

SHIRE OF KOJONUP  
**Kojonup**



# MINUTES

Ordinary Council Meeting

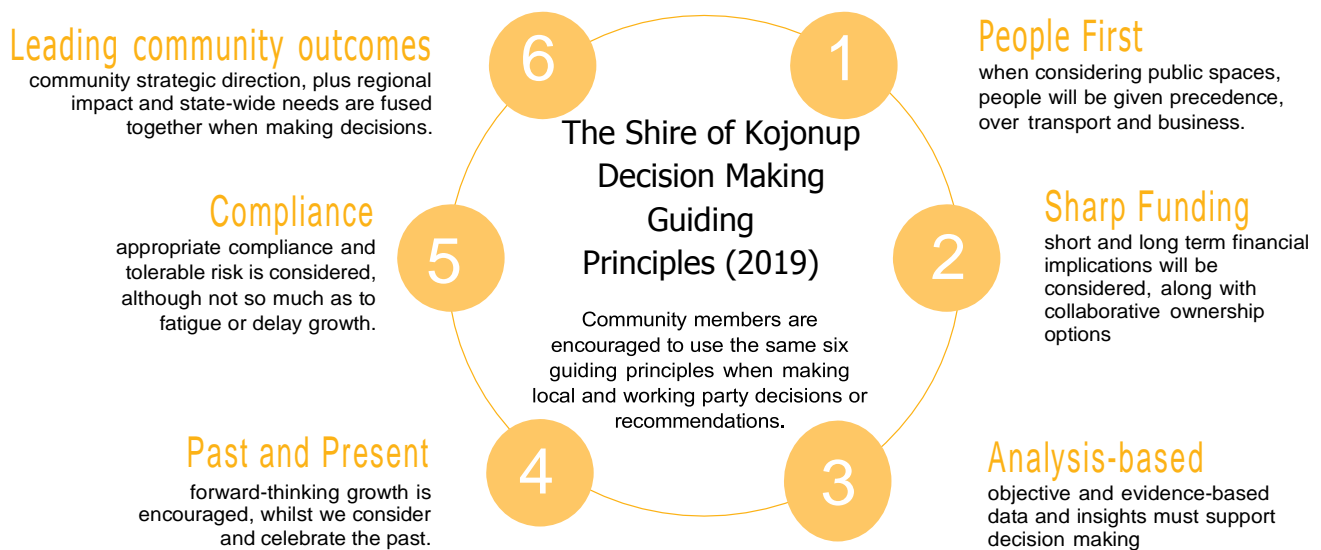
15 February 2022

MINUTES OF THE COUNCIL MEETING HELD ON 15 FEBRUARY 2022

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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.



MINUTES

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

The Shire President declared the meeting open at 3.00pm and drew the meeting's attention to the disclaimer below:

*Disclaimer*

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

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

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

**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 Gale**

*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**

**COUNCILLORS**

|                        |                        |
|------------------------|------------------------|
| Cr Radford             | Shire President        |
| Cr P Webb              | Deputy Shire President |
| Cr F Webb              |                        |
| Cr Wieringa            |                        |
| Cr Gale                |                        |
| Cr Singh               |                        |
| Cr R Bilney            |                        |
| Cr A Egerton-Warburton |                        |

**STAFF**

|                   |  |
|-------------------|--|
| Grant Thompson    | Chief Executive Officer                  |
| Anthony Middleton | Manager Corporate and Community Services |
| Robert Jehu       | Manager Regulatory Services              |
| Emily Sleight     | Sport and Recreation Officer             |
| Judy Stewart      | Senior Administration Officer            |

**MEMBERS OF THE PUBLIC**

Susanne Bilney (3.01pm to 3.11pm)  
Ronice Blair (3.01pm to 3.11pm)

**LEAVE OF ABSENCE**

Nil

**APOLOGIES**

Nil

**3 SUMMARY OF RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE**

Nil

**4 PUBLIC QUESTION TIME**

**4.1 SUSANNE BILNEY**

The following questions were submitted by Susanne Bilney and taken on notice:

1. The Shire Council has received 17 million dollars in grants in the two years prior to Rick Mitchell-Collins. What has this money been spent on?
2. What loans has the Shire Council taken out to complete projects?
3. What is the interest cost per year and term for each of these loans?
4. How is the Shire going to fund the restoration works on the Barracks and Elverds Cottage, assuming estimates of \$100,000 (south wall plus interior) and \$250,000 respectively?

5. Are the Councillors aware that in 2015 the Shire gave 'In Principle' support for the Kojonup Historical Society Inc. to open up the Hall to displays in the Foyer and the side rooms of the Memorial Hall? Members of the Historical Society have also been to the latest RSL meeting and told those members of the Council support. They have also expressed a hope of involvement in this area. The RSL have indicated that they think they will have sufficient material to utilise both sides of the Memorial Hall.
6. Does the Shire have any plans for the Marleyup School (building next to the Toy Library)?
7. What is the status of the Tourist Railway in regards to getting re-accreditation and insurance to run the tourist railway?
8. If the Tourist Railway cannot get accreditation and insurance, this will leave 3 sheds and the railway station under-utilised.
9. Is the Shire planning on convening a community meeting to discuss the Spring Concept plan? If so, when?

*The Manager Regulatory Services left the meeting at 3.07pm and returned at 3.09pm.*

5 **PETITIONS, DEPUTATIONS AND PRESENTATIONS**

Nil

6 **APPLICATIONS FOR LEAVE OF ABSENCE**

Nil

7 **CONFIRMATION OF MINUTES**

7.1 COUNCIL MEETING 14 DECEMBER 2021

Minutes of the Council Meeting held on 14 December 2021 are at [Attachment 7.1.1](#).

**OFFICER RECOMMENDATION/COUNCIL DECISION**

1/22 Moved Cr Gale

Seconded Cr Singh

That the Minutes of the Council Meeting held on 14 December 2021 be confirmed as a true record.

CARRIED 8/0

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

Nil

9 **DECLARATIONS OF INTEREST**

Nil

KEY PILLAR 1 – ‘PLACE’ REPORTS

10.1 KOJONUP TOWN WALK TRAIL AND TRAIL SIGNAGE

|                      |  |
|----------------------|--|
| <b>AUTHOR</b>        | Emily Sleight – Sport and Recreation Officer   |
| <b>DATE</b>          | Monday, 7 February 2022  |
| <b>FILE NO</b>       | PR.DAC.1278  |
| <b>ATTACHMENT(S)</b> | <p>10.1.1 – Kojonup Town Walk Trail site listing</p> <p>10.1.2 – Kojonup Town Walk Trail map</p> <p>10.1.3 – Concept Trail Signage suite</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 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 consider the adoption of the Kojonup Town Walk Trail (Trail) sites and endorse the concept Trail Signage suite.

