

SHIRE OF KOJONUP
Kojonup



AGENDA

Ordinary Council Meeting

20 April 2021

TO: THE SHIRE PRESIDENT AND COUNCILLORS

NOTICE is hereby given that a meeting of the Council will be held in the Council Chambers, Administration Building, 93 Albany Highway, Kojonup on Tuesday, 20 April 2021 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.

RICK MITCHELL-COLLINS
CHIEF EXECUTIVE OFFICER

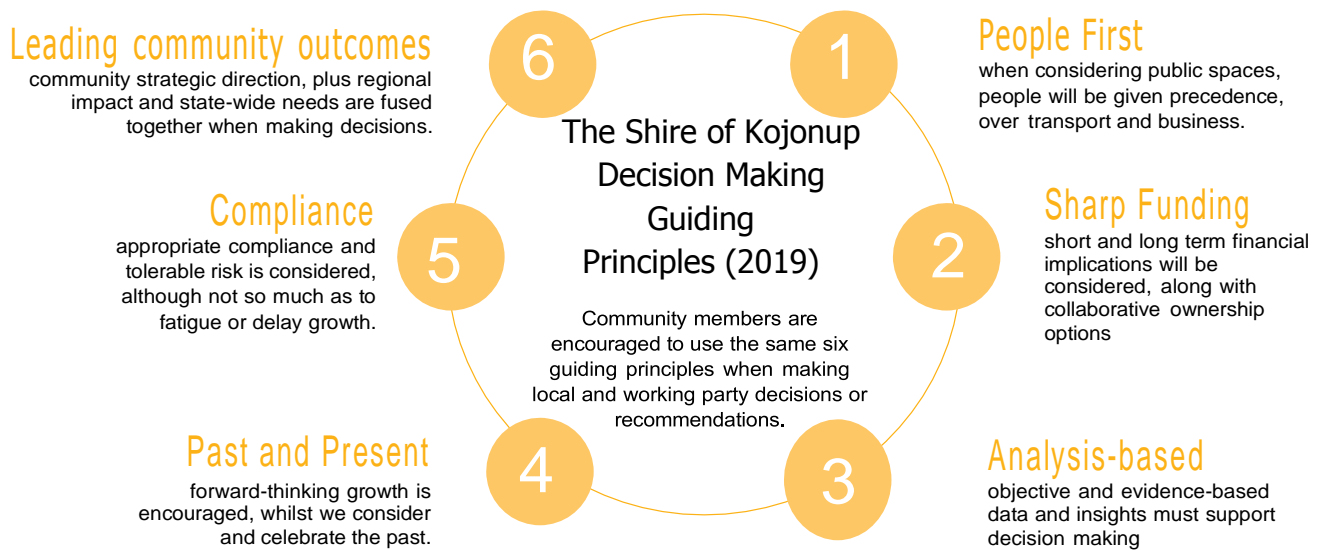
16 April 2021

AGENDA FOR THE COUNCIL MEETING TO BE HELD ON 20 APRIL 2021

TABLE OF CONTENTS

1	DECLARATION OF OPENING AND ANNOUNCEMENT OF GUESTS.....	4
2	ATTENDANCE AND APOLOGIES.....	5
3	SUMMARY OF RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE.....	5
4	PUBLIC QUESTION TIME	5
5	PETITIONS, DEPUTATIONS AND PRESENTATIONS	6
6	APPLICATIONS FOR LEAVE OF ABSENCE	6
7	CONFIRMATION OF MINUTES.....	6
8	ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION.....	6
9	DECLARATIONS OF INTEREST.....	6
10	KEY PILLAR 1 – ‘PLACE’ REPORTS	7
10.1	GREAT SOUTHERN 2050 CYCLING STRATEGY	7
10.2	KOJONUP SPORTS ALLIANCE – MEMORANDUM OF UNDERSTANDING	9
10.3	KOJONUP SPORTING COMPLEX – RELOCATION OF NETBALL FACILITIES TO BOWLING CLUB	12
10.4	KOJONUP TRAILS MASTER PLAN.....	19
10.5	BENN PARADE CO-LOCATION DISCUSSION MINUTES	23
11	KEY PILLAR 2 – ‘CONNECTED’ REPORTS	25
12	KEY PILLAR 3 – ‘PERFORMANCE’ REPORTS.....	26
12.1	FINANCIAL MANAGEMENT – MONTHLY STATEMENT OF FINANCIAL ACTIVITY (MARCH 2021)	26
12.2	MONTHLY PAYMENTS LISTING MARCH 2021	27
13	KEY PILLAR 4 – ‘PROSPERITY’ REPORT.....	31
14	KEY PILLAR 5 – ‘DIGITAL’ REPORTS.....	32
15	MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN.....	33
16	NEW BUSINESS.....	33
17	CONFIDENTIAL REPORTS	33
17.1	CONFIDENTIAL ITEM - MANAGER REGULATORY SERVICES	33
18	NEXT MEETING.....	34
19	CLOSURE	34
20	ATTACHMENTS (SEPARATE).....	35

The Shire of Kojonup has a set of six guiding principles it uses when making decisions. These principles are checked and enhanced every two years; in line with the Strategic Community Plan review schedule.



AGENDA

1 DECLARATION OF OPENING AND ANNOUNCEMENT OF GUESTS

The Shire President shall declare the meeting open at__ 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.

