

SHIRE OF KOJONUP  
**Kojonup**



**AGENDA**

**Ordinary Council Meeting**

**16 August 2022**

**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, 16 August 2022 commencing at 3:00pm.

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.

**GRANT THOMPSON**  
**CHIEF EXECUTIVE OFFICER**

12 August 2022

AGENDA FOR THE COUNCIL MEETING TO BE HELD ON 16 AUGUST 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.

### Leading community outcomes

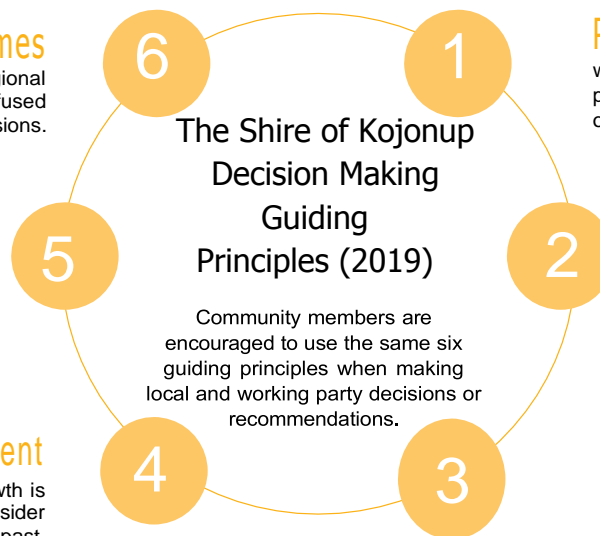
community strategic direction, plus regional impact and state-wide needs are fused together when making decisions.

### Compliance

appropriate compliance and tolerable risk is considered, although not so much as to fatigue or delay growth.

### Past and Present

forward-thinking growth is encouraged, whilst we consider and celebrate the past.



### People First

when considering public spaces, people will be given precedence, over transport and business.

### Sharp Funding

short and long term financial implications will be considered, along with collaborative ownership options

### Analysis-based

objective and evidence-based data and insights must support decision making

## 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 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 **ANNOUNCEMENTS FROM THE PRESIDING MEMBER**

3 **ATTENDANCE**

**COUNCILLORS**

Cr N 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

Robert Jehu

Manager Regulatory Services

Emily Sleight

Sport and Recreation Officer

3.1 APOLOGIES

3.2 APPROVED LEAVE OF ABSENCE

4 **DECLARATION OF INTEREST**

5 **PUBLIC QUESTION TIME**

Questions may be submitted using the special email address for Council Meeting Public Question Time being [cmpqt@kojonup.wa.gov.au](mailto:cmpqt@kojonup.wa.gov.au)

The Chief Executive Officer will table all correspondence received.

5.1 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

5.2 PUBLIC QUESTION TIME

**6**     **CONFIRMATION OF MINUTES**

6.1     COUNCIL MEETING 26 JULY 2022

Minutes of the Council Meeting held on 26 July 2022 are at [Attachment 6.1.1](#).

**OFFICER RECOMMENDATION**

That the Minutes of the Council Meeting held on 26 July 2022 be confirmed as a true record.

6.2     SPECIAL COUNCIL MEETING 2 AUGUST 2022

Minutes of the Special Council Meeting held on 2 AUGUST 2022 are at [Attachment 6.2.1](#).

**OFFICER RECOMMENDATION**

That the Minutes of the Special Council Meeting held on 2 August 2022 be confirmed as a true record.

