

Kojonup



SHIRE OF KOJONUP

MINUTES

Ordinary Council Meeting

21 May 2024

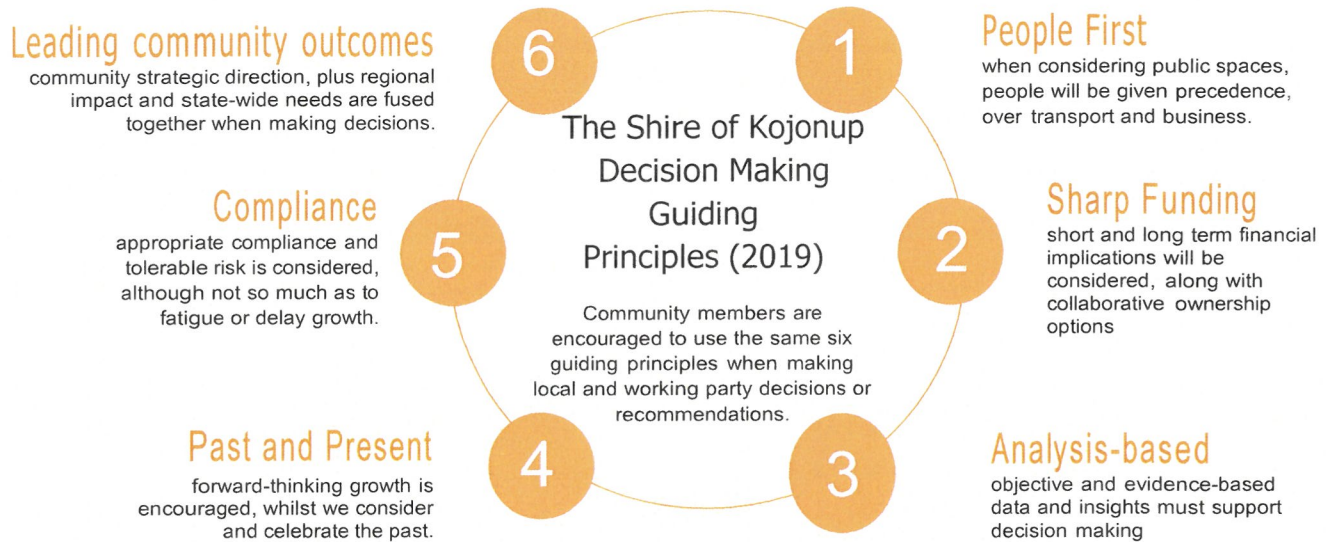
MINUTES OF AN ORDINARY COUNCIL MEETING HELD ON 21 MAY 2024

TABLE OF CONTENTS

1	DECLARATION OF OPENING AND ANNOUNCEMENT OF GUESTS.....	5
2	ANNOUNCEMENTS FROM THE PRESIDING MEMBER	6
3	ATTENDANCE	6
3.1	APOLOGIES.....	6
3.2	APPROVED LEAVE OF ABSENCE	6
4	DECLARATION OF INTEREST	6
5	PUBLIC QUESTION TIME	6
5.1	RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE	6
5.2	PUBLIC QUESTION TIME	6
6	CONFIRMATION OF MINUTES	7
6.1	ORDINARY COUNCIL MEETING 16 APRIL 2024	7
7	PRESENTATIONS.....	7
7.1	PETITIONS.....	7
7.2	PRESENTATIONS.....	7
7.3	DEPUTATIONS	7
7.4	DELEGATES' REPORTS	7
7.4.1	CR RADFORD - GREAT SOUTHERN REGIONAL ROAD GROUP – 26 APRIL 2024	7
8	METHOD OF DEALING WITH AGENDA BUSINESS.....	7
9	REPORTS.....	7
9.1	KEY PILLAR 'LIFESTYLE' REPORTS	7
9.2	KEY PILLAR 'ECONOMICS' REPORTS	7
9.3	KEY PILLAR 'VISITATION' REPORTS	7
9.4	KEY PILLAR 'PERFORMANCE' REPORTS.....	8
9.4.1	FINANCIAL MANAGEMENT – MONTHLY STATEMENT OF FINANCIAL ACTIVITY (MARCH AND APRIL 2024)	8
9.4.2	MONTHLY PAYMENT LISTING – MARCH AND APRIL 2024	10
9.4.3	FINANCIAL MANAGEMENT – RATES WRITE-OFFS.....	12
9.4.4	BALGARUP ROAD TREE CLEARING MAY 2024	14
9.4.5	MINUTES OF AN ANNUAL MEETING OF ELECTORS HELD 16 APRIL 2024.....	16
9.4.6	MINUTES OF A KOJONUP AGING IN PLACE COMMITTEE MEETING HELD 1 MAY 2024/.....	18
	HALL AND PRIOR RELATIONSHIP – DRAFT HEADS OF AGREEMENT WITH FRESH FIELDS	18
	AGED CARE/SPRINGHAVEN COMMUNITY UPDATE MEETING	18
9.4.7	MINUTES OF AN AUDIT AND RISK COMMITTEE MEETING HELD 7 MAY 2024	20
	NETBALL COURT PROJECT INTERNAL REVIEW.....	20
	KOJONUP PASTORAL AND AGRICULTURAL SOCIETY (P&A) INC. - SHOWGROUNDS REVIEW....	20
9.4.8	BUSINESS CONTINUITY AND DISASTER RECOVERY PLAN – ANNUAL REVIEW.....	22
9.4.9	BUSH FIRE ADVISORY COMMITTEE (BFAC) MEETING MINUTES – 8 MAY 2024.....	24
9.4.10	APPOINTMENT OF BUSH FIRE CONTROL OFFICERS	26
9.4.11	SHIRE OF KOJONUP FIRE BREAK ORDER 2024/2025	30
9.4.12	BUSHFIRE RISK MITIGATION COORDINATOR ROLE AND GRANT FUNDING	35
9.4.13	REQUEST FOR REDUCTION OF LEASE COST FROM SALE PRICE - PORTION OF LOT 9999.....	40
	THORNBURY CLOSE, KOJONUP	40

9.4.14	GEORGE CHURCH COMMUNITY MEDICAL CENTRE INC. (GCCMC) – OFFER FOR THE SHIRE ...	44
	TO PURCHASE PROPERTY 14 NEWSTEAD ROAD, KOJONUP	44
10	APPLICATIONS FOR LEAVE OF ABSENCE	46
11	MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN	46
12	QUESTIONS FROM MEMBERS WITHOUT NOTICE	46
13	NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF THE MEETING.....	46
14	MEETING CLOSED TO THE PUBLIC	46
14.1	MATTERS FOR WHICH THE MEETING MAY BE CLOSED	46
14.1.1	MINUTES OF A CHIEF EXECUTIVE OFFICER’S (CEO) PERFORMANCE REVIEW (PR) COMMITTEE MEETING HELD 7 MAY 2024	46
14.1.2	CONFIDENTIAL – CHIEF EXECUTIVE OFFICER (CEO) ANNUAL PERFORMANCE REVIEW	46
14.1.3	HALL & PRIOR HEADS OF AGREEMENT – SPRINGHAVEN AGED CARE FACILITY	46
14.2	PUBLIC READING OF RESOLUTIONS THAT MAY BE MADE PUBLIC.....	48
14.1.1	MINUTES OF A CHIEF EXECUTIVE OFFICER’S (CEO) PERFORMANCE REVIEW (PR) COMMITTEE MEETING HELD 7 MAY 2024	48
14.1.2	CONFIDENTIAL – CHIEF EXECUTIVE OFFICER (CEO) ANNUAL PERFORMANCE REVIEW	48
14.1.3	HALL & PRIOR HEADS OF AGREEMENT – SPRINGHAVEN AGED CARE FACILITY	48
15	CLOSURE	48
16	ATTACHMENTS (SEPARATE).....	49

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 Deputy 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

Almighty God, we pray for wisdom for our reigning monarch King Charles.

We ask for guidance in our decision making and pray for the welfare of all the people of Kojonup.

Grant us grace to listen and work together as a Council to nurture the bonds of one community.

Amen

2 ANNOUNCEMENTS FROM THE PRESIDING MEMBER

This is Judy's last meeting with us, we would like to thank you for your years of service. A special thank you for helping a rookie like myself. Your generosity and unflappable demeanour will be missed. Thank you for all the information shared over your time. Good luck for the future.

**3 ATTENDANCE
COUNCILLORS**

Cr Wieringa	Deputy Shire President
Cr Radford	
Cr Webb	
Cr Egerton-Warburton	
Cr Mathwin	
Cr Mickle	

STAFF

Grant Thompson	Chief Executive Officer
Judy Stewart	Manager Governance and Administration
Tonya Pearce	Governance and Rates Officer

3.1 APOLOGIES

Cr Bilney	Shire President
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3.2 APPROVED LEAVE OF ABSENCE

Nil

4 DECLARATION OF INTEREST

14.1.1 Chief Executive Officer – Contract Review
14.1.2 Chief Executive Officer – Performance Review
Grant Thompson – Financial Interest

14.1.1 Chief Executive Officer – Contract Review
14.1.2 Chief Executive Officer – Performance Review
Tonya Pearce – Financial Interest

5 PUBLIC QUESTION TIME

5.1 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Not applicable

5.2 PUBLIC QUESTION TIME

Nil

6 CONFIRMATION OF MINUTES

6.1 ORDINARY COUNCIL MEETING 16 APRIL 2024

Unconfirmed Minutes of an Ordinary Council Meeting held 16 April 2024 are at [attachment 6.1.1.](#)

OFFICER RECOMMENDATION/COUNCIL DECISION

41/24 Moved Cr Radford

Seconded Cr Mickle

That the Minutes of an Ordinary Council Meeting held 16 April 2024 be confirmed as a true record.