Acknowledgement of Country

The Shire of Kojonup acknowledges the first nations people of Australia as the Traditional custodians of this land and in particular the Keneang people of the Noongar nation upon whose land we meet.

We pay our respect to their Elders past, present and emerging

Prayer – Cr Pedler

Gracious Father, we acknowledge you as our Maker and Judge. We ask for wisdom for our reigning monarch Queen Elizabeth. Grant to her good health and strength in the executing of her duties.

We pray for all Ministers and Cabinet members of the Australian Federal and State Government. Grant to them wisdom in the welfare of Australia, so that truth and justice is established for all Australians.

Lastly Gracious Father, we pray for ourselves. We ask that you might grant to us the ability to speak with integrity and to work with uncompromising diligence. Grant to us the wisdom to make good decisions, remembering that we are one community. Grant to us the good humour to keep things in perspective in a community that is a diverse population.

We ask that we might always be mindful of the safety and welfare of the people of Kojonup. Grant to all who serve on Public Committees the ability to listen and work together with mutual respect for one another. Bless us with the personal joy of knowing that we have done our best.

2 ATTENDANCE AND APOLOGIES

COUNCILLOR

Cr Benn

Shire President

Cr Radford

Deputy Shire President

Cr Fleay

Cr Gale

Cr Pedler

Cr Webb

Cr Wieringa

Cr Singh

STAFF

Rick Mitchell-Collins

Chief Executive Officer

Anthony Middleton

Manager Corporate and Community Services

Emily Sleight

Sport and Recreation Officer

Lorraine Wyatt

Executive/Human Resource Coordinator

LEAVE OF ABSENCE

Nil

APOLOGIES

3 SUMMARY OF RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE

Nil.

4 PUBLIC QUESTION TIME

Questions may be submitted using the special email address for **Council Meeting Public Question Time** being cmpqt@kojonup.wa.gov.au

The Manager Corporate and Community Services will table all correspondence received.

5 PETITIONS, DEPUTATIONS AND PRESENTATIONS

Nil

6 APPLICATIONS FOR LEAVE OF ABSENCE

7 CONFIRMATION OF MINUTES

7.1 COUNCIL MEETING 16 MARCH 2021

Minutes of the Council Meeting which was held on 16 March 2021 were previously circulated under separate cover and are at [Attachment 7.1.1](#).

OFFICER RECOMMENDATION

That the Minutes of the Council Meeting held on 16 March 2021 be confirmed as a true record.

8 ANNOUNCEMENTS by the Presiding Member without discussion

9 DECLARATIONS OF INTEREST

10 KEY PILLAR 1 – ‘PLACE’ REPORTS

10.1 GREAT SOUTHERN 2050 CYCLING STRATEGY

AUTHOR	Emily Sleight, Sport and Recreation Officer
DATE	Tuesday, 30 March 2021
FILE NO	RC.PRG.4
ATTACHMENT(S)	10.1.1 Letter – Department of Transport

STRATEGIC/CORPORATE IMPLICATIONS		
“Smart Possibilities – Kojonup 2027+”		“Smart Implementation – Kojonup 2018-2022”
Key Pillar	Community Outcomes	Corporate Actions
KP 1 – Place	1.1 – Have maximised our “One Community” program through specific events, celebration of built form and enhancement of our environment	1.1.22 – Undertake a cycle plan for the townsite to connect heritage/cultural and sporting/recreation infrastructure Explore opportunities to align horse, cycle and walking trails

DECLARATION OF INTEREST

Nil

SUMMARY

The purpose of this report is for Council to consider supporting the Great Southern 2050 Cycling Strategy working group and the formation of the Strategy.

BACKGROUND

The Great Southern Regional 2050 Cycling Strategy planning commenced in 2019, as part of the Western Australia Bike Network (WABN) being managed by the Department of Transport (DoT). As part of the works being completed by the DoT for the Great Southern Regional 2050 Cycling Strategy, DoT have requested representation from the Shire of Kojonup to be involved in the working group for this Strategy.

COMMENT

Project working groups involving local government representatives have been successful in completing the Geraldton, Bunbury-Wellington and Esperance cycling strategies, and progressing the Avon Central Coast, Perth and Peel and the Pilbara strategies. Participating in a working group in the initial planning stages of a strategy ensures that issues and challenges that may be specific to Kojonup can be acknowledged in future plans.

Noted in the WA Cycle Network Hierarchy are Transport Trail offerings, typically located within disused transport and service corridors in rural areas. This aligns well with the Grain Rail Trail network, as part of the Great Southern Regional Trails Master Plan and Kojonup’s own Trails Master Plan (draft). Having input into this item specifically would be beneficial for the future planning and construction requirements for the Grain Rail Trail network.

The Regional 2050 Cycling Strategies are wholly DoT funded, however local government officers will be required to commit some time during the development process.

CONSULTATION

Manager Corporate & Community Services

STATUTORY REQUIREMENTS

Nil

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

The allocation of time for the Sport and Recreation Officer to attend meetings and provide feedback and consultation in the process will form part of the wage associated with this position.

RISK MANAGEMENT IMPLICATIONS

RISK MANAGEMENT FRAMEWORK			
Risk Profile	Risk Description/Cause	Key Control	Current Action
6) Engagement	Inadequate regional or district committee attendance	Advisory committees / groups	Nil
<i>Risk rating LOW</i>			
IMPLICATIONS			
<i>The support of an initial working group to progress the formation of a Great Southern 2050 Cycling Strategy ensures that Kojonup have input into the Strategy, and as such is seen as reducing risks more so than creating them.</i>			

ASSET MANAGEMENT IMPLICATIONS

Nil.

SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

That the formation of the Great Southern 2050 Cycling Strategy and establishment of a working group be supported with the Shire of Kojonup’s representative being the Sport and Recreation Officer.

10.2 KOJONUP SPORTS ALLIANCE – MEMORANDUM OF UNDERSTANDING

AUTHOR	Anthony Middleton – Manager Corporate & Community Services
DATE	Saturday, 3 April 2021
FILE NO	CP.DAC.12
ATTACHMENT(S)	10.2.1 – Draft Memorandum of Understanding

STRATEGIC/CORPORATE IMPLICATIONS		
“Smart Possibilities – Kojonup 2027+”		“Smart Implementation – Kojonup 2018-2022”
Key Pillar	Community Outcomes	Corporate Actions
KP 1 - Place	1.2 – Be a happy, healthy, connected and inclusive community driven by the provision of high standard sport, recreation and open space facilities and programs.	1.2.14 – Build capacity in the community and play a critical facilitation role to support the volunteer base and ensure effective club governance is implemented.
KP3 – Performance	3.1 – Be a continually engaged and strategic community which leads and organises throughout the entire stakeholder group.	3.1.1 – Build partnerships with WA recreation, business and tourism.

DECLARATION OF INTEREST

Nil.

SUMMARY

The purpose of this report is to consider entering into a Memorandum of Understanding (MOU) with the Kojonup Sports Alliance Inc. (KSA) to affirm the partnership with this newly established community group as a leader in sport and recreation in Kojonup.

BACKGROUND

The KSA was established with assistance from the Shire in late 2019, early 2020 following numerous workshops between the user groups of the Kojonup Sporting Complex. Following the establishment of the KSA as an incorporated body, 10.3.3 Special General Meeting 29th March 2021, it is now appropriate to formalise a working relationship between the Shire and the KSA.

The KSA constitution states the following:

Vision: A supportive, connected Kojonup through sport and recreation

Purpose: To have a positive impact on a happy, inclusive Kojonup

COMMENT

A copy of the proposed MOU is attached to this agenda item, however, the highlights are as follows:

Term:

- The term shall be ongoing with a review each twelve (12) months after signing;

Key Principles:

- to promote a climate of mutual co-operation, professional respect and goodwill between parties;

Purpose & Scope:

- To formally acknowledge the partnership between Shire of Kojonup and Kojonup Sports Alliance Inc.;
- To enhance the working relationship and communication between parties to assist in the development, delivery, operation, administration and management of the partnership;
- To provide a framework of understanding on which the roles and responsibilities of the parties are set out;
- To establish a clear decision making process;
- To have formally recognised by the Shire of Kojonup that the Kojonup Sports Alliance Inc. is the primary contact point and liaison for community sporting clubs in relation to capital expenditure developments and improvements at the Sports Precinct.

This proposed MOU is a first for the governance and operations of sport in the Shire of Kojonup and represents an important opportunity to evolve the management model of the Kojonup Sporting Complex. As such, it is recommended that the MOU be entered into.

The KSA have already signed off on the attached MOU.

CONSULTATION

Kojonup Sports Alliance
Chief Executive Officer
Sport & Recreation Officer

STATUTORY REQUIREMENTS

Nil.

POLICY IMPLICATIONS

Nil.

FINANCIAL IMPLICATIONS

Entering into this proposed MOU does not increase the financial investment already made each year in sport and recreation by the Shire.

RISK MANAGEMENT IMPLICATIONS

RISK MANAGEMENT FRAMEWORK			
Risk Profile	Risk Description/Cause	Key Control	Current Action
6. Engagement	<ul style="list-style-type: none"> • Relationship breakdowns with community groups • Leadership inattention to current issues • Inadequate documentation or procedures • Inadequate Regional or District Committee attendance 	<ul style="list-style-type: none"> • Community-based Committees, forums & workshops • Community engagement/networking • Public Notices/Local papers/website communication • Advisory committees/groups 	Nil.
Risk rating - Moderate			
IMPLICATIONS			
<p><i>In a period where grant funding for sport and recreation is becoming more competitive, it is essential that all groups work closely together for the most efficient and effective outcomes for Kojonup. The establishment of the KSA and entering into this MOU is a significant step in achieving a sustainable future for sport and recreation in Kojonup.</i></p>			

ASSET MANAGEMENT IMPLICATIONS

Nil.

SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil.

VOTING REQUIREMENTS

Simple Majority.

OFFICER RECOMMENDATION

That Council enter into the attached Memorandum of Understanding with the Kojonup Sports Alliance Inc. to promote a climate of mutual co-operation, professional respect and goodwill between parties.