**7**     **PRESENTATIONS**

7.1     PETITIONS

7.2     PRESENTATIONS

7.3     DEPUTATIONS

7.4     DELEGATES' REPORTS

**8**     **METHOD OF DEALING WITH AGENDA BUSINESS**

9 **REPORTS**

9.1 **KEY PILLAR 1 – ‘PLACE’ REPORTS**

9.1.1 CHILD SAFETY AWARENESS POLICY

<b>AUTHOR</b>	Emily Sleight – Sport and Recreation Officer
<b>DATE</b>	Friday, 5 August 2022)
<b>FILE NO</b>	CS.SVP.2
<b>ATTACHMENT(S)</b>	9.1.1.1 – Shire of Kojonup Child Safety Awareness Policy - Draft

STRATEGIC/CORPORATE IMPLICATIONS		
“Smart Possibilities – Kojonup 2027+”		“Smart Implementation – Kojonup 2018-2022”
Key Pillar	Community Outcomes	Corporate Actions
<b>KP – 1 Place</b>	1.3 – Have systems in place to attract youth to the region, even in a transient manner	1.3.4 – Explore opportunities with local schools and youth organisations to develop a Youth Advisory Council to engage and advise the Shire and Councillors on youth issues 1.3.6 – Develop and adopt a Youth Engagement Plan
<b>KP – 3 Performance</b>	3.2 – Be exceptional in two-way communication within our community, and market our brand outside of our community	3.2.9 – Develop and Adopt a Community Engagement Plan

**DECLARATION OF INTEREST**

Nil

**SUMMARY**

The purpose of this report is to seek Council support for the proposed draft Child Safe Awareness Policy. This is a template provided by Department of Communities for local government to adopt in response to the Royal Commission into Institutional Responses to Child Sexual Abuse.

**BACKGROUND**

The Royal Commission into Institutional Responses to Child Sexual Abuse (the Royal Commission) Final Report emphasised that members of the public, children and young people, parents, carers, families and communities should feel confident that organisations working with children provide safe environments in which children’s rights, needs and interests are met.

There were a series of recommendations made for the local government sector including:

- Ten child safe standards be adopted to foster child safety and wellbeing across Australia.



- That local governments should designate child safety officer positions to promote child safety within organisations and support smaller local organisations to develop capacity to create child safe environments.

Consultation was undertaken by WALGA on behalf of the sector in response to the report recommendations, with member feedback noting a raft of opportunities and issues, one of such challenges was the resourcing constraints in designating specific child safety officer positions.

Building on this consultation, further engagement was recently undertaken with the local government sector to co-design a child safe policy. This would support local governments to introduce and integrate the recommended child safety functions into existing roles, as an alternative to establishing a designated position.

At its 16 March 2021 ordinary meeting, Council moved the following:

**“OFFICER RECOMMENDATION/COUNCIL DECISION**

21/21 Moved Cr Fleay, seconded Cr Radford

That with respect to Local Government Child Safety Officers and the proposed Reportable Conduct Scheme, Council:

1. Respond to the Department of Local Government, Sport and Cultural Industries’ Discussion Paper, in accordance with the comments contained within the Officers’ Report advising that Council have concerns regarding the functions specified in Recommendation 6.12, specifically the training of staff for this role and funding the increased position requirements;
2. Endorse the principles outlined in the National Principles for Child Safe Organisations;
3. Endorse the principles of local governments being able to support and promote messages about child safety in its venues, facilities and services it provides to children; and
4. Endorse the principles of the draft bill and request the Chief Executive Officer to ensure that the Shire and its employees comply with any requirements of the Shire, or its employees, in implementing any Child Safety Reportable Conduct Scheme, should such laws be enacted. “

**COMMENT**

One of the key recommendations from the Royal Commission Final report regarding the local government sector was that local government should designate child safety officer positions. Based on feedback to Department of Communities by the local government sector, it was noted that this action had limited feasibility due to resource constraints of some local governments and alternatives should be sought.

In response to this feedback, the Department of Communities with guidance from the local government sector has co-designed a child safe policy. This is proposed as an alternative to establishing a designated position. The Shire commends this approach as a less resource intensive and more consistent approach to integrating child safety.

The Shire supports the purpose of the policy. It agrees that local government can take a leadership role in ensuring our own facilities, programs and governance structures are 100%

committed to child safety. It is acknowledged that local government already provides an extensive support role to local community groups and organisations and the provision of access to resources, support, awareness raising and sharing information on child safety is of benefit to the community overall.

The Shire supports the principles outlined in the policy in guiding child safety outcomes in local government operations, planning and governance.