**BACKGROUND**

In 2018 Council adopted the Great Southern Trails Master Plan, which included references to trails in Kojonup. Following on from this, in 2021 the Shire of Kojonup Trails Master Plan (SoKTMP) was developed and adopted by Council. The SoKTMP details existing and planned trails and the implementation plan for upgrades and construction of trails in Kojonup. The first priority in the SoKTMP is the upgrade of the Kojonup Town Walk Trail.

In 2020 the Shire of Kojonup (Shire) applied for and was successful in receiving a Community Heritage Grant from the Heritage Council (part of the Department of Planning, Lands and Heritage). This grant provides for \$20,000 towards the upgrade of the Town Walk Trail, replacement signage and the development and activation of a QR code accessible web based information system for the Trail.

## COMMENT

The original Trail was developed by the Shire in 2000 with assistance from the Kojonup Historical Society and funding provisions from Trailswest. Since the original Trail's construction, there have been new attractions built with significance to the story of Kojonup. These include The Kodja Place, the Wool Wagon and the memorial to Brigadier Arnold Potts. There have also been requests from private residence owners who wish to have their properties removed from the Trail or at least signage removed, to protect their privacy.

In the process of reviewing the original Trail, the Project Control Group (PCG) has recognised that there is minimal input and very few stories involving our Indigenous community members, and this is something the upgrades will remedy.

Consultation has been conducted within the PCG, input from the heritage consultant Helen Munt and through the community engagement sessions held in November 2021. Given the flexibility of the web based function of the Trail, we are fortunate to have the ability to continue to add information relevant to the Trail, and the sites on it, well into the future.

A review of all sites has been completed with input from the PCG, heritage consultant Helen Munt, the Kojonup Historical Society and members of the community. This has resulted in a Trail with less physical signage, and the Trail being formatted into two (2) loops. The reduction in signage is mainly due to close proximity sites no longer requiring individual information signs – the stories, images, videos and audio recordings can now be shared via the web function. The proposed loops will give Trail users flexibility and choice within the Trail, depending on the time they have available, physical capabilities of Trail users, and their interests.

The proposed Trail upgrade has 36 sites, covered by:

- One Town Trail Information sign – located in Partici Park (north corner of Albany Highway and Gordon Street)
- Two Trail Header signs – one at the beginning of each Loop (The Kodja Place and Hillman Park)
- Twelve (12) Interpretation signs
- Fourteen (14) Trail markers
- Route markers as required

The signage of this Trail will set a precedent for future trail signage throughout the Shire. Works have been done by the PCG to ensure the signage suite has the ability to function across all existing and new trails within the Shire. Colours for the signs will be based on the Shire of Kojonup style guide and logo, with the intention to have a different style guide colour for each trail. The formatting, text and logos will remain the same, creating links between all Kojonup trails and ensuring users recognise the themes. The signage suite is also similar to the one proposed for the Great Southern Treasures Yoorn (Bobtail) Trail. This will provide a further valuable link between Kojonup trails and those throughout the Great Southern.



**CONSULTATION**

Shire of Kojonup Town Walk Trail Project Control Group – Manager Works and Services, Horticulture Supervisor, The Kodja Place Visitor Services Officer, Manager Corporate and Community Services, Sport and Recreation Officer

Kojonup Historical Society - 15 November 2021

Community Consultation Workshops - 16 November 2021

Department of Planning, Lands and Heritage – Heritage Council

Helen Munt – Heritage Advisor

Outdoors Great Southern

Councillor Briefing Session - 1 February 2022

**STATUTORY REQUIREMENTS**

Nil

**POLICY IMPLICATIONS**

Nil

**FINANCIAL IMPLICATIONS**

Initial costings for the project, as per the grant application, saw a total estimated expenditure of \$54,676. The project is partly funded by a \$20,000 grant from the Heritage Council with the balance of \$34,676 funded through the 2021/2022 Annual Budget.

Sign numbers and styles have been altered through the consultation and community engagement process, which may impact on the scope of works, reducing the number of signs that may be able to be purchased in the 2021/2022 year.

**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  |
| 6. Engagement Practices                        | Relationship breakdowns with community groups               | Community-based committees, forums and workshops<br><br>Community engagement/networking | Review and assess Community Engagement Strategy and Plan |
| 11. IT, Communication Systems & Infrastructure | Out-dated, insufficient or unsupported hardware or software | Service level agreement with vendors  | Negotiate service level agreement with vendor/s          |
| Risk rating: Moderate                          |   |   |  |

**IMPLICATIONS**

In regards to asset sustainability, all endeavours will be made to ensure the longest life possible for fixed assets (physical signs). This will be achieved by utilising the knowledge base of Shire staff and external suppliers.

Considerable opportunity has been given to the community and local groups to participate in the Town Walk Trail project. With the digital offerings able to be continually updated, the community can provide further information for use in the Trail into the future.

By utilising an existing, well reputed Shire vendor for the provision of the web-based features, we are minimising the possibility of poor service.

The risks associated with this project are well managed by way of the above.

**ASSET MANAGEMENT IMPLICATIONS**

The Town Walk Trail physical signage will require inclusion in the Asset Register and have sufficient future budget allowance for maintenance, repairs and replacement.

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

This project forms part of the Great Southern Treasures Yoorn (Bobtail) Trail and, as such, is a valuable link between participating Southern Link VROC shires.

**VOTING REQUIREMENTS**

Simple Majority

**OFFICER RECOMMENDATION/COUNCIL DECISION**

2/22 Moved Cr Gale                      Seconded Cr Singh

That:

1. The Town Walk Trail, including all sites, signage locations and loops, as per Attachments 10.1.1 and 10.1.2 be adopted; and
2. The signage suite as per Attachment 10.1.3 be adopted as a theme for use on trails in the Shire of Kojonup.