CARRIED 6/0

For: Cr Wieringa, Cr Radford, Cr Webb, Cr Egerton-Warburton, Cr Mathwin, Cr Mickle

7 PRESENTATIONS

7.1 PETITIONS

7.2 PRESENTATIONS

7.3 DEPUTATIONS

7.4 DELEGATES' REPORTS

7.4.1 CR RADFORD - GREAT SOUTHERN REGIONAL ROAD GROUP – 26 APRIL 2024
[attachment 7.4.1](#)

8 METHOD OF DEALING WITH AGENDA BUSINESS

9 REPORTS

9.1 KEY PILLAR 'LIFESTYLE' REPORTS

9.2 KEY PILLAR 'ECONOMICS' REPORTS

9.3 KEY PILLAR 'VISITATION' REPORTS

9.4 KEY PILLAR ‘PERFORMANCE’ REPORTS

9.4.1 FINANCIAL MANAGEMENT – MONTHLY STATEMENT OF FINANCIAL ACTIVITY (MARCH AND APRIL 2024)

AUTHOR	Jill Johnson – Manager Financial & Corporate Services
DATE	Sunday, 12th April 2024
FILE NO	FM.FNR.2
ATTACHMENT(S)	9.4.1.1 Monthly Financial Statement 1 to 31 March 2024 9.4.1.2 Monthly Financial Statement 1 to 30 April 2024

‘PLACEMAKING’ STRATEGIC COMMUNITY PLAN JULY 2023 TO JUNE 2033 To be “The Cultural Experience Centre of the Great Southern” STRATEGIC/CORPORATE IMPLICATIONS		
Key Strategic Pillar/s	Community Goal/s	Corporate Objective/s
Performance	12. A High Performing Council	12.2 SoK monitoring and reporting

DECLARATION OF INTEREST

Nil

SUMMARY

The purpose of this report is to note the Monthly Financial Statements for the months ending 31 March and 30 April 2024.

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 Statements of Financial Activity for the period 1 July 2023 to 30 April 2024 represents ten (10) months, or 83% of the year.

The following items are worthy of noting:

- Closing surplus position of \$1,200,130.
- Capital expenditure achieved 67.1% of budgeted projects.
- Cash holdings of \$8,087m of which \$4,792m is held in cash backed reserve accounts and \$3,295m is unrestricted cash.
- Rates debtors outstanding equate to 7% of total rates raised for 2023/2024.
- Page 11 of the statements detail major variations comparing year to date (amended) budgets to year to date actuals in accordance with Council Policy 2.1.6.

CONSULTATION

Darren Long, D L Consulting

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 of Kojonup. 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

42/24 Moved Cr Egerton Warburton

Seconded Cr Mathwin

That the monthly financial statements for the period ending 31 March and 30 April 2024, as attached, be noted.

CARRIED 6/0

For: Cr Wieringa, Cr Radford, Cr Webb, Cr Egerton-Warburton, Cr Mathwin, Cr Mickle

9.4.2 MONTHLY PAYMENT LISTING – MARCH AND APRIL 2024

AUTHOR	Tonya Pearce – Finance and Rates Officer
DATE	Monday, 13 May 2024
FILE NO	FM.AUT.1
ATTACHMENT	9.4.2.1 Monthly Payment Listing 1 to 31 March 2024 9.4.2.2 Monthly Payment Listing 1 to 30 April 2024

‘PLACEMAKING’ STRATEGIC COMMUNITY PLAN JULY 2023 TO JUNE 2033 To be <i>“The Cultural Experience Centre of the Great Southern”</i> STRATEGIC/CORPORATE IMPLICATIONS		
Key Strategic Pillar/s	Community Goal/s	Corporate Objective/s
Performance	12. A High Performing Council	12.2 SoK monitoring and reporting

DECLARATION OF INTEREST

Nil

SUMMARY

To receive the list of payments covering the month of March and April 2024.

BACKGROUND

Nil

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 are 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

43/24 Moved Cr Egerton-Warburton

Seconded Cr Radford

That, in accordance with Regulation 13 (1) of the *Local Government (Financial Management) Regulations 1996*, the list of payments as attached made under delegated authority:

FROM – 1 March 2024		TO – 30 April 2024
Municipal Cheques	14378-14380	\$59,197.75
EFTs	33697 - 34020	\$1,384,820.75
Direct Debits		\$1,133,593.64
Total		\$2,577,612.14

be received.

CARRIED 6/0

For: Cr Wieringa, Cr Radford, Cr Webb, Cr Egerton-Warburton, Cr Mathwin, Cr Mickle

9.4.3 FINANCIAL MANAGEMENT – RATES WRITE-OFFS

AUTHOR	Tonya Pearce – Finance and Rates Officer
DATE	Wednesday, 08 May 2024
FILE NO	A25531, A638, A13516, A21812, A885, A10215, A5637, A1164, A2832, A23311, A24985
ATTACHMENT(S)	9.4.3.1 Rate Write-offs

‘PLACEMAKING’ STRATEGIC COMMUNITY PLAN JULY 2023 TO JUNE 2033 To be “The Cultural Experience Centre of the Great Southern” STRATEGIC/CORPORATE IMPLICATIONS		
Key Strategic Pillar/s	Community Goal/s	Corporate Objective/s
Performance	12. A High Performing Council	12.2 SoK monitoring and reporting

DECLARATION OF INTEREST

Nil

SUMMARY

The purpose of this report is to consider the write-off of interest rates that were raised against properties during the time the Shire of Kojonup reviewed rate issues in respect to the properties listed.

BACKGROUND

Interest continues to accrue daily in the rate system.

COMMENT

An attachment of properties has been listed, for consideration.

CONSULTATION

Nil

STATUTORY REQUIREMENTS

Section 6.25 to 6.82 of the Local Government Act 1995 and Sections 52 to 78 of the Local Government (Financial Management) Regulations 1996 relate to property rating requirements and procedures.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

RISK MANAGEMENT IMPLICATIONS

Nil

ASSET MANAGEMENT IMPLICATIONS

Nil

SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

44/24 Moved Cr Mathwin

Seconded Cr Radford

That the rate amounts, as presented, be credited due to being incorrectly charged by the Shire of Kojonup rates system.

CARRIED 6/0

For: Cr Wieringa, Cr Radford, Cr Webb, Cr Egerton-Warburton, Cr Mathwin, Cr Mickle

9.4.4 BALGARUP ROAD TREE CLEARING MAY 2024

AUTHOR	Jill Johnson – Manager Financial and Corporate Services
DATE	Friday, 4 April 2024
FILE NO	FM.FNR.2
ATTACHMENT	Nil

‘PLACEMAKING’ STRATEGIC COMMUNITY PLAN JULY 2023 TO JUNE 2033 To be “The Cultural Experience Centre of the Great Southern” STRATEGIC/CORPORATE IMPLICATIONS		
Key Strategic Pillar/s	Community Goal/s	Corporate Objective/s
Performance	12. A High Performing Council	12.2 SoK monitoring and reporting

DECLARATION OF INTEREST

Nil

SUMMARY

To be notified of the addition of a Roads to Recovery project to the financial year. This is a tree clearing project for Balgarup Road - \$18,530.00.

BACKGROUND

Roads to Recovery funding has an available balance of \$18,530.00 which has been nominated to be used to clear trees between straight line kilometres 4.69 – 7.69.

COMMENT

This project is fully funded by Roads to Recovery with a surplus amount of \$18,530.00. This funding is required to be used by 30 June 2024. The Manager Works and Services selected tree clearing on Balgarup Road as a priority.

CONSULTATION

Manager Works and Services

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

Nil

FINANCIAL IMPLICATIONS

Nil

RISK MANAGEMENT IMPLICATIONS

Nil

ASSET MANAGEMENT IMPLICATIONS

Nil

SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

45/24 Moved Cr Webb

Seconded Cr Egerton-Warbuton

That Council note the amendment to 2023/2024 Roads to Recovery road project funding for the purpose of tree clearing on Balgarup Road for the value of \$18,530.00.

CARRIED 6/0

For: Cr Wieringa, Cr Radford, Cr Webb, Cr Egerton-Warburton, Cr Mathwin, Cr Mickle

9.4.5 MINUTES OF AN ANNUAL MEETING OF ELECTORS HELD 16 APRIL 2024

AUTHOR	Judy Stewart – Manager Governance and Administration
DATE	Monday, 13 May 2024
FILE NO	GP.CNM.9
ATTACHMENT(S)	9.4.5.1 - Unconfirmed minutes of an Annual Meeting of Electors held 16 April 2024

‘PLACEMAKING’ STRATEGIC COMMUNITY PLAN JULY 2023 TO JUNE 2033 To be <i>“The Cultural Experience Centre of the Great Southern”</i> STRATEGIC/CORPORATE IMPLICATIONS		
Key Strategic Pillar/s	Community Goal/s	Corporate Objective/s
Performance	12. A High Performing Council	12.2 SoK monitoring and reporting

DECLARATION OF INTEREST

Nil

SUMMARY

The purpose of this report is to receive the unconfirmed minutes of an Annual Meeting of Electors held 16 April 2024.

BACKGROUND

An Annual Meeting of Electors must be held within 56 days of adopting an Annual Report that includes Annual Financial Statements.

Council adopted its 2022-2023 Annual Report including Annual Financial Statements at its 19 March 2024 Ordinary Meeting.

COMMENT

This item is solely for Council to receive the minutes of its 16 April 2024 Annual Electors Meeting.