10.3 KOJONUP SPORTING COMPLEX – RELOCATION OF NETBALL FACILITIES TO BOWLING CLUB

AUTHOR	Anthony Middleton – Manager Corporate & Community Services
DATE	Saturday, 3 April 2021
FILE NO	CP.DAC.12
ATTACHMENT(S)	<p>10.3.1 - KNA Special Meeting March 2021</p> <p>10.3.2 - KNA Court Upgrade Letter</p> <p>10.3.3 - Special General Meeting 29th March 2021</p>

STRATEGIC/CORPORATE IMPLICATIONS		
“Smart Possibilities – Kojonup 2027+”		“Smart Implementation – Kojonup 2018-2022”
Key Pillar	Community Outcomes	Corporate Actions
KP – 1 Place	1.2 – Be a happy, healthy, connected and inclusive community driven by the provision of high standard sport, recreation and open space facilities and programs.	<p>1.2.2 – Implement and action a Sport, Recreation and Open Space Master Plan.</p> <p>1.2.3 - Provide community infrastructure that attracts outsourced or privately run facilities and programs.</p> <p>1.2.10 – Sporting Infrastructure Upgrades:</p> <ul style="list-style-type: none"> • Reconstruction of Netball Courts; • Re-alignment and rationalisation of Kojonup recreational precinct; <p>1.2.13 – Review the current Sports Precinct Master Plan to include:</p> <ul style="list-style-type: none"> • Cover the netball courts for multi-functional sporting and occasional market use <p>1.2.14 – Build capacity in the community and play a critical facilitation role to support the volunteer base and ensure effective club governance is implemented.</p> <p>1.2.15 - Increase engagement with the Department of Education to explore</p>

		alternative ways of delivering sport and recreational opportunities which could reduce costs of servicing and provide a greater localised benefit
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DECLARATION OF INTEREST

Nil.

SUMMARY

The purpose of this report is to consider:

1. A request from the Kojonup Netball Association and the Kojonup Bowling Club to move the netball facilities to the lawn bowls facilities; and
2. Assist the Clubs to begin sharing facilities and align their operations.

BACKGROUND

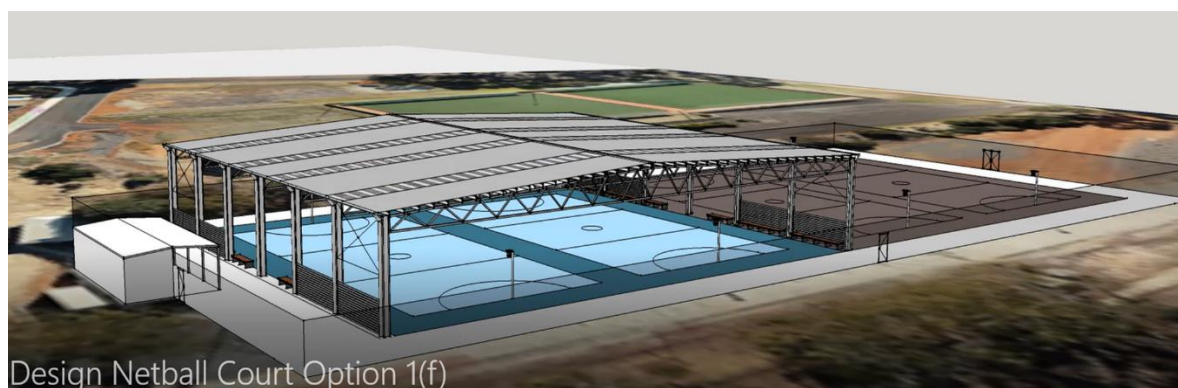
The Shire’s Adopted Budget for 2020/2021 includes a provision of \$1,987,601 to reconstruct the four (4) existing netball courts and construct a roof over two (2) of these courts. The scope and design of this project includes:

- Roof gable peak to run east/west enabling easy expansion of roof area to courts 3 & 4 at a later date;
- Footings for future roof area to courts 3 & 4 to be included to restrict court damage if roof expanded in the future;
- The current court run-off areas are too small and therefore the total court area needs to be enlarged;
- New lighting to all 4 courts;
- Current facility is predominately a training venue as nearly all games are played in Katanning;
- All courts will be multi-marked for Netball, Basketball, Tennis and will be open to the public 24/7; and
- Other events and activities will be possible in this venue such as indoor cricket, community markets, etc.

The current status of the implementation of this project is as follows:

- Soil sampling and geotechnical analysis completed;
- Service (power, water, etc.) locating undertaken;
- Detailed site survey completed; and
- Roof design and construction tender currently advertised with a closing date of 4:00pm, 14 April 2021.

An artist’s impression of the initial proposed project is as follows (note this illustration incorrectly shows the gable peak running north/south and not east/west):



Design Netball Court Option 1(f)

COMMENT

The current layout of the Kojonup Sporting Complex is as follows:



In early March 2021, the Shire submitted a Federal Government Building Better Regions (BBRF) Grant Application which included, amongst many other components, the construction of a new car park on the site of the decommissioned “A” Bowling Green. It is intended that this car park would service the bowling club, sporting complex pavilion and all other sporting facilities at the complex generally.

On 12 March 2021, following a community meeting with representatives of LotteryWest, the President of the Kojonup Bowling Club indicated that the Club is seeking funding to resurface their “B” bowling green and increase it in size from a seven (7) to ten (10) rink green. This upgrade would include decommissioning their “C” green.

On 15 March 2021, the Kojonup Sports Alliance (KSA) held a meeting with representatives of all sporting clubs in Kojonup to discuss the future of sport in Kojonup, individual club issues and challenges moving forward, and how the KSA can help. This meeting was the catalyst

for the Kojonup Netball Association and Kojonup Bowling Club to commence discussions regarding the co-location and sharing of facilities. The Shire’s Acting CEO met with the Kojonup Bowling Club on 23 March 2021 and the Netball & Bowling Clubs on 26 March 2021 to develop this proposal.

