Attachment 14.1

Australian Aged Care Quality Agency

Assessment contact report



Australian Government
Australian Aged Care Quality Agency

ASSESSMENT CONTACT REPORT

Home details

| | | | |
|---|--------------------------------------|--|--------------|
| Name of home: | Springhaven Frail Aged Hostel | RACS ID: | 7080 |
| Approved provider: | Shire of Kojonup | | |
| Home address: | Barracks Place KOJONUP WA 6395 | | |
| Phone number: | 08 9831 2800 | Facsimile: | 08 9831 1925 |
| Email address: | springhaven@kojonup.wa.gov.au | | |
| Person in charge on the day: | Sue Northover Facility manager | | |
| Total number of allocated places: | 22 | | |
| Number of care recipients during assessment contact: | 21 | Number of care recipients with high care needs: | 18 |
| Special needs catered for: | Nil specified | | |

Assessment contact details

| | | | |
|---|---------------------------|-----------------------------|-------------------|
| First date on site: | 13 September 2017 | Last date on site: | 13 September 2017 |
| Time visit commenced: | 9.00am | Time visit finished: | 4.30pm |
| Total assessor hours worked on site: | 7 | | |
| Activity type: | Assessment Contact - Site | Unannounced: | Yes |
| Team leader: | Philippa Brittain | | |

Scope of this document

This report outlines the information obtained during the assessment contact. It gives the team's findings and supporting information. It may also include suggestions for improvement or details of deficiencies that may need to be addressed.

Next Steps

Please consider the content of this report carefully. You may wish to make a written response to this report. Any response will be considered in making any arrangements for future assessment contacts and any areas in which improvements must be made to the standards and a timetable for making the improvements.

Australian Aged Care Quality Agency

Assessment contact report

Audit trail

Interviews

| Position title | Number |
|-------------------------------------|--------|
| Facility manager | 1 |
| Registered nurses | 2 |
| Care staff | 4 |
| Administration assistant | 1 |
| Catering staff | 2 |
| Care recipients and representatives | 6 |
| Cleaning staff | 1 |
| Therapy staff | 1 |

Sampled documents

| Document type | Number |
|------------------------|--------|
| Care recipients' files | 6 |
| Medication incidents | 5 |
| Medication charts | 6 |

Other documents reviewed

The team also reviewed:

- Accident, incident and hazard documentation
- Audits and surveys
- Care recipients' information package and surveys
- Cleaning documentation and maintenance records
- Clinical indicators
- Comments and complaints file and advocacy records
- Continuous improvement plan and "Tell us what you think" forms
- Diabetic management documentation
- Handbook for care recipient and representatives
- Mandatory reporting file
- Meeting minutes
- Policies and procedures

Australian Aged Care Quality Agency

Assessment contact report

- Professional registration records and matrix police certificates, performance appraisals and mandatory training
- Sign in/out register.

Observations

The team observed the following:

- Activities in progress
- Charter of care recipients rights and responsibilities on display
- Cleaning in progress
- Closed circuit television and security cameras
- Feedback, advocacy and complaint forms and locked suggestion box
- Internal and external living environment
- Medication administration and safe storage
- Short group observation of an activity in the communal living area.

Continuous improvement activities

- Management reported following a suggestion to improve information systems, staff received excels spreadsheet training. As a result of this training, the mandatory matrices maintained for police records, performance appraisals and professional registrations are now formulated to highlight when currency is expiring. Staff reported as a result of the changes they are now alerted through the system, prior to expiry, making the process easier, more accurate and more time efficient. In addition the currency of the information reviewed is up to date. Management reported staff will continue to monitor these areas using the improved systems.
- Following a review of medication incidents over three months, management identified an opportunity to improve medication education and training for staff. As a result, an industry medication package was obtained and delivered to all new and identified staff using the improved training and education package and competency records. Staff interviewed reported the training to be comprehensive and medication incident records showed a decrease in errors over the month. In addition, registered staff completes the competency records following a minimum of three assessments, prior to being deemed competent. Management stated they will continue to monitor the number of incidents and are in the process of updating policies and procedure to include the new medication training requirements.
- Acting on feedback from care recipients and feedback from the newly employed occupational therapist and therapy staff, resulted in a reviewed the lifestyle program. As a result, changes to the existing activity program includes extra bus outings, more individual activity programs, bigger print newsletter and activity calendar and updated individual life stories and therapy plans completed from dementia mapping assessments. Care recipients feedback to the improvements reported satisfaction with these changes and management reported formal evaluation of the changes will occur through the care recipients' satisfaction survey or through the feedback processes.
- Management reported following an opportunity to improve the safety and security of the living environments for care recipients, visitors and staff the home had implemented environmental monitor using cameras and CCTV screens. Staff reported the external and internal corridors cameras allow staff to view activity from a safe place. In addition, sensory alarms have been fitted to the external doors of care recipients' rooms to alert staff of when these have been opened. Management reported the security is on a timing system and can be manually operated as well as set to automatically operate according to the home security requirements. Meeting minutes reviewed showed care recipients, representatives and staff had been informed of the improvements. Care recipients and representatives interviewed reported satisfaction with security and safety of the home.