CONSULTATION

Nil

STATUTORY REQUIREMENTS

Division 4, Sections 5.26 to 5.33 of the *Local Government Act 1995* - deal with Electors' General Meetings.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

RISK MANAGEMENT IMPLICATIONS

RISK MANAGEMENT FRAMEWORK			
Risk Profile	Risk Description/Cause	Key Control	Current Action
3 - Failure to Fulfil Compliance Requirements (Statutory/Regulatory)	Failure to correctly identify, interpret, assess, respond and communicate laws and regulations as a result of an inadequate compliance framework	External Audits (compliance)	Nil
<i>Risk rating: Adequate</i>			
IMPLICATIONS			
Presenting minutes of an Annual Electors Meeting at the next available meeting of Council, regardless of whether there are actions to be undertaken or otherwise, ensures Council and the public receive the minutes in a timely manner.			

ASSET MANAGEMENT IMPLICATIONS

Nil

SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

46/24 Moved Cr Mathwin

Seconded Cr Mickle

That Council receives the unconfirmed minutes of its Annual Meeting of Electors held 16 April 2024.

CARRIED 6/0

For: Cr Wieringa, Cr Radford, Cr Webb, Cr Egerton-Warburton, Cr Mathwin, Cr Mickle

9.4.6 MINUTES OF A KOJONUP AGING IN PLACE COMMITTEE MEETING HELD 1 MAY 2024/
HALL AND PRIOR RELATIONSHIP – DRAFT HEADS OF AGREEMENT WITH FRESH FIELDS
AGED CARE/SPRINGHAVEN COMMUNITY UPDATE MEETING

AUTHOR	Judy Stewart – Manager Governance and Administration
DATE	Tuesday, 14 May 2024
FILE NO	GP.CNM.9
ATTACHMENT(S)	9.4.6.1 - Unconfirmed minutes of a Kojonup Aging in Place Committee Meeting held 1 May 2024

‘PLACEMAKING’ STRATEGIC COMMUNITY PLAN JULY 2023 TO JUNE 2033 To be <i>“The Cultural Experience Centre of the Great Southern”</i> STRATEGIC/CORPORATE IMPLICATIONS		
Key Strategic Pillar/s	Community Goal/s	Corporate Objective/s
Performance	12. A High Performing Council	12.2 SoK monitoring and reporting

DECLARATION OF INTEREST

Nil

SUMMARY

The purpose of this report is to receive the unconfirmed minutes of a Kojonup Aging in Place Committee meeting held 1 May 2024.

BACKGROUND

The Kojonup Aging in Place Committee replaced the Springhaven Working Group in November 2023 with an objective of recommending to Council on matters related to future proofing infrastructure and facilities for the aged and aged care in Kojonup. The Kojonup Aging in Place Committee held its first meeting on 7 February 2024.

COMMENT

This item is solely the Council receiving the minutes of its Kojonup Aging in Place Committee meeting held 1 May 2024.

CONSULTATION

Nil

STATUTORY REQUIREMENTS

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

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

RISK MANAGEMENT IMPLICATIONS

RISK MANAGEMENT FRAMEWORK			
Risk Profile	Risk Description/Cause	Key Control	Current Action
3. Failure to Fulfil Compliance Requirement's	3 rd party adverse findings against Shire	Audit and Risk Committee	4 Meetings held per annum
<i>Risk rating: Low</i>			
IMPLICATIONS			
The Kojonup Aging in Place Committee is an advisory committee that reports and makes recommendations for Council consideration; timely receipt of the minutes of this Committee and consideration of items, if any, is conducive to quality management of accommodation, infrastructure and services for the aged and aged care in Kojonup.			

ASSET MANAGEMENT IMPLICATIONS

Nil

SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION EN BLOC

47/24 Moved Cr Egerton-Warburton

Seconded Cr Mickle

That Council receive the unconfirmed minutes of a Kojonup Aging in Place Committee meeting held 1 May 2024.

COMMITTEE RECOMMENDATION/COUNCIL DECISION EN BLOC

That Council acknowledges the Kojonup Aging in Place Committee's agreement, in principle, with Council moving forward with a Heads of Agreement with Hall and Prior, including clarification of discussion points, as presented.

That Council retrospectively endorses a Springhaven Community Update Meeting being held at 6.00pm, Wednesday, 15 May 2024 at the Kojonup Sporting Complex to update the Community on Springhaven's transition to Hall and Prior management and that this Meeting be advertised in the Kojonup News and on the Shire of Kojonup website and Kojonup Noticeboard and Shire of Kojonup social media.

CARRIED 6/0

For: Cr Wieringa, Cr Radford, Cr Webb, Cr Egerton-Warburton, Cr Mathwin, Cr Mickle

9.4.7 MINUTES OF AN AUDIT AND RISK COMMITTEE MEETING HELD 7 MAY 2024
NETBALL COURT PROJECT INTERNAL REVIEW
KOJONUP PASTORAL AND AGRICULTURAL SOCIETY (P&A) INC. - SHOWGROUNDS REVIEW

AUTHOR	Judy Stewart – Manager Governance and Administration
DATE	Tuesday, 14 May 2024
FILE NO	GP.CNM.9
ATTACHMENT(S)	9.4.7.1 - Unconfirmed minutes of an Audit and Risk Committee Meeting held 7 May 2024 UNDER SEPARATE COVER 9.4.7.2 – LGIS Risk Report on Showgrounds 2019

'PLACEMAKING' STRATEGIC COMMUNITY PLAN JULY 2023 TO JUNE 2033 To be <i>"The Cultural Experience Centre of the Great Southern"</i> STRATEGIC/CORPORATE IMPLICATIONS		
Key Strategic Pillar/s	Community Goal/s	Corporate Objective/s
Performance	12. A High Performing Council	12.2 SoK monitoring and reporting

DECLARATION OF INTEREST

Nil

SUMMARY

The purpose of this report is to receive the unconfirmed minutes of the Audit and Risk Committee meeting held 7 May 2024 and consider recommendations on an internal review of the Netball Court Project and investigation of a five to 10 year Master Plan for the Kojonup Showgrounds.

BACKGROUND

The Audit and Risk Committee is established under Section 71A of the *Local Government Act 1995* ensuring transparency in the Shire of Kojonup's financial management and decision making process. The Audit and Risk Committee was established with defined terms of reference and a membership consisting of six (6) committee members being four (4) Councillors and two (2) Community Members.

COMMENT

This item is the Council receiving the minutes of its Audit and Risk Committee meeting held 7 May 2024 and consideration of two actions as per the *Summary*.

CONSULTATION

Nil

STATUTORY REQUIREMENTS

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

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

RISK MANAGEMENT IMPLICATIONS

RISK MANAGEMENT FRAMEWORK			
Risk Profile	Risk Description/Cause	Key Control	Current Action
3. Failure to Fulfil Compliance Requirement's	3 rd party adverse findings against Shire	Audit and Risk Committee	4 Meetings held per annum
<i>Risk rating: Low</i>			
IMPLICATIONS			
As per s.7.1A of the <i>Local Government Act 1995</i> , a local government is to establish an audit and risk committee of 3 or more persons to exercise the powers and discharge the duties conferred on it.			

ASSET MANAGEMENT IMPLICATIONS

Nil

SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION EN BLOC

48/24 Moved Cr Webb

Seconded Cr Mathwin

That Council receive the unconfirmed minutes of an Audit and Risk Committee meeting held 7 May 2024.

COMMITTEE RECOMMENDATION/COUNCIL DECISION EN BLOC

That Council request the Chief Executive Officer complete a post project review of the Netball Court Project, specifically reviewing the source funding for the project and the decision making governance.

That Council engages with the Kojonup Pastoral and Agricultural Society Inc. to investigate a five to ten (5 to 10) year Master Plan for the Kojonup Showgrounds.

CARRIED 6/0

For: Cr Wieringa, Cr Radford, Cr Webb, Cr Egerton-Warburton, Cr Mathwin, Cr Mickle

9.4.8 BUSINESS CONTINUITY AND DISASTER RECOVERY PLAN – ANNUAL REVIEW

AUTHOR	Judy Stewart – Manager Governance and Administration
DATE	Tuesday, 14 May 2024
FILE NO	CM.PLN.1; RM.POL.1
ATTACHMENT(S)	9.4.8.1 – Business Continuity and Disaster Recovery Plan (BCDRP) May 2024 (showing changes) UNDER SEPARATE COVER 9.4.8.2 - BCDRP Addendum - Pandemic Response Plan 2024 (showing changes)

'PLACEMAKING' STRATEGIC COMMUNITY PLAN JULY 2023 TO JUNE 2033 To be <i>"The Cultural Experience Centre of the Great Southern"</i> STRATEGIC/CORPORATE IMPLICATIONS		
Key Strategic Pillar/s	Community Goal/s	Corporate Objective/s
Performance	12. A High Performing Council	12.2 SoK monitoring and reporting

DECLARATION OF INTEREST

Nil

SUMMARY

To consider and recommend to Council the reviewed and updated Business Continuity and Disaster Recovery Plan including a Pandemic Response Plan.

BACKGROUND

The Council last reviewed its Business Continuity and Disaster Recovery Plan (Plan) in May 2023.

This item has been considered at Council's Audit and Risk Committee meeting held 7 May 2024 and recommended to Council.

COMMENT

A Business Continuity and Disaster Recovery Plan, including a Pandemic Response Plan, provides guidance at a time when an organisation may be under considerable duress following a disaster that has affected, or in the event of a pandemic continues for some time to affect, the ability to provide essential or required services. Such a Plan identifies priorities and the resources required to return services in as quick and efficient manner as possible or to guide the organisation through a sustained event, aiming to minimise negative impact. Due to the upheaval that may be caused by such events, including dealing with the confusion that may accompany them, a well thought out Plan containing current, up to date information is a vital resource.