The proposal for two clubs to share facilities represents a ‘once in a lifetime opportunity’ in the development of Kojonup sporting facilities. In fact, the Shire has undertaken numerous workshops and planning sessions to encourage this sharing to occur and an opportunity to implement this concept has now arisen. As such, this agenda item is seeking a formal Council decision to move the netball facilities to enable sharing with the Kojonup Bowling Club.

Both the Kojonup Netball Association and Kojonup Bowling Club have since held meetings with their membership to formally adopt a position on the proposal and the following points and diagram highlights the current request to the Council:

1. Four Netball Courts (two with roof cover, and two with a provision for future cover) (illustrated below by red squares);
2. Extension of bowling green “B” westwards to increase green from a seven (7) rink green to a ten (10) rink green (illustrated by green rectangle);
3. New Car Park design (illustrated by grey area) including kitchen/bar loading area on south west corner of Club House building.
4. Two large water tanks (illustrated by blue circles) to manage storm water of netball roof area and provide water for expanded “B” Bowling Green (proposed new synthetic surface will require water). Location of water tanks shown is indicative only and could be moved to the most beneficial location.



(Note: Plan not to scale – all measurements, especially netball courts and bowling green to be in accordance with state sporting association requirements for the relevant sport)

A detailed site plan is currently being prepared to assist with both this current proposal and future master planning based on the diagram above.

The Kojonup Netball Association have indicated a preference for an indoor space (shed), however, there are a lot of flow on issues that are created by enclosing the two roofed courts (e.g. Fire compliance, ventilation, temperature control, emergency exits, access by the general public, etc.). Further work will be required comparing the construction of a roof over the netball courts vs an enclosed shed/facility. It is important to note that the 2020/2021 budget provision is for the construction of a roof over two (2) courts only.

The proposal for the co-location and sharing of netball and bowling facilities has the following advantages and disadvantages:

Advantages:

- Increased use of existing facilities (winter use of a summer facility);
- Increased Bowling Club sustainability (both increased future players & financially);
- The Kojonup Netball Association instantly gains a 'home' with substantial facilities; and
- Decommissioned netball courts creates a large available space for other activities to be identified.

Disadvantages:

- Can be perceived as Netball moving "further" from other sporting facilities (football, hockey, etc.);
- Creates two main focal points at the Sporting Complex rather than the goal of one; and
- Expectations of an indoor facility (Shed) need to be determined and managed.

CONSULTATION

Kojonup Sports Alliance Committee Meeting (Acting CEO) - 29 March 2021;

Kojonup Bowling Club held a special committee meeting on Monday, 29 March 2021 and resolved unanimously to support sharing facilities with the Kojonup Netball Association; Kojonup Netball Club met on Tuesday, 30 March 2021 and resolved to move to the Bowling Club location;

A Council briefing session was held Tuesday, 30 March 2021;

Concept discussed at Shire Administration Staff Meeting – 31 March 2021

Chief Executive Officer

Sport & Recreation Officer

STATUTORY REQUIREMENTS

Nil.

POLICY IMPLICATIONS

Nil.

FINANCIAL IMPLICATIONS

The decision to relocate the netball courts will require the already completed tasks (service locating, site survey and soil testing and geotechnical analysis) to be expanded to the new site. This will be a very small portion of the total project cost and can be incorporated into the budget.

It is envisaged that an increased amount of site works (both fill and cut & fill) will be required for the new netball courts to complement the existing levels of the bowling green and this will slightly increase the total cost of the project. It is anticipated that this can be managed by the total project budget.

The cost of the major components of this project, being roof (or shed) structure and court construction will not be accurately known until tenders are assessed. It is estimated that the recommendation will not have a significant financial impact on the total cost of this project.

RISK MANAGEMENT IMPLICATIONS

RISK MANAGEMENT FRAMEWORK			
Risk Profile	Risk Description/Cause	Key Control	Current Action
6. Engagement	<ul style="list-style-type: none"> • Relationship breakdowns with community groups • Leadership inattention to current issues • Inadequate documentation or procedures • Inadequate Regional or District Committee attendance 	<ul style="list-style-type: none"> • Community-based Committees, forums & workshops • Community engagement/networking • Public Notices/Local papers/website communication • Advisory committees/groups 	Nil.
Risk rating – Moderate			
IMPLICATIONS			
<p><i>In a period where grant funding for sport and recreation is becoming more competitive, it is essential that all groups works closely together for the most efficient and effective outcomes for Kojonup. The sharing of facilities by two major sporting clubs in Kojonup is a significant step in achieving a sustainable future for sport and recreation in Kojonup.</i></p>			

ASSET MANAGEMENT IMPLICATIONS

The sharing of Kojonup Bowling Club facilities with the Kojonup Netball Association has substantial advantages for the existing built assets, notably creating a winter ‘tenant’ for what is currently predominately a summer use facility. This increase in patronage dramatically increases the sustainability of both Clubs and their ability to maintain and upgrade the assets in question.

SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil.

VOTING REQUIREMENTS

Simple Majority.

