

Shire of Kojonup Briefing Session – 13 December 2016

Record of Meeting (9:00am – 2:25pm)

- Attendance:** Shire President (until 12:00pm) and Councillors: Sexton, Radford, Pedler (from 9:34am), Mathwin, Pritchard (until 1:50pm) & Hobbs.
- Officers:** CEO, MCS (10:45am – 11:20am), MWS (10:55am – 11:30am) and MRS (11:15am – 12:00pm).
- Guests:** Parminder Singh – Café 124 (9:10am – 9:45am)
- Apologies:** Cr Judith Warland

DECLARATIONS OF INTEREST

Nil

CONCEPT/AGENDA FORUM

Time Slot	Item	Response / Action
9:10am – 9:45am	Parminder Singh (new owner 124 Café) to meet and greet Council	The Shire President on behalf of Council welcomed Parminder who advised that he and his family and colleagues looked forward to the opportunities available in Kojonup. Parminder provided some background of himself and the work ethic his Indian culture provides which is very different to the “Australian” way of life. Parminder was hoping to build the business as well as look at purchasing property on which to mill flour for the various Indian cuisine he hopes to produce given that he has interested investors such as Grewal Farms based in Mildura who grow Almonds and mill flour.
9:00am – 9:10am & 9:45am – 10:00am	Building Better Regions Fund 2017 <i>See Attachment 1</i>	Councillors supported Town Hall/Harrison Place Toilets, etc. application as well as The Kodja Place Precinct upgrade being submitted under the Building Better Regions Fund.
10:00am – 10:40am	Review Risk Management Register <i>See Attachment 2</i>	Updated Register attached following Council review.

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10:55am – 11:20am	Manager Corporate Services to provide an update to Council	<p>The Manager of Corporate Services provided an update and discussed with Council the following:</p> <ul style="list-style-type: none"> • Formulation of a policy to cover banners in the main street and possible community uses, eg: promotion of holidays and local events. • Budgeting for a Christmas light competition in the 2017/18 Budget.
11:20am – 11:30am	Manager Works & Services to provide an update to Council	<p>The Manager Works & Services provided an updated to Council on the following:</p> <ul style="list-style-type: none"> • Sealing on Kojonup/Frankland Rd – first section of Widening 2km finished • Failure repairs on various roads • Commenced clearing of second section of Kojonup/Frankland Road 2km • New patching truck delivered • Road bitumen patching – various locations • Road grading where needed • Signage and Guidepost installation/repair • Weed Spraying • Ovals and parks have been fertilised • Fire hazard reduction • Ordered new pump for Showground Dam • Organised a quote to replace the quad bike • Retic valve repair – Apex park • Retic check conducted across whole town • Staff training last 3 months • New Employees • Annual Leave for Depot Staff
11:30am – 12:00pm	Manager Regulatory Services to provide an update to Council	<p>The Manager Regulatory Services updated Council on the following:</p> <ul style="list-style-type: none"> • Water Pipeline Project – Kojonup Dam to The Kodja Place/Apex Park – we are awaiting a response from the Department of Lands regarding a request for them to provide us with a Management Order over the Railway Reserve to enable access to the railway corridor to install the water pipeline. If a Management Order is not forthcoming we will consider an alternate pipeline route down Albany Highway, into Partridge and Crescent Road.

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		<ul style="list-style-type: none"> • Disabled Access/Pedestrian Walkway, The Kodja Place – our consulting Engineer is finalising design drawings for this work to commence shortly. • Landfill Drainage/Cattle Grid Project – our consulting engineer is also preparing design drawings for this work which will follow after the dam and The Kodja Place stormwater drainage project. • Funding Application for Memorial Hall Project – we have engaged Richard Ball and Michael Keeler of Keston Technologies to prepare a business case and funding application for this project. • Annual Safety Performance Report for KTR – I am progressing the report required by the office of ONRSR due by 30 December 2016. • Swimming Pool Closure – the pool was closed for six days due to a defective seal in the foot valve in the balance tank. The replacement part wasn't available locally in WA and was sourced from the Eastern States. Local plumber Derek Rowe worked tirelessly beyond normal business hours to carry out the necessary repairs and a letter will be forwarded to him acknowledging his excellent customer service in getting the pool back to an operational standard in time for a major end of school year function, Swimming Club time trials and anticipated heavy pool patronage over a forecast warm weekend.
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COUNCILLOR Q & A