Changes to the current Plan are tracked and shown in red font in the attachments and relate to changes in personnel roles and contact details.

CONSULTATION

Chief Executive Officer

All Managers

Admin/Domestic Coordinator, Springhaven

STATUTORY REQUIREMENTS

Local Government Act (1995): s 5.56. Planning for the future

- (1) A local government is to plan for the future of the district.
- (2) A local government is to ensure that plans made under subsection (1) are in accordance with any regulations made about planning for the future of the district.

POLICY IMPLICATIONS

The Plan is completed in accordance with Council's Risk Management Policy 2.3.5 and Business Continuity Policy 2.3.6.

FINANCIAL IMPLICATIONS

Nil

RISK MANAGEMENT IMPLICATIONS

The Plan represents part of the Shire's Risk Management documentation. It is vital, from a business continuity and disaster recovery perspective, that details within such a Plan are as current as possible and regular reviews are undertaken.

ASSET MANAGEMENT IMPLICATIONS

Nil

SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION/COMMITTEE RECOMMENDATION/COUNCIL DECISION

49/24 Moved Cr Radford

Seconded Cr Mickle

That the updated Business Continuity and Disaster Recovery Plan May 2024, including the Pandemic Response Plan 2024, as presented, be adopted.

CARRIED 6/0

For: Cr Wieringa, Cr Radford, Cr Webb, Cr Egerton-Warburton, Cr Mathwin, Cr Mickle

9.4.9 BUSH FIRE ADVISORY COMMITTEE (BFAC) MEETING MINUTES – 8 MAY 2024

AUTHOR	Shane Harris – Community Emergency Services Manager
DATE	Wednesday, 8 May 2024
FILE NO	ES.CIR.2
ATTACHMENT(S)	<p>9.4.9.1 – Unconfirmed BFAC Meeting Minutes – 8 May 2024</p> <p>9.4.9.2 – Unconfirmed Bush Fire Association Annual General Meeting Minutes – 15 April 2024</p> <p>9.4.9.3 – Kojonup BFAC 8 May 2024 – Department of Fire and Emergency Services (DFES) Report</p> <p>9.4.9.4 – Local Government Package – Kojonup – April 2024</p> <p>9.4.9.5 – Bush Fire Risk Management (BFRM) Plan</p> <p>9.4.9.6 – DFES – correspondence endorsing the BFRM Plan</p>

<p>‘PLACEMAKING’ STRATEGIC COMMUNITY PLAN JULY 2023 TO JUNE 2033 To be “The Cultural Experience Centre of the Great Southern” STRATEGIC/CORPORATE IMPLICATIONS</p>		
Key Strategic Pillar/s	Community Goal/s	Corporate Objective/s
Performance	12. A High Performing Council	12.2 SoK monitoring and reporting

DECLARATION OF INTEREST

Nil

SUMMARY

The purpose of this report is to receive the unconfirmed minutes of a BFAC meeting held 8 May 2024.

BACKGROUND

The BFAC is established under Section 67 of the *Bush Fires Act 1954* and plays an important role in the Council’s decision-making process.

COMMENT

Unconfirmed minutes of a BFAC meeting held 8 May 2024 are attached. A recommendation to appoint bush fire control officers is addressed separately.

CONSULTATION

Nil

STATUTORY REQUIREMENTS

Section 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 - <i>Adequate</i>			
IMPLICATIONS			
Under legislation, the Shire of Kojonup (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 bush fires. The Shire is reliant on the BFAC to be able to provide this knowledge and to support volunteer bush fire 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/COUNCIL DECISION

50/24 Moved Cr Radford

Seconded Cr Mathwin

That Council:

1. receives the unconfirmed minutes of a Bush Fire Advisory Committee meeting held 8 May 2024; and
2. receives the Bush Fire Risk Management Plan, as presented.

CARRIED 6/0

For: Cr Wieringa, Cr Radford, Cr Webb, Cr Egerton-Warburton, Cr Mathwin, Cr Mickle

9.4.10 APPOINTMENT OF BUSH FIRE CONTROL OFFICERS

AUTHOR	Shane Harris – Community Emergency Services Manager
DATE	Wednesday, 8 May 2024
FILE NO	ES.CIR.2
ATTACHMENT(S)	9.4.10.1- Unconfirmed Bush Fire Advisory Committee (BFAC) Minutes - 8 May 2024 9.4.10.2 – Unconfirmed Kojonup Bush Fire Association (Association) Annual General Meeting (AGM) Minutes – 15 April 2024

‘PLACEMAKING’ STRATEGIC COMMUNITY PLAN JULY 2023 TO JUNE 2033 To be “The Cultural Experience Centre of the Great Southern” STRATEGIC/CORPORATE IMPLICATIONS		
Key Strategic Pillar/s	Community Goal/s	Corporate Objective/s
Performance	12. A High Performing Council	12.2 SoK monitoring and reporting

DECLARATION OF INTEREST

Nil

SUMMARY

The purpose of this report is to consider the recommendations of the BFAC for the appointment of Bush Fire Control Officers for the 2024/2025 bush fire season.

BACKGROUND

The AGM of the Association was held on 15 April 2024. The BFAC endorsed the Association’s recommendations at its meeting held 8 May 2024.

COMMENT

The BFAC made the following recommendations for 2024/2025, at its 8 May 2024 meeting:

- a) Tony Fisher be recommended for the Chief Bush Fire Control Officer (CBFCO);
- b) Ross Fryer-Smith be recommended for the Deputy Chief Bush Fire Control Officer (DCBFCO);
- c) Nick Trethowan and Ben Blewett be recommended for the Senior Bush Fire Control Officers (SBFCO);
- d) The CBFCO and the DCBFCO are recommended for the Fire Weather Officer and Deputy Fire Weather Officer respectively;
- e) The CBFCO and the DCBFCO are recommended to be appointed as authorised officers to issue permits to burn for the collection of clover seed in the Shire; and
- f) The CBFCO, DCBFCO and the two Senior SBFCO’s be authorised to advise the Chief Executive Officer of the Shire of Kojonup on the imposition of harvesting and movement of vehicles bans in the Shire of Kojonup for the 2023/2024 year.

CONSULTATION

Nil

STATUTORY REQUIREMENTS

Section 38 of the *Bush Fires Act 1954*

Section 67 of the *Bush Fires Act 1954*

POLICY IMPLICATIONS

Policy 6.1 Fire Management Plan

Policy 2.3.5 Risk Management

FINANCIAL IMPLICATIONS

Nil

RISK MANAGEMENT IMPLICATIONS

RISK MANAGEMENT FRAMEWORK			
Risk Profile	Risk Description/Cause	Key Control	Current Action
2 - Business Continuity	Failure to adequately prepare and respond to events that cause disruption to the local community and/or normal business activities.	Community fire and emergency education Maintain regular communications with agencies and support services	Nil
3 - Compliance	Failure to correctly communicate laws and regulations as a result of an inadequate compliance framework. This includes new or proposed regulatory and legislative changes, in addition to the failure to maintain updated internal & public domain legal documentation.	External Audits (compliance)	Nil

	Ineffective policies & processes		
Risk Rating - <i>Adequate</i>			
IMPLICATIONS			
Appointment of these positions is legislated by the <i>Bushfires Act 1954 (Act)</i> ; compliance with this <i>Act</i> demonstrates processes are followed at management and governance levels that will assist in minimising the risks of bush fire upon the greater community.			

ASSET MANAGEMENT IMPLICATIONS

Nil

SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

51/24 Moved Cr Webb

Seconded Cr Egerton-Warburton

- A) That the Council appoints to the following positions for the 2024/2025 year:
1. Tony Fisher - Chief Bush Fire Control Officer and Bush Fire Weather Officer;
 2. Ross Fryer-Smith - Deputy Chief Bush Fire Control Officer and Deputy Fire Weather Officer;
 3. Nick Trethowan and Ben Blewett - Senior Bush Fire Control Officers;
 4. The Chief Bush Fire Control Officer and the Deputy Chief Bush Fire Control Officer be appointed as authorised officers to issue permits to burn for the collection of clover seed in the Shire;
 5. The Chief Bush Fire Control Officer, Deputy Chief Bush Fire Control Officer and the two Senior Bush Fire Control Officers be authorised to recommend to the Chief Executive Officer of the Shire of Kojonup on the imposition of Harvest and Vehicle Movement Bans.

The nominees listed below be appointed to their respective Bush Fire Brigades subject to each person having successfully completed the Fire Control Officer's (FCO) course as conducted by the Department of Fire and Emergency Services:

Ben Johnston	Captain/FCO, Boilup Brigade
Craig Ivey	Captain/FCO, Boscabel Brigade
Paul Norrish	Captain/FCO, Changerup Brigade
Owen Bignell	Captain/FCO, Cherry Tree Pool Brigade
Tom Mathwin	Captain/FCO, Jingalup Brigade
James Eyres	Captain/FCO, Kojonup Brigade
Justin Brown	Captain/FCO, Lumeah Brigade
Rob Warburton	Captain/FCO, Mobrup Brigade
Nathan Leitch	Captain/FCO, Muradup Brigade
Griff Chomley	Captain/FCO, Orchid Valley Brigade

Shannon Binns

Captain/FCO, Qualeup Brigade

Stuart Tohl

Captain/FCO, Ryan's Brook Brigade

Bevan Brown

FCO, Kojonup Town

B) That the Council expresses its sincere appreciation to the Kojonup Bushfire Association and Bush Fire Advisory Committee members and Zulus for continuing to provide essential bush fire services to our community.

