

# SHIRE OF KOJONUP



## Special Council Minutes

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

***at 8.00am***

**SHIRE OF KOJONUP**

**MINUTES FOR THE SPECIAL COUNCIL MEETING HELD ON 18<sup>th</sup> November 2010**

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**SHIRE OF KOJONUP****MINUTES****1 DECLARATION OF OPENING AND ANNOUNCEMENT OF GUESTS**

The Shire President declared the meeting opened at 8:00am and alerted the meeting of the procedures for emergencies including evacuation, designated exits and muster points and draw the meetings attention to the disclaimer below:

**Disclaimer**

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

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

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

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

Cr Jill Mathwin	Shire President
Cr Jane Trethowan	Deputy Shire President
Cr Michael Baulch	
Cr Rosie Hewson	
Cr Greg Marsh	
Cr Frank Pritchard	
Cr Ian Pedler	

Mr Stephen Gash	Chief Executive Officer
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**APOLOGIES**

Cr John Benn	(Leave of Absence Not Required at Special Council Meeting)
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**3 PUBLIC QUESTION TIME**

Nil

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

Nil

**5 REPORTS****5.1 FORWARD CAPITAL WORKS PLAN 2010/2011 TO 2014/2015**

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

**DECLARATION OF INTEREST**

Nil

**SUMMARY**

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

**BACKGROUND**

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

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

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

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

**GUIDE**

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

**COMPONENTS OF THE PLAN**

1. Opening Statement on what the plan covers and confirms Council approval for it. It should include a commitment to review the plan each year. The signature of the Shire President and Chief Executive Officer should be included as part of the statement.
2. Table which provides an overview of the Forward Capital Works Plan by grouping of projects (eg Roads and Bridges, Footpaths, Drainage, Open Space, Buildings, Commercial Activities, Foreshores and Marine Safety, Waste, Recreation, Other). The table should also include a total expenditure figure for each year to identify whether capital works expenditure is either for, Renewal, New Assets or Asset Expansion or Upgrade.
3. For each individual sub-project in the plan provide the following information:
  - Purpose of the project, including information on whole-of-life costing, whether the project involves recurrent expenditure, expenditure for maintenance or renewal of infrastructure or expenditure on new infrastructure.
  - Background on the project.
  - Explain how the project meets the intent of the Council's strategic plan. Expenditure (actual and budgeted) on the project in 2009-10.
  - Breakdown of funding sources and amount of funding from each source for each out year, including where Council has identified the Country Local Government Fund as a funding source.

- A risk management assessment of each project, including an analysis which addresses scenarios where one or more funding source for a project is reduced, not available or delayed.
  - An indication of whether a project involves expenditure for renewal, new assets, or asset expansion or upgrade.
  - Any other issues relating to the project.
4. Identification of projects which have funding gaps.
  5. Prioritisation of projects for 2010-11
  6. Each country local government is to provide a contact person should RDL or an independent assessor need to discuss the plan in detail.

#### **COMMENT**

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

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

#### **CONSULTATION**

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

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

The community consultation opportunities were:

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

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

#### **STATUTORY ENVIRONMENT**

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

#### **POLICY IMPLICATIONS**

There are no known Policy Implications.

#### **FINANCIAL IMPLICATIONS**

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

**STRATEGIC IMPLICATIONS**

Nil

**VOTING REQUIREMENTS – Simple Majority**

**OFFICER RECOMMENDATION**

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

**COUNCIL DECISION**

**104/10 MOVED Cr Trethowan seconded Cr Marsh that Council adopts the Shire of Kojonup's Forward Capital Works Plan 2010/2011 to 2014/15, as attached, and authorise the Chief Executive Officer and Shire President to execute the document.**

**CARRIED**

**7/0**

**6 CLOSURE**

There being no further notice of business for the Special Meeting under section 5.5 of the Local Government Act 1995, the President thanked the members for their attendance and declared the meeting closed at 8:30am.

**7 APPENDICES AND TABLED DOCUMENTS**

Nil

**8 ATTACHMENTS**

Item 5.1                      Draft Shire of Kojonup Forward Capital Works Plan 2010/2011 to 2014/2015

\_\_\_\_\_  
Presiding Member

\_\_\_\_\_  
Date