CARRIED 8/0

10.2 LOCAL EMERGENCY MANAGEMENT COMMITTEE (LEMC) MINUTES – 23 NOVEMBER 2021 AND 8 FEBRUARY 2022

|                      |   |
|----------------------|---|
| <b>AUTHOR</b>        | Robert Jehu – Manager of Regulatory Services                                    |
| <b>DATE</b>          | Wednesday, 8 February 2022  |
| <b>FILE NO</b>       | ES.MET.1  |
| <b>ATTACHMENT(S)</b> | 10.2.1 - LEMC Minutes 23 November 2021<br>10.2.2 - LEMC Minutes 8 February 2022 |

| STRATEGIC/CORPORATE IMPLICATIONS      |   |   |
|---------------------------------------|---|---|
| “Smart Possibilities – Kojonup 2027+” |   | “Smart Implementation – Kojonup 2018-2022”  |
| Key Pillar                            | Community Outcomes  | Corporate Actions   |
| KP 2 - Connected                      | 2.3 – Be providing for a safe and secure environment by working with State and Federal authorities. | 2.3.1 - Maximize community safety through safe urban design and advocate for enhanced emergency service provisions. |

**DECLARATION OF INTEREST**

Nil

**SUMMARY**

The purpose of this report is to receive the minutes from the Local Emergency Management Committee meetings held 23 November 2021 and 8 February 2022.

**BACKGROUND**

The Local Emergency Management Committee (LEMC) is established under Section 38 of the *Emergency Management Act 2005* and plays an important role in emergency management in the Community.

**COMMENT**

Nil

**CONSULTATION**

Nil

**STATUTORY REQUIREMENTS**

Section 38 of the *Emergency Management Act 2005*

**POLICY IMPLICATIONS**

Nil

**FINANCIAL IMPLICATIONS**

Nil

**RISK MANAGEMENT IMPLICATIONS**

| RISK MANAGEMENT FRAMEWORK   |  |                             |                |
|---|--|-----------------------------|----------------|
| Risk Profile  | Risk Description/Cause   | Key Control                 | Current Action |
| 2. Business Disruption  | Lack of (or inadequate) emergency response/business continuity plans. Lack of training for specific individuals or availability of appropriate emergency response. | Regular LEMC, DEMC Meetings | Nil            |
| Risk Rating - Adequate  |  |                             |                |
| IMPLICATIONS  |  |                             |                |
| The Shire is legislated to establish and maintain a LEMC. The risk of not having a LEMC is that all staff, Councillors and relevant Community members won't be able to work cohesively under pressure in times of extreme stress should an emergency situation arise. |  |                             |                |

**ASSET MANAGEMENT IMPLICATIONS**

Nil

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

Nil

**VOTING REQUIREMENTS**

Simple

**OFFICER RECOMMENDATION/COUNCIL DECISION**

3/22 Moved Cr F Webb      Seconded Cr Singh  
 That the minutes of the Local Emergency Management Committee meetings held 23 November 2021 and 8 February 2022 be received.

CARRIED 8/0

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

11.1 BUSHFIRE RISK MANAGEMENT PLANNING (BRMP) GRANT AGREEMENT

|                      |  |
|----------------------|--|
| <b>AUTHOR</b>        | Robert Jehu – Manager of Regulatory Services   |
| <b>DATE</b>          | Wednesday, 9 February 2022   |
| <b>FILE NO</b>       | ES.CIR.2   |
| <b>ATTACHMENT(S)</b> | 11.1.1 – BRMP Local Government Grant Agreement – Shires of Kojonup, Katanning and Broomehill-Tambellup |

| STRATEGIC/CORPORATE IMPLICATIONS      |   |   |
|---------------------------------------|---|---|
| “Smart Possibilities – Kojonup 2027+” |   | “Smart Implementation – Kojonup 2018-2022”  |
| Key Pillar                            | Community Outcomes  | Corporate Actions   |
| KP 2 – Connected                      | 2.3 – Be providing for a safe and secure environment by working with State and Federal authorities. | <p>2.3.1 - Maximise community safety through safe urban design and advocate for enhanced emergency service provisions.</p> <p>2.3.3 –</p> <ol style="list-style-type: none"> <li>1. Commence planning and undertake test of documented incident plans.</li> <li>2. Review document as a result of test and in preparation for Council.</li> <li>3. Investigate and document the procedure to divert Shire land line phones to mobile phones.</li> <li>4. Prepare Emergency Kits as identified in the plan.</li> <li>5. Investigate contractual requirements for radio failure and alternative contingency plans for methods of communications for works staff.</li> </ol> |

**DECLARATION OF INTEREST**

Nil

## **SUMMARY**

The Approved Purpose of the Grant is to enable the Organisation to purchase and/or lease services and items and pay the salary of the Bushfire Risk Planning Coordinator (BRPC) to undertake and complete Bushfire Risk Management Planning (BRMP) activities.

## **PROGRAM DEFINITION AND/OR ANTICIPATED ACTIVITIES**

The BRM Program (Program) - is the identification and classification of bushfire risk within the participating local governments' (Shire of Kojonup, Shire of Katanning and Shire of Broomehill-Tambellup) respective areas. The Program involves the development of a treatment plan in respect of the identified risk(s) through the utilisation of shared resources and the cooperation between Local Governments, State Agencies and private landowners and occupiers.

BRM plans document the risk to communities from bushfire and outline the required treatments to reduce these risks. The Bushfire Risk Management System (BRMS) is a risk tool which aids the prioritisation of treatment works to help lower the bushfire risk faced by the community and designate accountability for treatment. The BRM Program is the initiative and related activities that result in the development and implementation of BRM plans through the BRMS.

## **SPECIAL CONDITIONS OF GRANT**

The period of the BRMP Agreement (Agreement) for all organisations (Shires) will be 18 months from commencement (dependent on recruitment of the officer) and all Shires joining the Agreement and sharing the services of the BRPC will abide by the terms of the original Agreement. The Agreement will be reviewed jointly by the Grantor and Grantee on an annual basis.

## **BUSHFIRE RISK MANAGEMENT RESOURCE ALLOCATION**

It is proposed that the BRPC will indicatively work within the following organisations (Shire of Kojonup, Shire of Katanning and Shire of Broomehill-Tambellup) to assist with the development of their BRM Plans as per agreement between participating Shires. The agreed allocation of days will depend upon completion and endorsement of the Plans and will be reviewed annually. The Shire of Kojonup will be the host Shire.