1:30pm – 2:25pm	<p>Councillor Updates <i>Opportunity for Councillors to outline meetings attended, discussions had or queries received for Councillor and Officer information.</i></p>	<p>Shire President:</p> <ul style="list-style-type: none"> • Before leaving the session, Cr Fleay advised that Council's application for \$47,870 (ex GST) to install kangaroo fencing at the Kojonup Airstrip has been successful under the Regional Airports Development Scheme. • RSL Hall – met with RSL WA CEO and upon Board approval being secured the building would be transferred (gifted) to the Shire subject to RSL having access for Memorial Services such as Anzac Day, Remembrance Day and Council meeting all legal costs associated in the transfer.
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		<p>Cr Pritchard:</p> <ul style="list-style-type: none">• Provided report on WALGA Zone meeting held 2 December 2016. Minutes attached as supplied by Executive Officer, A Paulley (<i>see Attachment 3</i>). CEO VROC meeting on Thursday will discuss 'Culture Counsel' concept and its merits and application to our VROC partners.• Cr Hobbs indicated that Kojonup fully supported the Zones approach to the State Government for funds to be allocated for the replacement of the Williams /Albany Highway Bridge as it is vital infrastructure.• Cr Mathwin advised that Cr Colin Edgerton-Warburton had suggested some Zone meetings be held via video conference. CEO suggested that consideration be given to hold Regional Road Group and Zone meetings on the same day as some council delegates may attend both? <p>Cr Radford:</p> <ul style="list-style-type: none">• Advised that Ian Malane had officially resigned as Chair of Kojonup Community Growth Association Inc., (KCGA) and that Frank House had been elected as his replacement. KCGA will run the Australia Day Breakfast and wants to encourage more business owners to become members during 2017. Council wishes Ian all the very best for the future.• Kojonup Communications Tower – future planning essential given the age of existing infrastructure. CEO advised that Darrell Church from DJ Communications is replacing batteries, re-earthing tower strap and undertaking general maintenance before the Christmas break. Cr Sexton has also prepared a discussion paper and essential that work undertaken by DFES on communication modelling be known to assess future options available to Council in an effort to off-set duplication of infrastructure.• Moberup Fire Truck – given the cost to repair the CEO to prepare a report for Council consideration to offer truck on an "As is, where is" basis for sale.
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		<p>Cr Hobbs:</p> <ul style="list-style-type: none"> • Audit Committee – “checks and balances” noting events at the Shire of Dowering, City of Perth and Shire of Exmouth. CEO advised that the inclusion of 2 Community Reps will further strengthen Kojonup’s compliance aspects and it was essential that Committee members ask and seek verification of systems, processes and procedures rather than expect the MCS to prepare the agenda, as it is the committee’s agenda! • Southern Town Dam – hopefully recent rainfall was allowed into the dam. CEO advised that he has made application to the Department of Lands to try and secure either ownership or a Management Order for the old section of Railway Reserve at Kodja Place as installation of the new Water Line from the Southern Dam relies on Council control rather than using the Albany Highway corridor.
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10:40am -10:55am Morning Tea

12:00pm – Springhaven Lodge Christmas Luncheon

Info Bulletin	Circulated	<p>Councillors to review and ask questions out of session or at the next briefing session. A copy of any question, and the response will be circulated to all Councillors for information.</p>
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Rick Mitchell-Collins
Chief Executive Officer

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Attachment 1

The Building Better Regions Fund (BBRF) aims to create jobs, drive economic growth and build stronger regional communities into the future.

The \$297.7 million BBRF will fund projects in regional Australia outside the major capital cities of Sydney, Melbourne, Brisbane, Perth, Adelaide and Canberra.

There are two streams of funding available under the program which opens on **18 January 2017**:

1. [Infrastructure Projects Stream](#) - applications close 28 February 2017
2. [Community Investments Stream](#) - applications close 31 March 2017

Information sessions will be held in Albany, Bunbury, Geraldton, Kalgoorlie and Karratha. The Albany session will be held on 24 January 2017.

The BBRF replaces the previous Federal Infrastructure grants programme, the National Stronger Regions Fund, which brought \$4,685,586 into the Great Southern region for six projects (2014-2016).

The [Infrastructure Projects Stream](#) will support projects which involve the construction of new infrastructure, or the upgrade or extension of existing infrastructure that provide economic and social benefits to regional and remote areas.

You can apply for a minimum grant amount of \$20,000 and a maximum grant amount of \$10,000 million.

You must complete your project by **31 December 2019**.

Download the [Infrastructure Projects Guidelines](#) and [Fact Sheet](#).