The Shire commends the policy approach in managing expectations and limits regarding the extent to which a local government can be responsible or accountable for another organisation's actions. Further the Shire believes it is a realistic expectation that a leadership role can be taken by local government in 'getting its own house in order' and demonstrating good practice in this area.

The Shire acknowledges that it should ensure its own facilities and events should promote child safe messaging. However, to address resource constraints, the provision of templates to deliver this messaging is requested. This would simplify the process, ensure consistency and understanding by the community and ensure success of this outcome.

It is acknowledged that local government already plays a key role acting as a conduit between community groups and various agencies, organisations and service providers. The Shire regularly passes on information and provide advice on governance matters to clubs and community groups and connects them with necessary information when requested. The provision of information regarding the roll out of child safety awareness can fall within this process and is possible within existing organisational resources.

What cannot be catered for is the employment of additional staff or the expectation to directly deliver child safe compliance for clubs or community groups due to lack of resources in an already resource constrained environment.

The Shire gives credit to the Department of Communities for developing a template model that can be applied by individual councils. This offers those councils less resourced to adopt a preferred and best practice format while delivering consistency in approach between local governments.

It is essential that pre-made marketing and communication materials which can be modified and branded by individual councils are provided by Department of Communities in the roll out of the model policy. This will enable councils to provide information to community groups, organisations and clubs on their requirements, direct them to verified information to be used and applied in meeting child safety principles and outcomes.

Provision of training and workshops for clubs and groups would support the implementation of these required by clubs and groups. A similar model is already offered by DLGSC in their club development space which currently focus on club governance, social media and volunteer management. Adding child safety to this set of workshops, which could be promoted by local government, would enable all parties to comply with the outcomes of the draft template policy.

**CONSULTATION**

Councillors – Ordinary Council Meeting 16 March 2021

**STATUTORY REQUIREMENTS**

*Children and Community Services Act 2004*

**POLICY IMPLICATIONS**

The endorsement of the policy as attached (Attachment 9.1.1.1) would formalise the policy and its addition to the current Shire of Kojonup Policy Manual.

**FINANCIAL IMPLICATIONS**

Nil

**RISK MANAGEMENT IMPLICATIONS**

RISK MANAGEMENT FRAMEWORK <i>follow hyperlinks above (2<sup>nd</sup> hyperlink for Risk Profiles)</i>			
Risk Profile	Risk Description/Cause	Key Control	Current Action
<i>3. Compliance Document Management</i>	<i>Lack of training, awareness and knowledge  Ineffective monitoring of changes in legislation</i>	<i>Audit and Risk Committee  External Audits</i>	<i>Nil</i>
<i>5. Employment Practices</i>	<i>Ineffective human resource policies, procedures and practices</i>	<i>Human resource management</i>	<i>Nil</i>
<i>6. Engagement</i>	<i>Inadequate documentation or procedures</i>	<i>Community engagement and networking</i>	<i>Review and assess Community engagement Strategy and plan</i>
<i>10. Facilities &amp; Venues</i>	<i>Unaccompanied minors/children</i>	<i>Signage at all venues</i>	<i>Draft improved events planning process guidelines</i>
<i>14. Safety &amp; Security</i>	<i>Inadequate supervision, training and mentoring of staff</i>	<i>Safe work practices</i>	<i>Nil</i>
<i>Risk rating Moderate</i>			
<b>IMPLICATIONS</b>			
<i>By ensuring Council are proactive in the Child Safety space, with adequate and timely policies and development of procedures the risks associated will be minimized. Ensuring staff are appropriately trained and given sufficient resources will fall to the State and Federal governments, however Council will be required to keep up to date and monitor this accordingly.</i>			

**ASSET MANAGEMENT IMPLICATIONS**

Nil

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

Nil

**VOTING REQUIREMENTS**

Simple Majority

**OFFICER RECOMMENDATION**

That Council:

1. Endorse the Child Safety Awareness Policy as attached; and
2. Request that the Department of Communities provide the marketing and communication materials; and
3. Request that the Department of Communities provide the appropriate training to Shire staff as required