## **CONSULTATION**

Bush Fire Advisory Committee – 9 February 2022

Councillor Briefing Session – 1 February 2022

Chief Executive Officer

## **STATUTORY REQUIREMENTS**

*Bush Fires Act 1954*

*Emergency Management Act 2005*

## **POLICY IMPLICATIONS**

Policy 6.1 Fire Management Plan will need to reflect the BRCP Agreement and position objectives.

### FINANCIAL IMPLICATIONS

Fully funded by the State of Western Australia acting through its Department of Fire and Emergency Services - Bushfire Risk Management Planning Program Grant Agreement.

Whilst fully funded, the financial implications will include the Shire providing back office support and procurement support for the role. The role will be employed by the Shire of Kojonup and a vehicle will need to be leased or procured by the Shire as part of the Agreement. Direct costs are recoverable under the Agreement.

### RISK MANAGEMENT IMPLICATIONS

| RISK MANAGEMENT FRAMEWORK          |                                  |   |   |
|------------------------------------|----------------------------------|---|---|
| Risk Profile                       | Risk Description/Cause           | Key Control   | Current Action                                    |
| 2. Business & Community Disruption | Cyclone, storm, fire, earthquake | <p>Identify and register community assets in BRMS and conduct risk assessments on these assets, through site inspections where appropriate</p> <p>Facilitate the management of bushfire risk to the community, assets and infrastructure by developing a Bushfire Risk Management (BRM) Plan for the Local Governments through the use of BRMS and in collaboration with the DFES Regional staff.</p> <p>Provide advice to local government, State Agencies, industry and major landholders in the BRMP process and the use of BRMS.</p> <p>Maintain regular communications with agencies and support services</p> <p>Regular debriefing and reviewing of incidents</p> <p>Risk register (BRMP) Bushfire Risk Management Plan</p> | Draft Bushfire Risk Management Plan – progressing |

Risk rating: Moderate

IMPLICATIONS

Failure to adequately prepare and respond to events that cause disruption to the local community and/or normal business activities. This could be a natural disaster, weather event, or an act carried out by an external party (e.g. sabotage/terrorism). This includes:

- Lack of (or inadequate) emergency response/business continuity plans.
- Lack of training for specific individuals or availability of appropriate emergency response.
- Failure in command and control functions as a result of incorrect initial assessment or untimely awareness of incident.
- Inadequacies in environmental awareness and monitoring of fuel loads, curing rates etc.

This does not include disruptions due to IT systems or infrastructure related failures.

**ASSET MANAGEMENT IMPLICATIONS**

Nil

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

Nil

**VOTING REQUIREMENTS**

Simple Majority

**OFFICER RECOMMENDATION/COUNCIL DECISION**

4/22 Moved Cr Gale                      Seconded Cr Singh

That:

- 1) the Bushfire Risk Management Plan Grant Agreement be approved for a joint Bushfire Risk Planning Coordinator between the Shire of Kojonup, Shire of Katanning and Shire of Broomehill-Tambellup; and
- 2) the Chief Executive Officer be delegated to execute the BRMP Grant Agreement.

CARRIED 6/2



11.2 RENOVATION PROJECTS - 34 KATANNING ROAD AND 39 VANZUILECOM STREET, KOJONUP

|                      |  |
|----------------------|--|
| <b>AUTHOR</b>        | Grant Thompson – Chief Executive Officer |
| <b>DATE</b>          | Thursday, 10 February 2022               |
| <b>FILE NO</b>       |  |
| <b>ATTACHMENT(S)</b> | Nil                                      |

| <b>STRATEGIC/CORPORATE IMPLICATIONS</b> |  |   |
|---|--|---|
| “Smart Possibilities – Kojonup 2027+”   |  | “Smart Implementation – Kojonup 2018-2022”  |
| <b>Key Pillar</b>                       | <b>Community Outcomes</b>  | <b>Corporate Actions</b>  |
| KP 2 – Connected                        | <p>2.4 Have enabled and facilitated improved housing options through public and private partnerships.</p> <p>2.3 Have enhanced our aged-care and health provisions by progressing our connections with regional and state-wide groups.</p> | <p>2.1.4 Reach out to investors for management of amenities and future industry growth.</p> <p>2.2.1 Work with regional, state and national health providers to develop innovative health services.</p> <p>2.2.2 Enhance alliances with state and local health providers to grow a sustainable and modern health system.</p> <p>3.2.5 Promote the Shire of Kojonup as an opportunistic place to live.</p> |

**DECLARATION OF INTEREST**

Nil

**SUMMARY**

The purpose of this report is to consider the financing of renovations to 34 Katanning Road and 39 Vanzuilecom Street, Kojonup in readiness for suitable lodgings and rentals.

**BACKGROUND**

To convert 34 Katanning Road from the previous, now unused doctors’ surgery, significant works and renovations are required to turn it back into a habitable abode ready for a new tenant.

39 Vanzuilecom Street is a depreciated asset and requires material renovations as a part of its lifecycle maintenance to improve the asset to an executive style residence.

The opportunity to renovate both properties has opened up due to the fact they are not currently occupied. This is due to known circumstances. Although we have received quotes on the concept for the individual renovations, the Shire of Kojonup (Shire) Team Members are currently firming up the plans and costings.

### **COMMENT**

In a climate where demand has outstripped supply of affordable executive housing in Kojonup, the Shire has an opportunity to reinvest in two of its housing assets to make available for rent to the market place.

They are also a significant component of the Shire's asset housing pool to be utilised as contingent properties in the event the Shire needs housing for future management Team Members.

Two loans for each of the renovated properties would be required. It is expected that the loans would be no more than \$150,000 for each project, a total of no more than \$300,000 in borrowed funds.

The reason Senior Management are recommending to debt fund these projects is the return on funds employed is positive due to rents generating surplus revenue to sustain the loan interest payments over the life of the loan.

Assumptions on rent are based on rents ranging from \$250 – \$300 per week respectively for each differentially located asset.

### **CONSULTATION**

Councillor Briefing Session – 1 February 2022

Manager Corporate and Community Services

Manager Regulatory Services

Building Maintenance Coordinator

### **STATUTORY REQUIREMENTS**

Nil

### **POLICY IMPLICATIONS**

Nil

### **FINANCIAL IMPLICATIONS**

Current concept quotes for the separate projects are ranging up to a total of \$150,000 per house to fully renovate. The scope includes removing walls, constructing new kitchens, new floorings, landscaping and outside renovations, painting, all internal renovations including curtains, blinds, cupboards, wardrobes and bathrooms. There is about 10% contingency for changes in material costs and changes to unknown scope requirements.