CARRIED 6/0

For: Cr Wieringa, Cr Radford, Cr Webb, Cr Egerton-Warburton, Cr Mathwin, Cr Mickle

9.4.11 SHIRE OF KOJONUP FIRE BREAK ORDER 2024/2025

AUTHOR	Shane Harris – Community Emergency Services Manager
DATE	Wednesday, 8 May 2024
FILE NO	LE.NOT.2
ATTACHMENT(S)	9.4.11.1 Shire of Kojonup Fire Break Order 2024-2025 9.4.11.2 Shire of Kojonup Public Notice – Amended Prohibited and Restricted Burning Times 9.4.11.3 - Email correspondence from Derek Jones – District Officer, Department of Fire and Emergency Services – Prohibited and Restricted Burning Times for Shire of Kojonup 9.4.11.4 - Western Australian Government Gazette - Friday, 3 February 2012 No. 16 – (Pages 611-619)

‘PLACEMAKING’ STRATEGIC COMMUNITY PLAN JULY 2023 TO JUNE 2033 To be <i>“The Cultural Experience Centre of the Great Southern”</i> STRATEGIC/CORPORATE IMPLICATIONS		
Key Strategic Pillar/s	Community Goal/s	Corporate Objective/s
Performance	12. A High Performing Council	12.2 SoK monitoring and reporting

DECLARATION OF INTEREST

Nil

SUMMARY

The purpose of this report is for Council to consider adopting the Shire of Kojonup Fire Break Order for the year 2024/2025.

BACKGROUND

Council issues a Fire Break Order each year, under section 33 of the *Bush Fires Act 1954 (Act)*. The order requires certain things to be done with respect to fire hazard reduction/fire prevention on land within the District. The order is distributed with the rates notice and any other publication conducted as required by the *Act*.

COMMENT

The format of the Fire Break Order will be similar to previous years, with some changes being made as outlined below:

Change to Prohibited and Restricted burning period times – Shire of Kojonup

On Monday, 11 December 2023, correspondence was received from Derek Jones, District Officer, Department of Fire and Emergency Services (DFES) (attachment 9.4.11.3) in relation to the Shire of Kojonup Prohibited and Restricted Burning Times advertised in the 2023/2024 Fire Break Order. This correspondence outlined that the dates advertised in the 2023/2024 Fire Break Order were incorrect and not in alignment with the gazetted Shire of Kojonup

Prohibited and Restricted Burning Times issued by the Fire and Emergency Services (FES) Commissioner (gazetted Prohibited and Restricted Burning Times attached at 9.4.11.4).

The dates advertised in the 2023/2024 booklet were as follows:

Prohibited Burning Times - 5 November, 2023 – 14 February 2024.

Restricted burning time is 1 October 2023 – 4 November 2023 & 15 February 2024 – 13 April 2024.

The dates implemented by the FES Commissioner for the Shire of Kojonup as gazetted are as follows:

Prohibited Burning Times - 1 November, 2024 – 28 February 2025.

Restricted burning time - 1 October 2024 – 30 April 2025.

Since this correspondence, public notice has been issued by the Shire of Kojonup to rectify the date error in the Fire Break Order Booklet.

The proposed 2024/2025 Fire Break Order reflects this amendment and is in alignment with the current gazetted Prohibited and Restricted Burning Times issued by the Fire and Emergency Services (FES) Commissioner.

Under Sections 17(7) and 18(5) of the *Bush Fires Act 1954*, Local Governments do have the power to amend these gazetted Prohibited and Restricted Burning Times; however, should this occur, Local Government must provide notification to adjoining Local Governments, the FES Commissioner and the general public.

Under recommendation from the FES Commissioner, the Minister for Emergency Services may rescind or vary the Local Government's amended Prohibited and Restricted Burning Times.

Should the Shire of Kojonup wish to vary these times, it will be undertaken in accordance to these legislative requirements. The variation of these dates will be advertised separately to the Fire Break Order as they will be seasonal changes generally made after the Fire Break Order's publication.

Change to Rural land (land outside a gazetted townsite) firebreak requirements

A review of the 2023/2024 fire break order requirements for Rural land has resulted in the change of wording in order to simplify the requirements and ensure that it can be easily interpreted.

The wording for the 2023/2024 rural requirements was as follows:

'Homesteads, Buildings, Haystacks, Bulk Fuel, Drums and Liquid Petroleum.

During the period from 14th December to the 31st May inclusive you shall have firebreaks at least 20 metres wide, if provided by burning, cultivating or spraying, or 60 metres wide if provided by being closely grazed or mowed to the satisfaction of the Shire. The firebreaks are

to be in such positions as are necessary to completely surround the perimeter of any homestead building (excluding isolated non-flammable buildings), fuel installation (including drums), haystacks (but only haystacks within 60 metres of any building) or group of such structures or installations. In each case, the outer 3 metres of the firebreak area must be totally free of any inflammable material and where mowing is the method used; all residue of the mowing process must be removed from the area.'

The above excerpt has been recorded to the following for the 2024/2025 Fire Break Order:

'During the period from 15th December to the 31st May inclusive you shall have an Asset Protection Zone (APZ) of 20 metres surrounding all Homesteads, Buildings, Sheds, Haystacks, Bulk Fuel, Drums and Liquid Petroleum established. An APZ is a reduced fuel load zone. Living standing trees, remnant vegetation, maintained gardens and lawns are exempt from an APZ.'

Other changes such as updated Brigade contact information has been confirmed with Denise Berryman (Secretary) and implemented into the proposed 2024/2025 Fire Break Order.

The attached document will only show content; the final format will be a folded, flip chart type document approximately 10cm X 20cm with a double magnet on the back page so that it can be placed on the refrigerator for easy reference as required.

Adoption of the proposed 2024/2025 Fire Break Order at this meeting will allow time for printing of the notices for inclusion with the Council annual Rate Notice mail out scheduled for July 2024.

CONSULTATION

On Wednesday, 8 May 2024 at the Bush Fire Advisory Committee (BFAC) meeting, the proposed Fire Break Order was presented. The BFAC endorsed the 2024/2025 Fire Break Order inclusive of the above and other changes as detailed in the minutes at attachment 9.4.11.1, and agreed to have it proposed to Council.

STATUTORY REQUIREMENTS

Section 17(1) of the Bush Fires Act 1954 – Prohibited Burning Periods

17. Prohibited burning times may be declared by Minister

(1) The Minister may, by declaration published in the Gazette, declare the times of the year during which it is unlawful to set fire to the bush within a zone of the State mentioned in the declaration and may, by subsequent declaration so published, vary that declaration or revoke that declaration either absolutely or for the purpose of substituting another declaration for the declaration so revoked.

18. Restricted burning times may be declared by FES Commissioner

(1) Nothing contained in this section authorises the burning of bush during the prohibited burning times.

(2) The FES Commissioner may, by notice published in the Gazette, declare the times of the year during which it is unlawful to set fire to the bush within a zone of the State mentioned in the notice except in accordance with a permit obtained under this section and with the

conditions prescribed for the purposes of this section, and may, by subsequent notice so published, vary that declaration or revoke that declaration either wholly or for the purpose of substituting another declaration for the declaration so revoked.

Section 33 of the *Bush Fires Act 1954* – Local government may require occupier of land to plough or clear fire-break.

(1) Subject to subsection (2) a local government at any time, and from time to time, may, and if so required by the Minister shall, as a measure for preventing the outbreak of a bush fire, or for preventing the spread or extension of a bush fire which may occur, give notice in writing to an owner or occupier of land situate within the district of the local government or shall give notice to all owners or occupiers of land in its district by publishing a notice in the Government Gazette and in a newspaper circulating in the area requiring him or them as the case may be within a time specified in the notice to do or to commence to do at a time so specified all or any of the following things —

(a) to plough, cultivate, scarify, burn or otherwise clear upon the land fire-breaks in such manner, at such places, of such dimensions, and to such number, and whether in parallel or otherwise, as the local government may and is hereby empowered to determine and as are specified in the notice, and thereafter to maintain the fire-breaks clear of inflammable matter;

(b) to act as and when specified in the notice with respect to anything which is upon the land, and which in the opinion of the local government or its duly authorised officer, is or is likely to be conducive to the outbreak of a bush fire or the spread or extension of a bush fire, and the notice may require the owner or occupier to do so

(c) as a separate operation, or in co-ordination with any other person, carrying out a similar operation on adjoining or neighbouring land; and

(d) in any event, to the satisfaction of either the local government or its duly authorised officer, according to which of them is specified in the notice.

(2) A notice in writing under subsection (1) may be given to an owner or occupier of land by posting it to him at his last postal address known to the local government and may be given to an owner of land by posting it to him at the address shown in the rate record kept by the local government pursuant to the Local Government Act 1995, as his address for the service of rate notices

POLICY IMPLICATIONS

Policy 6.1 Fire Management Plan

Policy 2.3.5 Risk Management

FINANCIAL IMPLICATIONS

The production of these notices is budgeted for each financial year.