9.2 KEY PILLAR 2 – ‘CONNECTED’ REPORTS

9.2.1 PLAN FOR ANIMAL WELFARE IN EMERGENCIES 2022

<b>AUTHOR</b>	Stephanie Swain – Senior Ranger
<b>DATE</b>	Monday, 8 August 2022
<b>FILE NO</b>	ES.CIR.2
<b>ATTACHMENT(S)</b>	<a href="#">9.2.1.1 - Plan for Animal Welfare in Emergencies 2022</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 – 2 Connected	2.3 – Be providing for a safe and secure environment by working with State and Federal authorities.	2.3.1 – Maximise community safety through safe urban design and advocate for enhanced emergency service provisions 2.3.3 – Business Continuity and Disaster Recovery Plan

**DECLARATION OF INTEREST**

Nil

**SUMMARY**

The purpose of this report is for Council to consider the Shire of Kojonup’s (Shire) Plan for Animal Welfare in Emergencies 2022 (PAWE) - attachment 9.2.1.1.

**BACKGROUND**

Regulatory Services has created a draft Plan for Animal Welfare in Emergencies 2022 (PAWE) to be adopted by Council and implemented to the Shire of Kojonup. This PAWE is created in conjunction with the Local Emergency Management Arrangements (LEMA) and the State Support Plan (SSP). The PAWE addresses the Shire’s legislative responsibility under Section 41 (4) of the *Emergency Management Act 2005*.

**COMMENT**

The National Planning Principles for Animals in Disasters (NPPAD) identifies that including animal welfare considerations in general emergency response arrangements and recognising the support and role of Local and State Governments, may help improve outcomes for both animals and their owners or carers and may also greatly improve the recovery of the community and economy.

The PAWE addresses many areas of Animal Welfare in Emergencies, including community preparedness, response roles and responsibilities, recovery roles and responsibilities and the creation of animal shelters during potential evacuation.

This Plan aims to:

- Provide support and assistance to the Local Emergency Management Arrangements;
- Provide activation mechanisms;

- Provide guidance in relation to responsibilities and tasks;
- Coordinate the function and outline the management structure of animal welfare arrangements;
- Enhance public safety and community resilience through effective planning and management of animals during an emergency event;
- Ensure better consideration of animals and protect them from suffering both during and immediately following an emergency event;
- Assist with reuniting owners and animals both during and after an emergency event;
- Ensure the safety of both animals, the community, road users and emergency services personnel, by impounding stray or wandering animals; and
- Assist to increase community confidence in, and awareness of, animal welfare arrangements and considerations during an emergency.

### **CONSULTATION**

In late March 2022, Regulatory Services was successful in obtaining grant funding to attend a three day training workshop for Animal Welfare in Emergencies. The training covered how to create and implement a PAWE into Local Governments and how to activate and exercise these plans in the event of an emergency.

The PAWE has been reviewed and assessed by Kevin Bransby (CESM) and Adam Smith, the DFES District Emergency management advisor. Both parties have passed on their approval.

On Monday, 8 August 2022, at the Local Emergency Management Committee (LEMC) meeting, the proposed PAWE was presented. The LEMC unanimously endorsed the PAWE and agreed to have it proposed to Council.

### **STATUTORY REQUIREMENTS**

Section 38 and Section 41, *Emergency Management Act 2005 (Act)*:

This *Act* requires Local Governments to establish local Emergency Management Committees (LEMC) and ensure that Local Emergency Management Arrangements (LEMA) are in place for their local government area. Both the LEMC and those involved in the LEMA will need to be familiar with the PAWE and its role as part of other Council policies and plans relating to emergency situations.