An increase in borrowings of up to \$300,000 will have an impact on the Shire's debt to equity ratio and add liability to the Balance Sheet. It would add a depreciation cost of approximately \$12,000 per year to the budget.

Current interest rates are relatively low and will be fixed for the life of the loan. Our average cost of finance is approximately 3%. The interest rate is expected to be set at around 2% fixed for the life of the loan. This will be firmed up as we agree terms with the WA Treasury Corporation.

Financial implications includes additional interest cost on an annual basis of approximately \$6,000 in the first year diminishing over a ten year loan period with a total interest cost of approximately \$34,000 for both projects.

Ongoing maintenance expenditure is expected to range between \$2,000 – \$4000 for each asset, per annum, depending on the year the maintenance is required.

Costs are expected to be covered by the rent revenue as per the Profit & Loss table embedded in this report below.

Return on funds employed is positive year on year as per the table below with a Net Present Value (NPV) of **6.34%** based on the revenue and costs assumptions.

Shire of Kojonup – Ordinary Council Meeting – Minutes – 15 February 2022

**Combined Renovation Projects Profit and Loss Forecast**

|  | 1<br>2023 | 2<br>2024 | 3<br>2025 | 4<br>2026 | 5<br>2027 | 6<br>2028 | 7<br>2029 | 8<br>2030 | 9<br>2031 | 10<br>2032 |
|--|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|------------|
| Estimated Rent   | 23,223    | 23,572    | 23,925    | 24,284    | 24,648    | 25,018    | 25,393    | 25,774    | 26,161    | 26,553     |
| Total Revenue  | \$ 23,223 | \$ 23,572 | \$ 23,925 | \$ 24,284 | \$ 24,648 | \$ 25,018 | \$ 25,393 | \$ 25,774 | \$ 26,161 | \$ 26,553  |
| Total Costs  | \$ -      | \$ 4,000  | \$ 7,500  | \$ 4,000  | \$ 7,500  | \$ 4,000  | \$ 8,500  | \$ 4,000  | \$ 8,500  | \$ 4,000   |
| EBITDA   | \$ 23,223 | \$ 19,572 | \$ 16,425 | \$ 20,284 | \$ 17,148 | \$ 21,018 | \$ 16,893 | \$ 21,774 | \$ 17,661 | \$ 22,553  |
| Depreciation   | \$ 12,000 | \$ 12,000 | \$ 12,000 | \$ 12,000 | \$ 12,000 | \$ 12,000 | \$ 12,000 | \$ 12,000 | \$ 12,000 | \$ 12,000  |
| EBIT   | \$ 11,223 | \$ 7,572  | \$ 4,425  | \$ 8,284  | \$ 5,148  | \$ 9,018  | \$ 4,893  | \$ 9,774  | \$ 5,661  | \$ 10,553  |
| Net Interest Expense   | \$ 6,000  | \$ 5,726  | \$ 5,447  | \$ 5,162  | \$ 4,871  | \$ 4,574  | \$ 4,272  | \$ 3,963  | \$ 3,648  | \$ 3,327   |
| Profit Before Tax  | \$ 5,223  | \$ 1,846  | \$ 1,021  | \$ 3,122  | \$ 277    | \$ 4,444  | \$ 622    | \$ 5,811  | \$ 2,012  | \$ 7,226   |
| Tax Expense  | \$ -      | \$ -      | \$ -      | \$ -      | \$ -      | \$ -      | \$ -      | \$ -      | \$ -      | \$ -       |
| Net Profit After Tax   | \$ 5,223  | \$ 1,846  | \$ 1,021  | \$ 3,122  | \$ 277    | \$ 4,444  | \$ 622    | \$ 5,811  | \$ 2,012  | \$ 7,226   |
| ROFE (EBIT / Capital Investment)<br>Return on Funds Employed | 7.48%     | 5.05%     | 2.95%     | 5.52%     | 3.43%     | 6.01%     | 3.26%     | 6.52%     | 3.77%     | 7.04%      |

**RISK MANAGEMENT IMPLICATIONS**

| RISK MANAGEMENT FRAMEWORK   |  |  |   |
|---|--|--|---|
| Risk Profile  | Risk Description/Cause   | Key Control  | Current Action                                    |
| 1 - Asset Sustainability  | -Inadequate financial management and planning (capital renewal plan) | Asset replacement schedule                                   | Nil   |
| 10 – Management of Facilities, Venues and Events  | Lack of Lease/Contract Agreement/MOU/Licence documentation           | Lease agreements for Shire Facilities: signage at all venues | Develop Lease Agreements for all Shire Facilities |
| Risk Rating – Moderate  |  |  |   |
| IMPLICATIONS  |  |  |   |
| The financials are not 100% dependent on the rent revenue as it has an occupancy rate of 80% over the life of the loans, building in contingency of 2 years rent reduced. Thus, mitigating one of the key risks of rent revenue being non-existent for periods of time. |  |  |   |

**ASSET MANAGEMENT IMPLICATIONS**

The two projects would create a positive implication on the current assets as it will extend the life of those assets beyond their current life as per the life cycle management plans of the Shire.

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

**VOTING REQUIREMENTS**

Absolute Majority

**OFFICER RECOMMENDATION/COUNCIL DECISION**

5/22 Moved Cr Wieringa      Seconded Cr Singh

That:

1. the Chief Executive Officer (CEO) has delegated authority to renovate 34 Katanning Road and 39 Vanzuilecom Street, Kojonup and negotiate the concept plans and costings in the current market place;
2. the Council approves increasing its borrowings up to \$300,000 to fund the renovations of each separate project for 34 Katanning Road and 39 Vanzuilecom Street, Kojonup;
3. the CEO reports back to Council, at briefing sessions, each milestone and the project scope and costs associated with the two asset renovations as they are negotiated and executed; and
4. the CEO investigates and engages potential future tenants as a matter of course.