RISK MANAGEMENT IMPLICATIONS

RISK MANAGEMENT FRAMEWORK			
Risk Profile	Risk Description/Cause	Key Control	Current Action
2 - Business Disruption	Failure to adequately prepare and respond to events that cause disruption to the local community and/or normal business activities	Community fire and emergency education	Nil
3 - Compliance	Failure to correctly communicate laws and regulations as a result of an inadequate compliance framework. This includes new or proposed regulatory and legislative changes, in addition to the failure to maintain updated internal & public domain legal documentation. Ineffective policies & processes	External Audits (compliance)	Nil
<i>Risk rating - Adequate</i>			
IMPLICATIONS			
<p>Maximising compliance with legislation mitigates risk of damage to image and reputation as well as penalties associated with non-compliance; compliance demonstrates that best practice methodology is in place.</p> <p>Advertising of the dates of the burning period is required as per the <i>Bush Fires Act 1954</i>; compliance with this <i>Act</i> demonstrates processes are being followed at a governance level that will assist in minimising the risks of bushfire upon the greater community.</p>			

ASSET MANAGEMENT IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple majority

OFFICER RECOMMENDATION/COUNCIL DECISION

52/24 Moved Cr Mathwin

Seconded Cr Webb

That Council adopt the 2024/2025 Fire Break Order, as presented.

CARRIED 6/0

For: Cr Wieringa, Cr Radford, Cr Webb, Cr Egerton-Warburton, Cr Mathwin, Cr Mickle

9.4.12 BUSHFIRE RISK MITIGATION COORDINATOR ROLE AND GRANT FUNDING

AUTHOR	Grant Thompson – Chief Executive Officer
DATE	Friday, 17 May 2024
FILE NO	ES.CIR.2
ATTACHMENT(S)	<p>9.4.12.1 - BRMC Business Plan Template 20220419 v1.0</p> <p>9.4.12.2 - BRMC Overview</p> <p>9.4.12.3 - Bushfire Risk Profile</p> <p>9.4.12.4 - LG Grant Agreement - BRMC Template 20240501 v5.0</p> <p>9.4.12.5 - MAFGP2425 - Guidelines for Applicants - V6.0</p>

'PLACEMAKING' STRATEGIC COMMUNITY PLAN JULY 2023 TO JUNE 2033 To be "The Cultural Experience Centre of the Great Southern" STRATEGIC/CORPORATE IMPLICATIONS		
Key Pillar	Community Outcomes	Corporate Actions
Performance	10. Contributed Socially	10.1 Environment Action

DECLARATION OF INTEREST

Nil

SUMMARY

The purpose of this report is for Council to consider an opportunity, presented to the Shire of Kojonup (Shire) by Department Fire and Emergency Services (DFES), of a partially funded role, Bushfire Risk Mitigation Coordinator (BRMC).

The purpose of the role is to manage the mitigation programs shared with the Shires of Katanning, Broomehill-Tambellup and Kojonup. The role is partially funded by DFES (50% in first year, 30% subsequent years) and the local government's (LG) fund the majority of the costs (50% in first year and 70% in the subsequent years).

BACKGROUND

The Bushfire Risk Management 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 three LG's have recently completed the Bushfire Risk Management Planning process. The Bushfire Risk Management Plan (BRM plan) documents the risk to communities from bushfire and outlines the required treatments to reduce these risks.

The extension of the program involves the development of ongoing yearly treatment plans through the utilisation of shared resources and the cooperation between local governments, state agencies and private landowners and occupiers to implement mitigations to reduce and control the identified risks.

COMMENT

The BRMC will be responsible for developing and implementing the LG's bushfire mitigation programs. The BRMC works closely with relevant stakeholders to identify and prioritise mitigation activities within designated areas and ensures treatment plans are effectively planned, delivered and evaluated.

Responsibilities of the BRMC include:

- Prepare and complete annual and long-term mitigation program of works;
- Manage grant applications to secure funding for LG mitigation works;
- Coordinate the completion of treatments with contractors and brigades;
- Report to LGs on the status and success of their mitigation program;
- Provide BRM training to LG staff and volunteers on mitigation work; and
- Provide support at bushfires (where approved).

It is proposed that the BRMC will work with the Shire of Kojonup, Shire of Katanning and Shire of Broomehill-Tambellup.

LGs must have an endorsed BRM Plan to be eligible for a BRMC. The BRMC is employed on a three (3) year contract.

The BRMC is a LG employee and will be hosted by one (1) LG. BRMCs report to the LG on the progress of each LG's mitigation program.

Coordinating a LG mitigation program requires continuous, extensive consultation with landowners, local stakeholders and government departments.

Funding is available through the Mitigation Activity Fund (MAF) to implement the planned mitigations; however, the Shire has limited resources to source the funds or manage the implementation. This role will create more capacity to manage the risk associated with bushfire and general emergency management.

Kojonup has 514 assets under its mandate with an extreme risk rating of 183; whereas, Katanning has 264 assets with an extreme risk rating of 78 and Broomehill-Tambellup has 363 assets with an extreme risk rating of 115 (attachment 9.4.12.3- Bushfire Risk Profile).

The Shire does not currently have capacity to undertake this work within its current Workforce Plan. As a comparison, the Shire of Cranbrook does not participate in the grant program but employs its own mitigation coordinator in house and is self-funded.

Furthermore, BRMCs are required to attend and present at various forums to ensure the successful delivery of the program. These include, but are not limited to:

- Present and update the BFAC on status reporting of each LG's implementation and three (3) year Indicative Treatment Plan.
- Assist with the facilitation of District Operations Advisory Committee/Regional Operations Advisory Committee meetings to increase the awareness and progression of LG mitigation programs.
- Present at LG Council meetings to ensure Councillors have an appropriate understanding of their LG's mitigation program and are supportive of the approach and progress of priority treatments.

- Where a LG Mitigation Working Group (MWG) is deemed necessary, the BRMC resource will establish and chair the MWG (refer to MWG Terms of Reference) driving the desired outcomes for the LG.
- Liaise with other shires bordering the LG and manage interdependencies to mitigate bushfire risk.

Mitigation Activity Fund (MAF)

The Mitigation Activity Fund Grant Program objective is to reduce the hazard or exposure to identified assets that are at risk from the occurrence of bushfire on local government managed Crown land.

The LG's can now access funding from the MAF. However, like any grant funding, it has strict guidelines to applying, executing and acquitting the agreement.

When applying for funding, LG's need to anticipate the additional burden of accountability, record keeping and transparency in decision making that accompanies the spending of public monies. The BRMC will manage this on behalf of the LGs.

LGs must be able to maintain BRMS records, acquit funds in accordance with the procedures and provide a progress report during the funding round.

The combination of these funding and an additional emergency services resource will ensure the Shire of Kojonup can commence reducing the extreme risk rating identified in the Bushfire Risk Management Plan through ensuring the community bushfire risks are systematically assessed, prioritised and mitigated.

CONSULTATION

Bush Fire Advisory Committee – 8 May 2024

STATUTORY REQUIREMENTS

Bush Fires Act 1954

Emergency Management Act 2005

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

Partially funded by the State of Western Australia through the Department of Fire and Emergency Services the participating LG's are responsible for 50% of the Total Employment Cost in the first year, and 70% in the subsequent years of the Agreement. Approximate cost of \$38,000 per annum per shire for the life of the agreement (3 years).

Year 1 – DFES pay 50% of BRMC costs.

Years 2 & 3 – DFES pay 30% of BRMC costs.

Recommended BRMC total budget is \$164,000 (2024-25).

RISK MANAGEMENT IMPLICATIONS

RISK MANAGEMENT FRAMEWORK			
Risk Profile	Risks Description/Cause	Key Controls	Current Action
2 Business Disruption	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).	Community fire and emergency education Current internal Emergency Management Plan and Mitigation Plan Emergency resources and support budget	Create and Implement a Bushfire Risk Management Plan - Ongoing
<i>Risk rating - Adequate</i>			
IMPLICATIONS			
<p>The Bushfire Risk Mitigation Plan needs to be resourced to implement the mitigation strategies ensuring risk to the Community is reduced.</p> <p>Partial funding from DFES can help support the participating Shires to fund a resource to do achieve the BRMP outcomes.</p>			

ASSET MANAGEMENT IMPLICATIONS

Nil

SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

53/24 Moved Cr Egerton-Warburton

Seconded Cr Mathwin

That Council:

1. directs the Chief Executive Officer (CEO) to analyse the availability of funding in the budget to fund this role over a period of 3 years;
2. directs the CEO in the circumstance where the budget can sustain the additional resource, then recommend the funding of the role in the upcoming budget; and
3. dependent on Council approving the budget and subsequent commitments, delegates authority to the CEO to execute a Grant Agreement with Department Fire and Emergency Services to appoint a Bushfire Risk Mitigation Coordinator for a period of 3 years.

CARRIED 5/1

For: Cr Wieringa, Cr Radford, Cr Egerton-Warburton, Cr Mathwin, Cr Mickle

Against: Cr Webb

9.4.13 REQUEST FOR REDUCTION OF LEASE COST FROM SALE PRICE - PORTION OF LOT 9999 THORNBURY CLOSE, KOJONUP

AUTHOR	Grant Thompson – Chief Executive Officer
DATE	Friday, 17 May 2024
FILE NO	A22323; LP.PLN.2
ATTACHMENT(S)	<p>9.4.13.1 – Portion A, Lot 9999 Thornbury Close, Kojonup</p> <p>9.4.13.2 – Sworn Valuation, Portion A Lot 9999 Thornbury Close, Kojonup</p> <p>9.4.13.3- OK88-103-001-01A - Accepted</p> <p>9.4.13.4 - D323181 – C – 02</p> <p>9.4.13.5 - D323181-C-03</p> <p>9.4.13.6 - DecisionLetter_163364_20230519</p> <p>UNDER SEPARATE COVER</p> <p>9.4.13.7 – Email Correspondence from Syd Matthews & Co Pty Ltd – 30 April 2024</p>

'PLACEMAKING' STRATEGIC COMMUNITY PLAN JULY 2023 TO JUNE 2033 To be "The Cultural Experience Centre of the Great Southern" STRATEGIC/CORPORATE IMPLICATIONS		
Key Strategic Pillar/s	Community Goal/s	Corporate Objective/s
Economics	5. Assisted New Business	5.1 Industrial Land Release

DECLARATION OF INTEREST

Nil

SUMMARY

The purpose of this report is for Council to consider a request from Neville Matthews for any current lease payments made to the Shire of Kojonup (Shire) be subtracted from any future sale valuation as a result of the process for subdivision not being finalised and the timeframe for the lease being extended.