Standard 1 – Management systems, staffing and organisational development

Principle:

Within the philosophy and level of care offered in the residential care services, management systems are responsive to the needs of care recipients, their representatives, staff and stakeholders, and the changing environment in which the service operates.

1.4 Comments and complaints

This expected outcome requires that "each care recipient (or his or her representative) and other interested parties have access to internal and external complaints mechanisms".

Team's findings

The home meets this expected outcome

There are processes to ensure care recipients, their representatives and others are provided with information about how to access complaint mechanisms. Care recipients and others are supported to access these mechanisms. Facilities are available to enable the submission of confidential complaints and ensure privacy of those using complaints mechanisms. Complaints processes link with the home's continuous improvement system and where appropriate, complaints trigger reviews of and changes to the home's procedures and practices. The effectiveness of the comments and complaints system is monitored and evaluated. Results show complaints are considered and feedback is provided to complainants if requested. Management and staff have an understanding of the complaints process and how they can assist care recipients and representatives with access. Care recipients, their representatives and other interested people interviewed have an awareness of the complaints mechanisms available to them and are satisfied they can access these without fear of reprisal.

Standard 2 – Health and personal care

Principle:

Care recipients' physical and mental health will be promoted and achieved at the optimum level in partnership between each care recipient (or his or her representative) and the health care team.

2.7 Medication management

This expected outcome requires that "care recipients' medication is managed safely and correctly".

Team's findings

The home meets this expected outcome

The home has systems to ensure care recipients' medication is managed safely and correctly. There are processes to ensure adequate supplies of medication are available and medication is stored securely and correctly. Medical officers prescribe and review medication orders and these are dispensed by the pharmacy service. Documented medication orders provide guidance to staff when administering or assisting with medications. Procedural guidelines provide clarification surrounding safe medication practices. The home's monitoring processes include reviews of the medication management system and analysis of medication incident data. Opportunities for improvement in relation to the medication management system are identified and addressed. Staff who administer or assist with medications receive education in relation to this. Care recipients and representatives interviewed are satisfied care recipients' medications are provided as prescribed and in a timely manner.

Australian Aged Care Quality Agency

Assessment contact report

Standard 4 – Physical environment and safe systems

Principle:

Care recipients live in a safe and comfortable environment that ensures the quality of life and welfare of care recipients, staff and visitors.

4.4 Living environment

This expected outcome requires that "management of the residential care service is actively working to provide a safe and comfortable environment consistent with care recipients' care needs".

Team's findings

The home meets this expected outcome

The home's environment reflects the safety and comfort needs of care recipients, including comfortable temperatures, noise and light levels, sufficient and appropriate furniture and safe, easy access to internal and external areas. Environmental strategies are employed to minimise care recipient restraint. The safety and comfort of the living environment is assessed and monitored through feedback from meetings, surveys, incident and hazard reporting, audits and inspections. There are appropriate preventative and routine maintenance programs for buildings, furniture, equipment and fittings. Staff support a safe and comfortable environment through hazard, incident and maintenance reporting processes. Care recipients and representatives interviewed are satisfied the living environment is safe and comfortable.

15 COMMUNITY DEVELOPMENT & TOURISM REPORTS

Nil

16 COMMITTEES OF COUNCIL

Nil.

17 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

18 NEW BUSINESS**18.1 WA PLANNING COMMISSION REFERRAL OF PROPOSED SUBDIVISION OF LOT 101 SOLDIER ROAD, KOJONUP**

AUTHOR: Phil Shephard – Town Planner

DATE: Friday, 10 November 2017

FILE NO: A455

ATTACHMENT: 18.1 – Subdivision Plan

Council is being asked to consider this item as it pertains to an application submitted to the WA Planning Commission for approval to subdivide Lot 101 Soldier Road, Kojonup. The property has been subject to a number of differing subdivision and planning proposals over time that has required substantial background research by staff in preparing this report. In addition, as the subdivision is for more than two lots which exceeds the delegated authority available to staff, the proposal must be presented to Council for determination.

The deadline for the comments back to the WA Planning Commission is by 7 December 2017. As such, it would be too late to take this item to the December Council meeting, hence the submission of this late item to Council for consideration at its November meeting.

OFFICER RECOMMENDATION

That “Item 18.1 – WA Planning Commission Referral of Proposed Subdivision of Lot 101 Soldier Road, Kojonup” be discussed.

COUNCIL DECISION

/17 Moved Cr , seconded Cr

CARRIED/LOST /

19 CONFIDENTIAL REPORTS

Nil.

20 NEXT MEETING

Tuesday, 12 December 2017 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 pm.

22 ATTACHMENTS (SEPARATE)

| | |
|-----------|---|
| Item 10.2 | Monthly Statement of Financial Activity |
| Item 10.3 | Monthly Payment Listing 01/10/2017 – 31/10/2017 |
| Item 10.4 | Existing Policy Manual Showing Proposed Changes |
| Item 18.1 | Subdivision Plan |