OFFICER RECOMMENDATION

That:

1. The request from the Kojonup Netball Association and the Kojonup Bowling Club to move the netball facilities to the lawn bowls facilities be supported as per the following indicative plan;



2. The Council and Shire staff assist the Kojonup Netball Association and the Kojonup Bowling Club to begin sharing facilities and aligning their operations;
3. The current budgeted project *Sporting Complex - Netball Court Resurface & Roof* (account C274) be amended by relocating the project in accordance with point 4 below; and
4. The Kojonup Sporting Precinct Master Plan be amended by the inclusion and/or relocation of the following points and diagram:
 - a) Four Netball Courts (two with roof cover, and two with a provision for future cover) to be located as illustrated below by red squares;
 - b) Extension of bowling green “B” westwards to increase green from a seven (7) rink green to a ten (10) rink green (as illustrated by green rectangle);
 - c) New Car Park (as illustrated by grey area) including kitchen/bar loading area on south west corner of Bowling Club House building; and
 - d) Two large water tanks (illustrated by blue circles) to manage storm water of netball roof area and provide water for “B” Bowling Green.

10.4 KOJONUP TRAILS MASTER PLAN

AUTHOR	Emily Sleight – Sport and Recreation Officer
DATE	Friday, 9 April 2021
FILE NO	PR.RES.9090
ATTACHMENT(S)	10.4.1 - Shire of Kojonup Trails Master Plan

STRATEGIC/CORPORATE IMPLICATIONS		
“Smart Possibilities – Kojonup 2027+”		“Smart Implementation – Kojonup 2018-2022”
Key Pillar	Community Outcomes	Corporate Actions
KP 1 - Place	1.2 – Be a happy, healthy, connected and inclusive community driven by the provision of high standard sport, recreation and open space facilities and programs	1.2.1 – Develop and adopt a Trails Master Plan to develop and activate a trail network and reserve walks in conjunction with State-wide recreation partners

DECLARATION OF INTEREST

Nil

SUMMARY

The purpose of the report is for Council to adopt the Shire of Kojonup Trails Master Plan (Attachment 10.4.1)

BACKGROUND

The development of the Great Southern Regional Trails Master Plan (GSRTMP) during 2019 and 2020 identified existing trails within the Shire that form part of the Shire of Kojonup Trails Master Plan (SOKTMP). Further works have identified future proposed trails that align with the needs of the Kojonup community, as well as local, regional, national and international travellers.

COMMENT

Throughout the extensive collaboration in the development of the GSRTMP, the region has demonstrated that outdoor recreation is an integral part of creating a livable region with thriving communities. Successful implementation of Trails Master Plans can result in an increased length of stay by visitors, promote repeat visitation and drive tourism dollars to local businesses. It will also entice locals and visitors to explore different values and experiences.

The development of trails in the Great Southern presents a unique opportunity for Kojonup to be the ‘first-stop’ in the region for metropolitan, inter-state or international visitors travelling south. This advantage can be utilised to present Kojonup as the base for many drives/rides and trails.

The majority of the upgrades to existing trails and construction of proposed trails will require significant levels of funding, and ensuring that Kojonup has a Council-endorsed Trails Plan puts the Shire in a position to start sourcing revenue streams for this.

CONSULTATION

Great Southern Recreation Advisory Group
Great Southern Centre for Outdoor Recreational Excellence
Council Briefing Session 6 April 2021

STATUTORY REQUIREMENTS

Nil

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Upgrades to existing trails and the formation of new trails will come at a cost to the Shire, as will ongoing maintenance of trails. The intention will be to source external funding for the majority of large projects, however budget allowances over the next ten (10) years for minor upgrades will be required.

Currently reserve maintenance is split between Myrtle Benn Reserve account 6492 (2020/2021 budget of \$3,500) and Sundry Reserves account 6494 (2020/2021 budget of \$21,000). New accounts would need to be created and funded to support the implementation plan. Grant funding, as is the case for major capital expenditure, will need to be sourced for these works.

RISK MANAGEMENT IMPLICATIONS

RISK MANAGEMENT FRAMEWORK			
Risk Profile	Risk Description/Cause	Key Control	Current Action
1. Asset Sustainability	Insufficient budget to maintain or replace assets	Routine maintenance schedule	Nil
3. Compliance	Lack of training, awareness and knowledge	Councillor / staff training	Nil
6. Engagement	Inadequate involvement with or support of community groups Budget / funding issues	Community engagement / networking Strategic Community Plan consultation	Review and assess Community Engagement Strategy and Plan
7. Environment	Weed and pest management difficulties	Environmental management compliance	Nil

		<p><i>Support and work with environmental and land care groups</i></p> <p><i>Poor management of contaminated sites</i></p> <p><i>Old waste sites management program</i></p>	
10. Facilities-Venues	<i>Inadequate oversight or provision of peripheral services</i>	<i>Cleaning schedule</i>	<i>Nil</i>
13. Project/Change Management	<p><i>Lack of communication and consultation</i></p> <p><i>Lack of investment</i></p> <p><i>Inadequate project planning (resources/budget)</i></p>	<p><i>Project management procedures</i></p> <p><i>Project status reporting</i></p> <p><i>Smart Implementation reporting system to Council and SMT</i></p>	<i>Implement formal project management guidelines</i>
14. Safety & Security	<i>Inadequate policy, frameworks, systems and structure to prevent the injury of visitors, staff, volunteers, contractors and/or tenants.</i>	<i>Contractor/staff/volunteer site inductions</i>	<i>Implement formal contractor site inductions</i>
15. Supplier Contract	<i>Insufficient funding</i>	<p><i>Contract management</i></p> <p><i>Tender and procurement process</i></p> <p><i>Documented authorization and approvals process for contracts</i></p>	<i>Nil</i>
<i>Risk rating Moderate</i>			

IMPLICATIONS

The highest risk to the Shire is inadequate planning, consultation and funding allocation. The risk is reduced by following the Implementation Plan and progressing each project only when suitable funds have been sourced.