BACKGROUND

The current lease on Portion A of Lot 9999 Thornbury Close, Kojonup, expired at the end of February 2024 following the exercising of an option to extend by a further two years on the original two year lease commencing in 2020.

The original lease was granted as a result of the subdivision requirements to be actioned prior to sale. The lease had an option to purchase Portion A, at market value, when subdivision of the land had occurred.

At its February 2024 Ordinary Meeting Council resolved the following:

That Council advertises its intention to lease Portion A of Lot 9999 Thornbury Close, Kojonup, as shown on the presented map and in accordance with s. 3.58 of the Local Government Act 1995, to Syd Matthews & Co Pty Ltd for \$12,000 inc GST per year or pro rata thereof until such time as the subdivision of Lot 9999, Thornbury Close is finalised and:

1. *if nil public submissions are received, authorises the Chief Executive Officer to proceed with a new lease to commence on 15 March 2024 as above inclusive of a first option to buy the land upon finalisation of subdivision occurring; or*
2. *if a public submission/s are received in response to the aforementioned advertising, this matter be returned to Council for further deliberation.*

The permitted use for the property is *transport depot and grain cleaning/storage facility purposes*.

COMMENT

Subdivision of Lot 9999 Thornbury Close, Kojonup has taken longer than anticipated and, therefore, the lease expired prior to a first option to buy being exercisable. The subdivision was expected to be completed within the lease extension period but is not yet finalised.

There are a number of actions currently underway to finalise the subdivision:

1. The Shire has recently received final approval for the water extension design – John Kinnear to arrange with plumber to install (Plan attached OK88-103-001-01A - Accepted)
2. Road extension was marked out with the boundaries (Plans attached D323181 – C – 02 and D323181-C-03)
3. The Shire is currently looking at contracting the road development
4. The Shire is currently working with western power on the need of a transformer or if the Shire can defer this based on the estimated electricity usage by the users (DecisionLetter_163364_20230519 attached)

Once these actions are completed it is expected the application for titles can be finalised in the next 6 months (for stage 1).

Neville Matthews, Managing Director of Syd Matthews & Co Pty Ltd, has indicated that he wishes to continue leasing the property until such time as the subdivision has been finalised and he can exercise the first option to buy but has requested consideration be given to recouping any lease payments made on the current new lease period off the sale price due to the subdivision taking longer through no fault of the lessee (attachment 9.4.13.7 USC).

CONSULTATION

Nil

STATUTORY REQUIREMENTS

Section 3.58 of the *Local Government Act 1995* – Disposing of Property 3.58.

Disposing of property

(1) *In this section —*

dispose *includes to sell, lease, or otherwise dispose of, whether absolutely or not;*

property *includes the whole or any part of the interest of a local government in property, but does not include money.*

- (2) *Except as stated in this section, a local government can only dispose of property to —*
 - (a) *the highest bidder at public auction; or*

- (b) the person who at public tender called by the local government makes what is, in the opinion of the local government, the most acceptable tender, whether or not it is the highest tender.
- (3) A local government can dispose of property other than under subsection (2) if, before agreeing to dispose of the property —
 - (a) it gives local public notice of the proposed disposition —
 - (i) describing the property concerned; and
 - (ii) giving details of the proposed disposition; and
 - (iii) inviting submissions to be made to the local government before a date to be specified in the notice, being a date not less than 2 weeks after the notice is first given;
 - and
 - (b) it considers any submissions made to it before the date specified in the notice and, if its decision is made by the council or a committee, the decision and the reasons for it are recorded in the minutes of the meeting at which the decision was made.
- (4) The details of a proposed disposition that are required by subsection (3)(a)(ii) include —
 - (a) the names of all other parties concerned; and
 - (b) the consideration to be received by the local government for the disposition; and
 - (c) the market value of the disposition —
 - (i) as ascertained by a valuation carried out not more than 6 months before the proposed disposition; or
 - (ii) as declared by a resolution of the local government on the basis of a valuation carried out more than 6 months before the proposed disposition that the local government believes to be a true indication of the value at the time of the proposed disposition.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

The current lease is valued at \$12,000 + GST (previous sworn valuation) per year.

The financial implication of this request will be a reduction in the lease value of approximately \$6,000 to the Shire, based on a six month finalisation period of the subdivision.

RISK MANAGEMENT IMPLICATIONS

RISK MANAGEMENT FRAMEWORK			
Risk Profile	Risks Description/Cause	Key Controls	Current Action
10 – Management of Facilities, Venues and Events	Lack of Lease/Contract/Agreement/MOU/Licence documentation	Lease agreements for Shire facilities	Develop Lease agreements register for all Shire facilities

Risk rating - Adequate

IMPLICATIONS

The formation of leases for Shire owned or managed land defines the terms that apply to all parties and lessens the ambiguity if an issue arises during the term of the lease.

Risk management also applies in relation to the use/maintenance and fire hazard risk reduction.

ASSET MANAGEMENT IMPLICATIONS

Disposing of this portion of Lot 9999, Thornbury Close, Kojonup transfers asset management implications from the Shire to the Lessee.

SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

54/24 Moved Cr Mathwin

Seconded Cr Egerton-Warburton

That Council approves a reduction of the future sale valuation on Portion A, Lot 9999 Thornbury Close, Kojonup equal to any pro-rated actual lease payments paid by Syd Matthews & Co Pty Ltd within the current lease period, due to the subdivision not being finalised in a timely manner.

CARRIED 6/0

For: Cr Wieringa, Cr Radford, Cr Webb, Cr Egerton-Warburton, Cr Mathwin, Cr Mickle

9.4.14 GEORGE CHURCH COMMUNITY MEDICAL CENTRE INC. (GCCMC) – OFFER FOR THE SHIRE TO PURCHASE PROPERTY 14 NEWSTEAD ROAD, KOJONUP

AUTHOR	Grant Thompson – Chief Executive Officer
DATE	Friday, 17 May 2024
FILE NO	PH.SVP.1
ATTACHMENT(S)	9.4.14.1 – GCCMC offer of Land Sale Correspondence

‘PLACEMAKING’ STRATEGIC COMMUNITY PLAN JULY 2023 TO JUNE 2033 To be “The Cultural Experience Centre of the Great Southern” STRATEGIC/CORPORATE IMPLICATIONS		
Key Strategic Pillar/s	Community Goal/s	Corporate Objective/s
Lifestyle	1 Diverse Accommodation Options	1.2 House, Land development stimulus

DECLARATION OF INTEREST

Nil

SUMMARY

The purpose of this report is for Council to consider an offer by the George Church Community Medical Centre Inc. (GCCMC) for the Shire of Kojonup (Shire) to purchase property 14 Newstead Road, Kojonup, at a value of \$20,000.

BACKGROUND

Mr Bruce Ivers donated a block of land at 14 Newstead Road to GCCMC.

It is Mr Ivers intention for the GCCMC to use the block to build a doctor’s residence; however, it is unlikely that the GCCMC will have the financial resources to proceed with a building project.

COMMENT

The GCCMC has advised the Shire that Mr Ivers would like the land to provide a benefit to the Community of Kojonup.

In the absence of resources to build a dwelling on the property, the GCCMC has resolved that the block will be offered for sale and that the Shire of Kojonup has the first refusal before advertising for sale commences (attachment 19.4.14.1). The GCCMC have noted that funds from a sale will be used to subsidise the renovations at 39 Vanzuilecom Street, Kojonup.

The view of the GCCMC is because the block is contiguous with the existing park and public space on Newstead Road, the Council may wish to acquire the block. It is stated this would also satisfy the intention of Mr Ivers that the disposal of the asset would benefit the Kojonup Community.

The Shire does not have the resources or financial capacity to utilise this land parcel in any other way but as an extension to the public space on Newstead Road. This is the only advantage to the Shire of purchasing this parcel of land.

The block is initially offered to the Shire of Kojonup at a price of \$20,000.

CONSULTATION

Nil

STATUTORY REQUIREMENTS

Local Government Act 1995

POLICY IMPLICATIONS

2.1.2 Purchasing Policy

FINANCIAL IMPLICATIONS

No funds have been allocated in the current year's budget for land purchase. The financial implication is \$20,000 would need to be found in the current budget. Additional expense would need to be budgeted for maintaining the property.

RISK MANAGEMENT IMPLICATIONS

RISK MANAGEMENT FRAMEWORK			
Risk Profile	Risks Description/Cause	Key Controls	Current Action
Asset Sustainability	Failure or reduction in service of infrastructure assets, plant, equipment or machinery.	Routine maintenance schedule: Other infrastructure (Parks, reserves & play equipment)	Regularly scheduled Park & Property Inspections
<i>Risk rating - Adequate</i>			
IMPLICATIONS			
Additional grounds maintenance activities and costs, and annual outgoings required by the Shire.			

ASSET MANAGEMENT IMPLICATIONS

Additional land on the asset register and additional costs associated with maintaining the property moving forward.

SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

55/24 Moved Cr Mickle

Seconded Cr Egerton-Warburton

That Council write to the George Church Community Medical Centre Inc. and respectfully decline the offer of purchase of 14 Newstead Road, Kojonup.