CARRIED 8/0

11.3 SYNERGY ELECTRIC VEHICLE CHARGING DRIVE THROUGH STATION

|                      |  |
|----------------------|--|
| <b>AUTHOR</b>        | Grant Thompson – Chief Executive Officer   |
| <b>DATE</b>          | Thursday, 10 February 2022   |
| <b>FILE NO</b>       |  |
| <b>ATTACHMENT(S)</b> | <p>11.3.1 - Letter of Principal - Kojonup</p> <p>11.3.2 - Kojonup Drive in 1</p> <p>11.3.3 - Kojonup Drive in 2</p> <p>11.3.4 - Kojonup Drive in 3</p> <p>11.3.5 - Kojonup Drive through Existing Remains</p> <p>11.3.6 - Kojonup Drive through Option 1</p> <p>11.3.7 - EV Highway - Site Selection - Kojonup</p> |

| <b>STRATEGIC/CORPORATE IMPLICATIONS</b> |   |   |
|---|---|---|
| “Smart Possibilities – Kojonup 2027+”   |   | “Smart Implementation – Kojonup 2018-2022”  |
| <b>Key Pillar</b>                       | <b>Community Outcomes</b>   | <b>Corporate Actions</b>  |
| KP – 2 Connected                        | 2.1 - Be growing our state-wide and local tourism and shopping capabilities through regional alliances. | 2.1.2 – Promote and facilitate Kojonup as a short term tourism destination to and from Albany |

**DECLARATION OF INTEREST**

Nil

**SUMMARY**

The purpose of this report is to consider an in principle proposal from Synergy to create a drive through Electric Vehicle (EV) Charging Station to be situated in the Western carpark at The Kodja Place.

**BACKGROUND**

Contact was made with the Shire of Kojonup (Shire) by Marc Beckx, Senior Project Manager Synergy, in late 2021 seeking in principle support from the Shire to expand the current EV charging stations to include a drive through option with an upgrade to the charging stations from the current 50KWH to 150 KWH.

The Shire has recently received correspondence (please see attachment 11.3.1) seeking the Shire’s in principle support of the project for Synergy to approach Western Power to apply for a Network Connection Application to undertake network augmentation works (upgrades) and provide Synergy with a network connection point for the EV chargers.

To proceed with the Network Connection Application, Synergy require the Shire’s in principle agreement to proceed with the project and require the Shire to provide written approval and commit to the project being delivered at the above-mentioned location, subject to the execution of a Licensing Agreement.

In addition, Synergy also requires that the Shire provides information to support the Network Connection Application such as site plans and maps that detail internal water reticulation, internal power, drainage, and road reserve layouts.

## COMMENT

One of the constraints is the ownership of the current charging station, which is wholly owned by the Shire, and the recovery of the civil works costs associated with creating the drive through area.

In this project Synergy is not offering ownership of the chargers; therefore, there will be no revenue generated or passed onto the Shire. Our civil works expenditure will be our in-kind contribution to the project. The value to the Shire is the economic multiplier of owners of EV's stopping in Kojonup to charge their vehicles.

The other constraint to consider is the new upgraded Synergy chargers will effectively make the Shire owned charger, a lower kW charger, redundant due to the longer time it will take to charge a vehicle compared to the upgraded chargers and also the price comparison per kW of electricity; it is highly likely the Shire's will be more expensive.

In regards to the existing charger constraint, the following options are for consideration:

1. The Shire of Kojonup retain ownership of the 50kW charger that was gifted by Synergy but that Synergy relocate this charger to a new location at no cost to the Shire. Inclusive will be:
  - a. Shire of Kojonup will continue to operate and maintain the charger.
  - b. The 50 kW charger will no longer retain the existing Synergy branding.
  - c. The 50 kW charger will have a separate metered LV (415V) supply.
  - d. The cost structure, c/kW between the Synergy charger and Shire of Kojonup charger could be different and the Synergy charger cost structure could be lower than the Shire of Kojonup charger.
2. As above, Synergy will also update the existing charger with a CCS (Combined Charging Standard) plug and increase from 1 hose to 2 to promote the use of the Shire's charger.
3. The Shire of Kojonup continues to operate and maintain the 50kW charger at the current location with no changes at all. In this event Synergy will install a DC fast charger and AC back up charger with a drive through arrangement in Kojonup separate and independent to the existing Shire of Kojonup charger.
4. Synergy buy back the charger from the Shire and own and maintain this – this would then become the backup and Synergy would install an additional 150kW charger.

## CONSULTATION

Councillor Briefing Session – 1 February 2022  
Manager Corporate and Community Services  
Manager Works and Services

## STATUTORY REQUIREMENTS

Nil

## POLICY IMPLICATIONS

Nil

## FINANCIAL IMPLICATIONS

Civil works costs not yet determined. If the buyback value is less than the civil works costs the Shire will have to use its own cash to make up the difference.

Current revenue covers cost of operating the charger; therefore, if the charger becomes redundant there will be minimal financial impact.

#### 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<br><br>Asset replacement schedule | Nil  |
| 11. IT & Communications                        | Power outage on site or at service provider<br><br>Failure of vendor | Maintenance program<br><br>Service level agreement with vendor | Negotiate agreements with vendor<br><br>Negotiate agreements with vendor |
| 15. Supplier and Contract Management           | Limited availability of suppliers                                    | Tender/procurement process                                     | Nil  |
| Risk rating - Low                              |  |  |  |
| IMPLICATIONS                                   |  |  |  |
| Synergy take on all risk of asset replacement. |  |  |  |

#### ASSET MANAGEMENT IMPLICATIONS

The currently owned Shire charging station will potentially become redundant and may need to be impaired or written down on the balance sheet.

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

Nil

#### VOTING REQUIREMENTS

Simple



OFFICER RECOMMENDATION/COUNCIL DECISION

6/22 Moved Cr Gale                      Seconded Cr Singh

That:

1. the Synergy Drive Through Charger project be supported, understanding that it will incur civil works costs, yet to be determined.
2. explicit approval is given to proceed with the Network Connection Application that Synergy requires and the Shire gives in principle agreement to proceed with the project.
3. delegated authority is given to the Chief Executive Officer (CEO) to provide written approval and commitment to the project being delivered, subject to the execution of a Licensing Agreement with Synergy.
4. delegated authority is given to the CEO to negotiate the options, and negotiate the Licensing Agreement and outcomes with Synergy.
5. the Shire of Kojonup's (Shire) preferred outcome regarding the Shire Owned Charger is that Synergy buy back the charger from the Shire and own and maintain this. Synergy would install an additional 150kW charger.