Familiarising the community with the Trails Master Plan through the website, social media and via The Kodja Place, will ensure that if alterations are required to the implementation process that these are identified prior to works being completed.

ASSET MANAGEMENT IMPLICATIONS

The construction of new trails, and increased infrastructure on existing trails will require ongoing maintenance and planning for future replacement.

SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Through the works done by GSCORE into the GSRTMP, VROC members have been involved in the initial planning and consultation of projects identified during this process. The intention of the VROC Shires is to continue to work together wherever possible to source funding for Trails projects throughout the region.

VOTING REQUIREMENTS

Absolute Majority

OFFICER RECOMMENDATION

That:

- 1. The Shire of Kojonup Trails Master Plan be accepted; and**
- 2. Council consider the implementation plan in future budget decisions.**

10.5 BENN PARADE CO-LOCATION DISCUSSION MINUTES

AUTHOR	Emily Sleight – Sport and Recreation Officer
DATE	Wednesday, 7 April 2021
FILE NO	CS.SRP.1
ATTACHMENT(S)	10.5.1 - Co-Location Working Group Minutes

STRATEGIC/CORPORATE IMPLICATIONS		
Key Pillar		Community Outcomes
“Smart Possibilities – Kojonup 2027+”		“Smart Implementation – Kojonup 2018-2022”
KP 1 - Place	1.1 – Have maximised our ‘One Community’ program through specific events, celebration of built form and enhancement of our environment	1.1.21 – Co-location of Men’s Shed, Kojonup Tourist Railway and Kojonup Historical Society to heritage rail precinct

DECLARATION OF INTEREST

Nil

SUMMARY

The purpose of this report is for Council to receive the minutes from the Benn Parade Co-Location Discussion held 29 March 2021

BACKGROUND

Informal discussions have been held with members of the Kojonup Men’s Shed, the Kojonup Tourist Railway and the Kojonup Historical Society to gauge interest in the construction of a shared use facility located in the Heritage Rail precinct, bounded by Benn Parade, Gordon Street, Albany Highway and Pensioner Road. An invitation for members of all three groups, along with Shire representatives, to have a formal discussion regarding this idea led to the meeting held 29 March 2021.

COMMENT

The minutes contained as Attachment 10.5.1 contain relevant discussion points from the meeting. The involvement of the three community groups, and the discussions held, showed the project has merit and the majority of attendees were in support of continuing the planning process.

CONSULTATION

Kojonup Men’s Shed
 Kojonup Tourist Railway
 Kojonup Historical Society

STATUTORY REQUIREMENTS

Nil

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

RISK MANAGEMENT IMPLICATIONS

RISK MANAGEMENT FRAMEWORK			
Risk Profile	Risk Description/Cause	Key Control	Current Action
<i>1. Asset Sustainability</i>	<i>Insufficient budget to maintain or replace assets</i>	<i>Routine maintenance schedule - buildings</i>	<i>Nil</i>
<i>6. Engagement</i>	<i>Inadequate involvement with or support of community groups</i>	<i>Community based committees / forums / workshops</i>	<i>Review and assess Community Engagement Strategy & Plan</i>
<i>13. Project/Change Management</i>	<i>Lack of communication and consultation</i>	<i>Project management procedures</i>	<i>Informal project management guidelines</i>
<i>Risk rating LOW</i>			
IMPLICATIONS			
<i>The ability for all members of each group to participate in discussions at such an early stage ensures that participants have the opportunity to voice opinions and make suggestions in regards to the planning and design processes.</i>			

ASSET MANAGEMENT IMPLICATIONS

Nil

SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

That Council receive the minutes of the Benn Parade Co-Location Discussion meeting held 29 March 2021

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

Nil

12 KEY PILLAR 3 – ‘PERFORMANCE’ REPORTS

12.1 FINANCIAL MANAGEMENT – MONTHLY STATEMENT OF FINANCIAL ACTIVITY (MARCH 2021)

Nil – due to staff absence this report was unavailable.

12.2 MONTHLY PAYMENTS LISTING MARCH 2021

AUTHOR	Vivicka Kahn - Finance Officer
DATE	Friday 9 April 2021
FILE NO	FM.AUT.1
ATTACHMENT	12.2.1 – Monthly Payment Listing 1/03/2021 to 31/03/2021

STRATEGIC/CORPORATE IMPLICATIONS		
“Smart Possibilities – Kojonup 2027+”		“Smart Implementation – Kojonup 2019-2023”
Key Pillar	Community Outcomes	Corporate Actions
KP3 - Performance	3.4 – Be organised and transparent with our financial management.	3.4.1 - Increase regularity of readable financial reporting to the community. 3.4.2 – Act with sound long-term and transparent financial management and deliver residents considered value for money.

DECLARATION OF INTEREST

Nil

SUMMARY

To receive the list of payments covering the month of March 2021.

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 and Community Services prior to the meeting.