### **POLICY IMPLICATIONS**

Nil

### **FINANCIAL IMPLICATIONS**

Nil

**RISK MANAGEMENT IMPLICATIONS**

RISK MANAGEMENT FRAMEWORK			
Risk Profile	Risk Description/Cause	Key Control	Current Action
14.Safety & Security	All potential causes are relevant in emergency situations	All Key Controls are relevant in Emergency Situations	Annual evacuation drills at all
8.Errors, Omissions, Delays	Incorrect information Miscommunication Inadequate formal procedures or training	Staff training Policies & Procedures	Nil
7.Environment Management	All potential causes are relevant in emergency situations	Environmental Management compliance	Nil
2.Business Disruption	Cyclone, storm, fire, earthquake. Terrorism, sabotage, criminal behavior. Epidemic, pandemic. Extended utility outage. Loss of key infrastructure	Business Continuity Framework Bushfire Risk Management Plans Emergency Management Plan LEMA & Recovery Plans	Review and test LEMA and PAWE
Risk rating - HIGH			
IMPLICATIONS			
<p>The continued additions to and improvements in the Shire’s Risk Management Framework, which the PAWE will become part of, will have risk reducing effects across all Profiles by ensuring there are adequate procedural resources during emergency situations.</p> <p>The addition of the PAWE alongside existing Shire plans (Business Continuity and Disaster Recovery Plan, Local Emergency Management Arrangements, Local Recovery Plan, Risk Management Policy &amp; Procedures) as well as State and Federal Plans increases the information available to Shire staff, the community and Councillors in managing emergency situations.</p>			

**ASSET MANAGEMENT IMPLICATIONS**

Nil

**VOTING REQUIREMENTS**

Simple majority

**OFFICER RECOMMENDATION**

That Council adopts the Plan for Animal Welfare in Emergencies 2022, as attached.



9.2.2 BUSHFIRE ADVISORY COMMITTEE MINUTES – 16 AUGUST 2022

<b>AUTHOR</b>	Estelle Lottering – Regulatory Administrator
<b>DATE</b>	Tuesday, 9 August 2022
<b>FILE NO</b>	ES.CIR.2
<b>ATTACHMENT(S)</b>	9.2.2.1 – Minutes for the Kojonup Bushfire Advisory Committee Meeting held 9 August 2022

<b>STRATEGIC/CORPORATE IMPLICATIONS</b>		
Community Strategic Plan 2017-20217 “Smart Possibilities – Kojonup 2027+”		Corporate Business Plan 2017 - 2021 “Smart Implementation – Kojonup 2018-2022”
<b>Key Pillar</b>	<b>Community Outcomes</b>	<b>Corporate Actions</b>
KP 2 - Connected	2.3 – Be providing for a safe and secure environment by working with State and Federal authorities.	2.3.1 - Maximise 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 consider the minutes from the Bush Fire Advisory Committee (BFAC) meeting held Tuesday, 9 August 2022. Also, to endorse the appointment of a dual Fire Control Officer from the Shire of West Arthur for the 2022/2023 fire season.

**BACKGROUND**

The Bush Fire Advisory Committee is established under Section 67 of the *Bush Fires Act 1954* and plays an important role in the Council’s decision-making process. Minutes of these meetings are presented to Council to be received.

**COMMENT**

Nil

**CONSULTATION**

Members of the Bush Fire Advisory Committee.

**STATUTORY REQUIREMENTS**

Section 38, 40 & 67 of the *Bush Fires Act 1954*

**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			
Under legislation, the Shire may establish and maintain a BFAC. The risk of not having a BFAC is that staff and Councillors do not necessarily possess the relevant knowledge or experience regarding bushfires. The Shire is reliant on the advisory committee to be able to provide this knowledge and to support volunteer bushfire efforts, training and resourcing requirements in protecting community safety and assets.			

**ASSET MANAGEMENT IMPLICATIONS**

Nil.

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

Nil.

**VOTING REQUIREMENTS**

Simple Majority.

**OFFICER RECOMMENDATION**

That Council;

1. Receives the Bushfire Advisory Committee minutes for the meeting held 9 August 2022;
2. Endorses the appointment of a dual Fire Control Officer from the Shire of West Arthur for 2022/2023 fire season. FCO appointed – Neil Morrell; and
3. Endorses the appointment of Myles Reid as Fire Control Officer for the Kojonup Brigade.