CARRIED 8/0

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

**12.1 FINANCIAL MANAGEMENT – MONTHLY STATEMENT OF FINANCIAL ACTIVITY (DECEMBER 2021)**

|                      |   |
|----------------------|---|
| <b>AUTHOR</b>        | Anthony Middleton – Manager Corporate & Community Services          |
| <b>DATE</b>          | Monday, 31 January 2022   |
| <b>FILE NO</b>       | FM.FNR.2  |
| <b>ATTACHMENT(S)</b> | <a href="#">12.1.1 – December 2021 Monthly Financial Statements</a> |

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

**DECLARATION OF INTEREST**

Nil

**SUMMARY**

The purpose of this report is to note the Monthly Financial Statements for the period ending 31 December 2021.

**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 2021 to 31 December 2021 represents six (6) months, or 50% of the year.

The following items are worthy of noting:

- Closing surplus position of \$522,000;
- Operating results:
  - 54% of budgeted operating revenue has been received; and
  - 57% of budgeted operating expenditure spent;
- Capital expenditure achieved 27% of budgeted projects;
- Cash holdings of \$3.65m of which \$3.52m is held in cash backed reserve accounts and \$237,239 is a grant held for other parties;

- Rates debtors outstanding equate to 17% of total rates raised for 2021/2022; and
- Page 9 & 10 of the statements detail major variations from year to date (amended) budgets in accordance with Council Policy 2.1.6 – concern has been raised regarding the ‘Animal Control’, Fire Prevention and ‘Road Maintenance’ sub-programs over expenditure when compared to year-to-date (YTD) budgets.

#### **CONSULTATION**

Nil

#### **STATUTORY REQUIREMENTS**

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

#### **POLICY IMPLICATIONS**

Council Policy 2.1.6 defines the content of the financial reports.

#### **FINANCIAL IMPLICATIONS**

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

#### **RISK MANAGEMENT IMPLICATIONS**

Nil

#### **ASSET MANAGEMENT IMPLICATIONS**

Nil

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

Nil

#### **VOTING REQUIREMENTS**

Simple Majority

#### **OFFICER RECOMMENDATION/COUNCIL DECISION**

7/22 Moved Cr Wieringa      Seconded Cr Gale

That the monthly financial statements for the period ending 31 December 2021, as attached, be noted.

**CARRIED 8/0**

12.2 FINANCIAL MANAGEMENT – MONTHLY STATEMENT OF FINANCIAL ACTIVITY (JANUARY 2022)

|                      |  |
|----------------------|--|
| <b>AUTHOR</b>        | Anthony Middleton – Manager Corporate & Community Services         |
| <b>DATE</b>          | Thursday, 10 February 2022   |
| <b>FILE NO</b>       | FM.FNR.2   |
| <b>ATTACHMENT(S)</b> | <a href="#">12.2.1 – January 2022 Monthly Financial Statements</a> |

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

**DECLARATION OF INTEREST**

Nil

**SUMMARY**

The purpose of this report is to note the Monthly Financial Statements for the period ending 31 January 2022.

**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 2021 to 31 January 2022 represents seven (7) months, or 58% of the year.

The following items are worthy of noting:

- Closing surplus position of \$564,513;
- Operating results:
  - 58% of budgeted operating revenue has been received; and
  - 63% of budgeted operating expenditure spent;
- Capital expenditure achieved 28% of budgeted projects;
- Cash holdings of \$3.89m of which \$3.52m is held in cash backed reserve accounts and \$237,239 is a grant held for other parties;
- Rates debtors outstanding equate to 12% of total rates raised for 2021/2022; and

- Page 9 & 10 of the statements detail major variations from year to date (amended) budgets in accordance with Council Policy 2.1.6 – concern has been raised regarding the ‘Animal Control’, Fire Prevention and ‘Road Maintenance’ sub-programs over expenditure when compared to year-to-date (YTD) budgets.

#### **CONSULTATION**

Nil

#### **STATUTORY REQUIREMENTS**

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

#### **POLICY IMPLICATIONS**

Council Policy 2.1.6 defines the content of the financial reports.

#### **FINANCIAL IMPLICATIONS**

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

#### **RISK MANAGEMENT IMPLICATIONS**

Nil

#### **ASSET MANAGEMENT IMPLICATIONS**

Nil

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

Nil

#### **VOTING REQUIREMENTS**

Simple Majority

|  |
|--|
| <b>OFFICER RECOMMENDATION/COUNCIL DECISION</b>   |
| 8/22 Moved Cr Singh                      Seconded Cr F Webb<br>That the monthly financial statements for the period ending 31 January 2022, as attached, be noted.<br><p style="text-align: right;"><b>CARRIED 8/0</b></p> |

12.3 MONTHLY PAYMENTS LISTING - DECEMBER 2021 AND JANUARY 2022

|                   |  |
|-------------------|--|
| <b>AUTHOR</b>     | Vivicka Kahn - Finance Officer   |
| <b>DATE</b>       | Friday, 4 February 2022  |
| <b>FILE NO</b>    | FM.AUT.1   |
| <b>ATTACHMENT</b> | <a href="#">12.3.1 – Monthly Payment Listing 1/12/2021 to 31/12/2021</a><br><a href="#">12.3.2 – Monthly Payment Listing 1/1/2022 to 31/1/2022</a> |

| <b>STRATEGIC/CORPORATE IMPLICATIONS</b> |   |  |
|---|---|--|
| “Smart Possibilities – Kojonup 2027+”   |   | “Smart Implementation – Kojonup 2019-2023”   |
| <b>Key Pillar</b>                       | <b>Community Outcomes</b>   | <b>Corporate Actions</b>   |
| KP3 - Performance                       | 3.4 – Be organised and transparent with our financial management. | 3.4.1 - Increase regularity of readable financial reporting to the community.<br>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 months of December 2021 and January 2022.

**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 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 made in line with Council Policy.

**STRATEGIC/CORPORATE IMPLICATIONS**

There are no strategic/corporate implications involved with presentation of the list of payments.

**RISK MANAGEMENT IMPLICATIONS**

A control measure to ensure transparency of financial systems and controls regarding creditor payments.

**ASSET MANAGEMENT PLAN IMPLICATIONS**

There are no asset management implications for this report.