CONSULTATION

Nil

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 were 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

Nil

SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

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 March 2021		TO – 31 March 2021
Municipal Cheques	14291 - 14292	\$44,329.18
EFTs	27754 - 27944	\$852,676.49
Direct Debits		\$411,111.59
Total		\$1,308,117.26

be received.

12.3 MINUTES OF THE AUDIT AND RISK COMMITTEE MEETING HELD 16 MARCH 2021

AUTHOR	Heather Marland – Senior Finance Officer
DATE	Wednesday 31 March 2021
FILE NO	GO.CNM.96
ATTACHMENT(S)	12.3.1 – Unconfirmed Minutes from the Audit and Risk Committee Meeting held 16 March 2021.

STRATEGIC/CORPORATE IMPLICATIONS		
“Smart Possibilities – Kojonup 2027+”		“Smart Implementation – Kojonup 2018-2022”
Key Pillar	Community Outcomes	Corporate Actions
KP 3 - Performance	3.4 – Be organised and transparent with our financial management	3.4.2 – Act with sound long term and transparent financial management and deliver residents considered value for money.

DECLARATION OF INTEREST

Nil

SUMMARY

The minutes of the Audit and Risk Committee meeting held 16 March 2021 are presented for Council consideration.

BACKGROUND

The Audit and Risk Committee is established under Section 71A of the *Local Government Act 1995* ensuring transparency in Councils financial management and decision making process. In accordance with Section 71.A of the *Local Government Act 1995*, the Audit and Risk Committee was established with defined terms of reference and a membership consisting of six (6) committee members being, four (4) Councillors; and two (2) Community Members. A decision of the Audit and Risk Committee is to be made by a simple majority.

COMMENT

The Audit and Risk Committee typically meets at least quarterly, or as required, and has held one meeting since the commencement of the calendar year being 16 March 2021.

CONSULTATION

Members of the Audit and Risk Committee.

STATUTORY REQUIREMENTS

Sections 7.1A to 7.1C of the *Local Government Act 1995*

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

RISK MANAGEMENT IMPLICATIONS

Risk Profile 3 – Compliance

As per s.7.1A of *the Local Government Act 1995*, a local government is to establish an audit and risk committee of 3 or more persons to exercise the powers and discharge the duties conferred on it.

ASSET MANAGEMENT IMPLICATIONS

Nil

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

Nil

VOTING REQUIREMENTS

Simple Majority.

OFFICER RECOMMENDATION

That Council receive the minutes from the Audit and Risk Committee meeting held 16 March 2021.

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

Nil

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

Nil

15 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

16 NEW BUSINESS

17 CONFIDENTIAL REPORTS

17.1 CONFIDENTIAL ITEM - MANAGER REGULATORY SERVICES

AUTHOR	Rick Mitchell-Collins – Chief Executive Officer
DATE	Monday, 12 April 2021
FILE NO	Personnel/Recruitment
ATTACHMENT(S)	Nil

STATUTORY REQUIREMENTS

Section 5.23(2) of the Local Government Act 1995 permits the Council to close a meeting, or part of a meeting, to members of the public if the meeting deals with any of the following:

- (a) a matter affecting an employee or employees; and
- (b) the personal affairs of any person; and
- (c) a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting; and
- (d) legal advice obtained, or which may be obtained, by the local government and which relates to a matter to be discussed at the meeting; and
- (e) a matter that if disclosed, would reveal —
 - (i) a trade secret; or
 - (ii) information that has a commercial value to a person; or
 - (iii) information about the business, professional, commercial or financial affairs of a person, where the trade secret or information is held by, or is about, a person other than the local government; and
- (f) a matter that if disclosed, could be reasonably expected to —
 - (i) impair the effectiveness of any lawful method or procedure for preventing, detecting, investigating or dealing with any contravention or possible contravention of the law; or
 - (ii) endanger the security of the local government’s property; or
 - (iii) prejudice the maintenance or enforcement of a lawful measure for protecting public safety; and
- (g) information which is the subject of a direction given under section 23(1a) of the *Parliamentary Commissioner Act 1971*.

Subsection (3) requires a decision to close a meeting, or part of a meeting and the reason for the decision to be recorded in the minutes.

PROCEDURAL MOTION

That the meeting proceed behind closed doors in accordance with Section 5.23(2)(a) of the *Local Government Act 1995* at _____pm.

PROCEDURAL MOTION

That the meeting be reopened to the public at _____pm.

18 NEXT MEETING

Ordinary Council Meeting Tuesday, 18 May 2021 commencing at 3.00pm.

19 CLOSURE

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

20 ATTACHMENTS (SEPARATE)

Item 7.1	7.1.1	Unconfirmed Minutes of the Council Meeting held on 16 March 2021
Item 10.1	10.1.1	Letter – Department of Transport
Item 10.2	10.2.1	Draft Memorandum of Understanding
Item 10.3	10.3.1	KNA Special Meeting March 2021
	10.3.2	KNA Court Upgrade Letter
Item 10.5	10.5.1	Co-Location Working Group Minutes
Item 10.4	10.4.1	Shire of Kojonup Trails Master Plan
Item 10.5	10.5.1	Co-Location Working Group Minutes
Item 12.2	12.2.1	Monthly Payment Listing 1/03/2021 to 31/03/2021
Item 12.3	12.3.1	Unconfirmed Minutes from the Audit and Risk Committee Meeting held 16 March 2021.