9.2.3 LOCAL EMERGENCY MANAGEMENT COMMITTEE (LEMC) MEETING MINUTES – 9 MAY 2022

AUTHOR	Estelle Lottering
DATE	Tuesday, 8 August 2022
FILE NO	ES.MET.1
ATTACHMENT(S)	9.2.3.1 – LEMC Minutes 08.08.2022 9.2.3.2 - 2022/23 the Emergency Services Levy

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 unconfirmed minutes of a LEMC meeting held 8 August 2022.

**BACKGROUND**

The LEMC is established under Section 38 of the *Emergency Management Act 2005* and plays an important role in the Council’s decision-making process. Minutes of these meetings are presented to Council to be received.

**COMMENT**

All matters contained within the minutes are considered in this agenda item.

**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			
Local governments are legislated to establish and maintain a LEMC. The risk of not having a LEMC would include lack of guidance for Staff, Councillors and relevant Community members who need to be able to work together 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 Majority

**OFFICER RECOMMENDATION**

That Council receive the unconfirmed minutes of a Local Emergency Management Committee Meeting held 8 August 2022.

9.2.4 LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS & LOCAL EMERGENCY RECOVERY AND EVACUATION PLAN 2022-2027

AUTHOR	Estelle Lottering
DATE	Tuesday, 8 August 2022
FILE NO	ES.POL.2
ATTACHMENT(S)	<p>9.2.4.1 – Shire of Kojonup Local Emergency Management Arrangements 2022-2027</p> <p>9.2.4.2 – Shire of Kojonup Local Emergency Management Arrangements Appendices</p> <p>9.2.4.3 – Shire of Kojonup Local Emergency Evacuation Plan 2022-2027</p> <p>9.2.4.4 – Shire of Kojonup Local Emergency Recovery Plan 2022-2027</p>

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 Shire of Kojonup is required to have Local Emergency Management Arrangements, Evacuation and Recovery Plans. Our current plans were last updated in 2017. The purpose of this report is to endorse the Local Emergency Management Plan, Local Emergency Recovery Plan, Local Emergency Evacuation Plan for 2022-2027.

**BACKGROUND**

The Shire is bound by legislation to have these documents and to review and update them every five years.

**COMMENT**

The revised plans require Council to adopt the updated Local Emergency Management Arrangements, Evacuation and Recovery Plans so they can be submitted to the State Emergency Management Committee for endorsement. It is recommended that Council adopt these updated Local Emergency Management Arrangements, Evacuation and Recovery Plans.

**CONSULTATION**

Extensive consultation with DFES, Local Emergency Management Committee (LEMC) and Shire Senior Management.

**STATUTORY REQUIREMENTS**

The *Emergency Management Act 2005* section 41 – 43, sets out the local government’s responsibilities regarding emergency management arrangements;

*S.41 Emergency management arrangements in local government district*

- (1) A local government is to ensure that arrangements (local emergency management arrangements) for emergency management in the local government’s district are prepared.*
  - (2) The local emergency management arrangements are to set out —*
    - (a) the local government’s policies for emergency management;*
    - (b) the roles and responsibilities of public authorities and other persons involved in emergency management in the local government district;*
    - (c) provisions about the coordination of emergency operations and activities relating to emergency management performed by the persons mentioned in paragraph (b);*
    - (d) a description of emergencies that are likely to occur in the local government district;*
    - (e) strategies and priorities for emergency management in the local government district;*
    - (f) other matters about emergency management in the local government district prescribed by the regulations; and*
    - (g) other matters about emergency management in the local government district the local government considers appropriate.*
  - (3) Local emergency management arrangements are to be consistent with the State emergency management policies and State emergency management plans.*
  - (4) Local emergency management arrangements are to include a recovery plan and the nomination of a local recovery coordinator.*
  - (5) A local government is to deliver a copy of its local emergency management arrangements, and any amendment to the arrangements, to the SEMC as soon as is practicable after they are prepared.*
42. *Reviewing and renewing local emergency management arrangements*
- (1) A local government is to ensure that its local emergency management arrangements are reviewed in accordance with the procedures established by the SEMC.*
  - (2) Local emergency management arrangements may be amended or replaced whenever the local government considers it appropriate.*
43. *Local emergency management arrangements to be available for inspection*
- (1) A local government is to keep a copy of its local emergency management arrangements at the offices of the local government.*
  - (2) The arrangements are to be available for inspection, free of charge, by members of the public during office hours.*
  - (3) The arrangements may be made available in written or electronic form.*

**POLICY IMPLICATIONS**

Nil

**FINANCIAL IMPLICATIONS**

Whilst there is no financial implications to endorse the Arrangements or Recovery Plan, Council are responsible for some expenses incurred during an emergency.