CARRIED 6/0

For: Cr Wieringa, Cr Radford, Cr Webb, Cr Egerton-Warburton, Cr Mathwin, Cr Mickle

- 10 APPLICATIONS FOR LEAVE OF ABSENCE
Nil

- 11 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN
Nil

- 12 QUESTIONS FROM MEMBERS WITHOUT NOTICE
Nil

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

14 MEETING CLOSED TO THE PUBLIC

14.1 MATTERS FOR WHICH THE MEETING MAY BE CLOSED

- 14.1.1 MINUTES OF A CHIEF EXECUTIVE OFFICER'S (CEO) PERFORMANCE REVIEW (PR) COMMITTEE MEETING HELD 7 MAY 2024

AUTHOR	Judy Stewart – Manager Governance and Administration
DATE	Monday, 13 May 2024
FILE NO	PE.HMR.116
ATTACHMENT(S)	14.1.1.1 - Unconfirmed minutes of a CEO PR Committee meeting held 7 May 2024

- 14.1.2 CONFIDENTIAL – CHIEF EXECUTIVE OFFICER (CEO) ANNUAL PERFORMANCE REVIEW

AUTHOR	Judy Stewart – Manager Governance and Administration
DATE	Monday, 15 May 2024
FILE NO	PE.EFG.542
ATTACHMENT(S)	CONFIDENTIAL 14.1.2.1 - Collated Councillors' CEO Performance Appraisal responses including Committee feedback on Performance Review criteria 14.1.2.2 - CEO Performance Self-Appraisal June 2023 to May 2024

- 14.1.3 HALL & PRIOR HEADS OF AGREEMENT – SPRINGHAVEN AGED CARE FACILITY

AUTHOR	Grant Thompson – Chief Executive Officer
DATE	Friday, 17 May 2024
FILE NO	CP.LEA.1
ATTACHMENT(S)	14.1.3.1 – Hall and Prior Heads of Agreement

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.

The Chief Executive Officer declared a Financial Interest and left the meeting at 3.49pm.

PROCEDURAL MOTION

56/24 Moved Cr Radford

Seconded Cr Mickle

That the meeting proceed behind closed doors in accordance with Section 5.23(2) (e) of the *Local Government Act 1995* at 3.49pm.

CARRIED 6/0

For: Cr Wieringa, Cr Radford, Cr Webb, Cr Egerton-Warburton, Cr Mathwin, Cr Mickle

The Chief Executive Officer re-entered the meeting at 3.53pm.

PROCEDURAL MOTION

60/24 Moved Cr Radford

Seconded Cr Mathwin

That the meeting be reopened to the public at 3.54pm.

CARRIED 6/0

For: Cr Wieringa, Cr Radford, Cr Webb, Cr Egerton-Warburton, Cr Mathwin, Cr Mickle

14.2 PUBLIC READING OF RESOLUTIONS THAT MAY BE MADE PUBLIC

14.1.1 MINUTES OF A CHIEF EXECUTIVE OFFICER'S (CEO) PERFORMANCE REVIEW (PR) COMMITTEE MEETING HELD 7 MAY 2024

OFFICER RECOMMENDATION/COUNCIL DECISION

57/24 Moved Cr Mathwin

Seconded Cr Radford

That Council receives the unconfirmed minutes of its Chief Executive Officer Performance Review Committee meeting held 7 May 2024.

CARRIED 6/0

For: Cr Wieringa, Cr Radford, Cr Webb, Cr Egerton-Warburton, Cr Mathwin, Cr Mickle

14.1.2 CONFIDENTIAL – CHIEF EXECUTIVE OFFICER (CEO) ANNUAL PERFORMANCE REVIEW

OFFICER RECOMMENDATION/COMMITTEE RECOMMENDATION/COUNCIL DECISION

58/24 Moved Cr Mathwin

Seconded Cr Mickle

That Council accepts the Chief Executive Officer's (CEO) Performance Review undertaken by all Elected Members and endorses the findings of the collated CEO Review document, as attached, and acknowledges the current CEO met all Performance Criteria during the review year June 2023 to May 2024 at a Competent and Effective level.

CARRIED 6/0

For: Cr Wieringa, Cr Radford, Cr Webb, Cr Egerton-Warburton, Cr Mathwin, Cr Mickle

14.1.3 HALL & PRIOR HEADS OF AGREEMENT – SPRINGHAVEN AGED CARE FACILITY

OFFICER RECOMMENDATION/COUNCIL DECISION

59/24 Moved Cr Egerton-Warburton

Seconded Cr Webb

That Council ratifies the Execution of Heads of Agreement with Hall and Prior (Fresh Fields Management (NSW) No. 2 Pty Ltd (ABN 35 624 674 380)) and retrospectively authorises the Chief Executive Officer to execute the agreement, as presented.

CARRIED 6/0

For: Cr Wieringa, Cr Radford, Cr Webb, Cr Egerton-Warburton, Cr Mathwin, Cr Mickle

15 CLOSURE

There being no further business to discuss, the President thanked the members for their attendance and declared the meeting closed at 3.55pm.

16 ATTACHMENTS (SEPARATE)

(USC – Under Separate Cover)

6.1	6.1.1	Unconfirmed Minutes of an Ordinary Meeting of Council held on 16 April 2024
7.4.1	7.4.1	Cr Radford – Great Southern Regional Road Group – 26 April 2024
9.4.1	9.4.1.1	Monthly Financial Statements – 1 to 31 March 2024
	9.4.1.2	Monthly Financial Statements – 1 to 30 April 2024
9.4.2	9.4.2.1	Monthly Payment Listing 1 to 31 March 2024
	9.4.2.2	Monthly Payment Listing 1 to 31 March 2024
9.4.3	9.4.3.1	Rate Write-offs
9.4.5	9.4.5.1	Unconfirmed minutes of an Annual Meeting of Electors held 16 April 2024
9.4.6	9.4.6.1	Unconfirmed minutes of a Kojonup Aging in Place Committee Meeting held 1 May 2024
9.4.7	9.4.7.1	Unconfirmed Minutes of an Audit and Risk Committee Meeting held 7 May 2024
	9.4.7.2 (USC)	LGIS Risk Report on Showgrounds 2019
9.4.8	9.4.8.1	Business Continuity and Disaster Recovery Plan (BCDRP) May 2024 (showing changes)
	9.4.8.2 (USC)	BCDRP Addendum - Pandemic Response Plan 2024 (showing changes)
9.4.9	9.4.9.1	Unconfirmed BFAC Minutes – 8 May 2024
	9.4.9.2	Unconfirmed BFA AGM Minutes - 15 April 2024
	9.4.9.3	Kojonup BFAC 8 May 2024 - DFES Report
	9.4.9.4	LG Package - Kojonup - April 2024
	9.4.9.5	Bush Fire Risk Management (BFRM) Plan

	9.4.9.6	Department of Fire and Emergency Services – correspondence endorsing the BFRM Plan
9.4.10	9.4.10.1	Unconfirmed BFAC Minutes – 8 May 2024
	9.4.10.2	Unconfirmed BFA AGM Minutes - 15 April 2024
9.4.11	9.4.11.1	Firebreak Order - Shire of Kojonup - 2024 - 2025
	9.4.11.2	Shire of Kojonup Public Notice – Amended Prohibited and Restricted Burning Times
	9.4.11.3	Email Correspondence - Derek Jones – DFES - Prohibited and Restricted Burning Times for the Shire of Kojonup
	9.4.11.4	Western Australian Government Gazette - Friday, 3 February 2012 No. 16 – (Pages 611-619)
9.4.12	9.4.12.1	BRMC Business Plan Template 20220419 v1.0
	9.4.12.2	BRMC Overview
	9.4.12.3	Bushfire Risk Profile
	9.4.12.4	LG Grant Agreement - BRMC Template 20240501 v5.0
	9.4.12.5	MAFGP2425 - Guidelines for Applicants - V6.0
9.4.13	9.4.13.1	Portion A, Lot 9999 Thornbury Close, Kojonup
	9.4.13.2	Sworn Valuation, Portion A Lot 9999 Thornbury Close, Kojonup
	9.4.13.3	OK88-103-001-01A - Accepted
	9.4.13.4	D323181 – C – 02
	9.4.13.5	D323181-C-03
	9.4.13.6	DecisionLetter_163364_20230519
	9.4.13.7 (USC)	Email Correspondence from Syd Matthews & Co Pty Ltd – 30 April 2024
9.4.14	9.4.14.1	GCCMC offer of Land Sale Correspondence

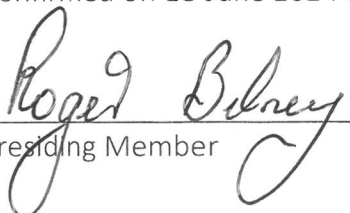
CONFIDENTIAL

14.1.1	14.1.1.1	Unconfirmed minutes of a CEO PR Committee meeting held 7 May 2024
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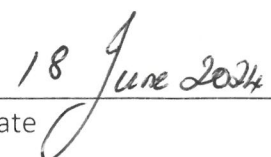
Shire of Kojonup – Ordinary Council Meeting – Minutes – 21 May 2024

14.2.1	14.2.1	Collated Councillors' CEO Performance Appraisal responses for period June 2023 to May 2024 including Committee feedback on Performance Review criteria
	14.2.2	CEO Performance Self-Appraisal June 2023 to May 2024
14.3.1	14.3.1	Hall and Prior Heads of Agreement

Confirmed on 18 June 2024 as a true record –



Presiding Member



Date