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

Nil

**VOTING REQUIREMENTS**

Simple Majority

**OFFICER RECOMMENDATION/COUNCIL DECISION**

9/22 Cr Singh                      Seconded Cr Gale

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 December 2021 |               | TO – 31 January 2022  |
|------------------------|---------------|-----------------------|
| Municipal Cheques      | 14318 - 14322 | \$41,796.36           |
| EFTs                   | 29255 - 29605 | \$1,660,593.75        |
| Direct Debits          |               | \$813,415.02          |
| <b>Total</b>           |               | <b>\$2,515,805.13</b> |

be received.

CARRIED 8/0

12.4 FORMATION OF SPRINGHAVEN WORKING GROUP

|                      |   |
|----------------------|---|
| <b>AUTHOR</b>        | Grant Thompson – Chief Executive Officer                                |
| <b>DATE</b>          | Friday, 11 February 2022  |
| <b>FILE NO</b>       |   |
| <b>ATTACHMENT(S)</b> | <a href="#">12.4.1 – Springhaven Working Group – Terms of Reference</a> |

| <b>STRATEGIC/CORPORATE IMPLICATIONS</b> |  |   |
|---|--|---|
| “Smart Possibilities – Kojonup 2027+”   |  | “Smart Implementation – Kojonup 2018-2022”  |
| <b>Key Pillar</b>                       | <b>Community Outcomes</b>  | <b>Corporate Actions</b>  |
| KP 3 - Performance                      | 3.1 – Be a continually engaged and strategic community which leads and organises throughout the entire stakeholder group.<br>3.2 – Be exceptional in two-way communication within our community, and market our brand outside of our community.<br>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.<br>3.1.5 – Implement strategies to improve Councillors role as community leaders and asset custodians<br>3.2.3 – Develop and implement a formal media and two-way communications strategy.<br>3.4.2 – Act with sound long-term and transparent financial management and deliver residents |

**DECLARATION OF INTEREST**

Nil

**SUMMARY**

To create a Springhaven Working Group (Working Group) and select members to this Working Group.

**BACKGROUND**

The Council has requested that a Working Group be established to make recommendations on the strategic and operational items related to managing a 22 bed aged care facility.

**COMMENT**

Working Group 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.

The proposed Working Group is not a formal committee of Council; it is envisaged that it will review the strategic and operational workings of Springhaven and report back to Council in short order.



**Terms of Reference**

The primary objective of the Springhaven Working Group is to assist Council in the effective conduct and management of its aged care facility responsibilities relating to Springhaven such as: financial reporting, management of risk, maintaining a reliable system of internal controls and facilitating the achievement of regulatory standards for aged care.

**Duties and Responsibilities:**

As part of Council's governance obligations to its community and aged care legislation, the Springhaven Working Group will review, monitor and advise Council on:

- strategic options for Springhaven’s sustainability;
- effective management options relating to operational costs, financial and other risks and the protection of Council’s aged care assets;
- revenue generating options and the funding model for the facility; and
- compliance with legislation as well as use of best practice guidelines.

**Membership**

Three (3) Councillors; and  
Expert members called on as necessary

**CONSULTATION**

Briefing Session – 1 February 2022

**STATUTORY REQUIREMENTS**

Nil

**POLICY IMPLICATIONS**

5.2 – Springhaven Policy Manual

**FINANCIAL IMPLICATIONS**

Nil

**RISK MANAGEMENT IMPLICATION**

| 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<br><br>Asset replacement schedule | Nil            |
| 3. Compliance             | Failure to correctly identify, interpret, assess, respond and communicate laws and regulations as a | Financial Management Review                                    | Nil            |

|   |  |  |  |
|---|--|--|--|
|   | <p>result of an inadequate compliance framework. This includes new or proposed regulatory and legislative changes, in addition to the failure to maintain updated internal &amp; public domain legal documentation</p> |  |  |
| <p>Risk rating - Low</p>  |  |  |  |
| <p>IMPLICATIONS</p>   |  |  |  |
| <p>Formation of the Springhaven Working Group is created to assist in mitigating overall financial risk to the Organisation and provision of services to the Community.</p> |  |  |  |

**ASSET MANAGEMENT IMPLICATIONS**

Nil

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

Nil

**VOTING REQUIREMENTS**

Absolute Majority

**OFFICER RECOMMENDATION/COUNCIL DECISION**

10/22 Moved Cr Gale                      Seconded Cr Singh

That Council:

- 1) creates a Springhaven Working Group with Terms of Reference, as presented;
  
- 2) appoints the following membership to the Springhaven Working Group:  
 Cr Radford  
 Cr Bilney  
 Cr Egerton-Warburton  
  
 and
  
- 3) appoints Cr Bilney as Chairperson of the Springhaven Working Group from the above membership.

CARRIED BY ABSOLUTE MAJORITY 8/0

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

Nil

17 CONFIDENTIAL REPORTS

Nil

18 NEXT MEETING

Ordinary Council Meeting Tuesday, 15 March 2022 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 3.44pm.

**20**      **ATTACHMENTS (SEPARATE)**

|           |        |  |
|-----------|--------|--|
| Item 7.1  | 7.1.1  | Minutes of the Council Meeting held on 14 December 2021  |
| Item 10.1 | 10.1.1 | Kojonup Town Walk Trail site listing                     |
|           | 10.1.2 | Kojonup Town Walk Trail map                              |
|           | 10.1.3 | Concept Trail Signage suite                              |
| Item 10.2 | 10.2.1 | LEMC Minutes – 23 November 2021                          |
|           | 10.2.3 | LEMC Minutes - 8 February 2022                           |
| Item 11.1 | 11.1.1 | BRMP Local Government Grant Agreement – Shire of Kojonup |
| Item 11.3 | 11.3.1 | Letter of Principal – Kojonup                            |
|           | 11.3.2 | Kojonup Drive in 1                                       |
|           | 11.3.3 | Kojonup Drive in 2                                       |
|           | 11.3.4 | Kojonup Drive in 3                                       |
|           | 11.3.5 | Kojonup Drive through Existing Remains                   |
|           | 11.3.6 | Kojonup Drive through Option 1                           |
|           | 11.3.7 | EV Highway – Site Selection - Kojonup                    |
| Item 12.1 | 12.1.1 | December 2021 Monthly Financial Statements               |
| Item 12.2 | 12.2.1 | January 2022 Monthly Financial Statements                |
| Item 12.3 | 12.3.1 | Monthly Payments Listing 1 – 31 December 2021            |
|           | 12.3.2 | Monthly Payments Listing 1 – 31 January 2022             |
| Item 12.4 | 12.4.1 | Springhaven Working Group – Terms of Reference           |