**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			
Local governments are legislated to establish and maintain a Local Emergency Management Arrangement Plan with Local Emergency Evacuation and Recovery Plans. The risk of not having these plans would include lack of guidance for Staff, Councillors and relevant Community members who need to be able to work together 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 Majority

**OFFICER RECOMMENDATION**

That Council adopts the attached

1. Shire of Kojonup Local Emergency Management Arrangements 2022-2027 and appendices;
2. Shire of Kojonup Local Evacuation Plan 2022-2027; and
3. Shire of Kojonup Recovery Plan 2022-2027.

9.3 KEY PILLAR 3 – ‘PERFORMANCE’ REPORTS

9.3.1 MONTHLY PAYMENTS LISTING – JULY 2022

<b>AUTHOR</b>	Vivicka Kahn - Finance and Payroll Officer
<b>DATE</b>	Sunday, 7 August 2022
<b>FILE NO</b>	FM.AUT.1
<b>ATTACHMENT</b>	<a href="#">9.3.1.1 – Monthly Payments Listing 1 to 31 July 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. 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 July 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 Chief Executive Officer 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**

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 July 2022		TO – 31 July 2022
Municipal Cheques	14342 - 14343	\$25,970.72
EFTs	30405 - 30595	\$779,702.78
Direct Debits		\$370,959.04
Total		\$1,176,632.54

be received.

9.4 KEY PILLAR 4 – ‘PROSPERITY’ REPORT

9.5 KEY PILLAR 5 – ‘DIGITAL’ REPORTS

10 APPLICATIONS FOR LEAVE OF ABSENCE

11 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

12 QUESTIONS FROM MEMBERS WITHOUT NOTICE

13 NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF THE MEETING

14 MEETING CLOSED TO THE PUBLIC

14.1 MATTERS FOR WHICH THE MEETING MAY BE CLOSED

14.1.1 SPRINGHAVEN WORKING GROUP MINUTES – 11 AUGUST 2022

<b>AUTHOR</b>	Grant Thompson – Chief Executive Officer
<b>DATE</b>	Friday, 12 August 2022
<b>FILE NO</b>	GO.CNM.9

#### 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.**

14.2 PUBLIC READING OF RESOLUTIONS THAT MAY BE MADE PUBLIC

14.2.1 SPRINGHAVEN WORKING GROUP MINUTES – 11 AUGUST 2022

**15 CLOSURE**

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

16 ATTACHMENTS (SEPARATE)

Item 6.1	6.1.1	Minutes of the Council Meeting held on 26 July 2022
Item 6.2	6.2.1	Minutes of the Special Council Meeting held on 2 August 2022
Item 9.1.1	9.1.1.1	Child Safety Awareness Policy
Item 9.2.1	9.2.1.1	Plan for Animal Welfare in Emergencies 2022
Item 9.2.2	9.2.2.1	BFAC Meeting Minutes 9 August 2022
Item 9.2.3	9.2.3.1	LEMC Meeting Minutes 8 August 2022
	9.2.3.2	2022/2023 Emergency Services Levy
Item 9.2.4	9.2.4.1	Local Emergency Management Arrangements 2022-2027
	9.2.4.2	Local Emergency Management Arrangements Appendices
	9.2.4.3	Local Emergency Evacuation Plan 2022-2027
	9.2.4.4	Local Emergency Recovery Plan 2022-2027
Item 9.3.1	9.3.1.1	Monthly Payments Listing 1 to 31 July 2022