Possible projects for Kojonup

- **Katanning Road, John/Murby Streets residential development and extension of Sewer to create up to 10 lots in initial stage \$1 million.** Lot sales to offset council capital outlay and ownership of property prior to subdivision.
- **Memorial Hall, Harrison Place, Curly Wig Block development – concept work done by Leith Schmidt.** Mort has spoken with Richard Ball (Keston Technologies who prepared the Kodja Place Precinct Concept and he is available to prepare this application on behalf of Council in conjunction with officers such as Mort, Michelle, Paul, Rick, Zahra and Anthony. Estimated project cost \$850,000 - \$1 Million with Council contribution \$300k, Lottery West \$200k and Building Better Regions up to \$500k.

The [Community Investments Stream](#) will fund Community building activities, including but not limited to, new or expanded local events, strategic regional plans, and leadership and capability building activities. These projects will deliver economic and social benefits to regional and remote communities.

The minimum grant amount is \$5,000 and a maximum grant amount is \$10,000 million, however given the nature of eligible projects it is expected that most grants will be under \$100,000.

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You must complete your project within 12 months of executing the grant agreement with the Commonwealth and by **31 December 2019**.

Download the [Community Investments Guidelines](#) and [Fact Sheet](#).

Kodja Place/Apex Park/RSL Precinct – Major Redevelopment The total project cost is **\$9,009,520**. Royalties for Regions requested funding is **\$4,597,250** (representing **51%**) with the remaining **49%** of funds to be sourced from committed Shire of Kojonup (**\$732,270** Loan Funds and **KP Community Fund Inc.**) and application to the Commonwealth Government’s Building Better Regions Fund (**\$3,680,000**).

Other funding options to be sourced by Kojonup Aboriginal Corporation

The location of your project has bearing on different elements of the program. Consideration is given on the location of your project when determining:

- geographic eligibility
- the level of co-funding you need to provide
- a loading applied to your assessment score

Click here to access the [mapping tool](#).

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Attachment 2

Shire of Kojonup Risk Register - Strategic Risks – COUNCIL (Reviewed December 2016)

	Identified Risk	Impact	Existing Control Methods	Assessment of Controls (Adequate, opportunity to improve)	Consequences	Likelihood	Residual Risk Rating	Risk Strategy (Avoid, Reduce, Do)	Risk Owner	Risk review date	Risk Treatment(s)	Treatment due date
1	Insufficient resources, personnel with incorrect skill sets	Inability to attract and retain capable staff to support and deliver the agreed levels of service, errors, breaches	Local Govt Act, EEO Plans, Code of Conduct, Awards, EBA, work/life balance policy, working from home policy, community skill set register, resource sharing, workforce plan	Improving with appointment of MCD&T, CDO, VSO, SAO, RO, EA and FO. Additional Resource Sharing opportunities Being explored	3	B	H	Reduce	CEO	May Annually	Employment flexibility, Induction policy, HR policy, recruitment strategy, retention bonus, housing, traineeships, Job fit and re-design of existing staff Review and Assessment ongoing	April Annually
2	Grant funding dependency, inability to match grants, timelines multiple grants	Missed opportunities, unfinished projects, reduction in level of services, inability to meet SCP, loss of future grant funding	Budgetary process, LTFP, risk management processes, community awareness of budgetary constraints, linking Integrated Planning identified works and projects with funding opportunities	Substantial Improvement achieved thru R4R, SIHI, Ageing in the Bush, Airport, Lotterywest, BBRF	3	B	H	Reduce	SMT	August Annually	Update grant register, SMT to match grants to business planning processes and LTFP, robust budgeting process, org chart to reflect responsible staff for grant management Council and staff being proactive in obtaining grant funding which	July Annually

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											aligns with Community Strategic Plan	
3	Whole of life cost, uncompleted works, maintenance, safety issues re roads, lack of audits	Social, economic and environmental issue	Asset management plan, 10 year LTFP, valuations, building maintenance program, asset management condition and rating training, master planning	Opportunity to improve	4	B	E	Reduce	SMT	October Annually	Whole of life costing included in LTFP/budgets, capital works programs, planning schemes, ensure grant funding applied for (Being progressed by MCS)	March Annually
4	Cost shifting – aged care, etc.	Increase in financial support, unable to meet budget, rates increase, closure of facility(s), negative impact on reputation	Rigorous budgetary processes	Opportunity to improve	3	B	H	Reduce	MCS	April Annually	Careful budgeting, review funding models, reduce/review ownership of facilities and go back to core business – Q&A's in Koji News	By June Annually
5	Indirect costs of having no economic development plan	Reduction in rates with shops closing	Regular community discussions, business breakfasts	Opportunity to improve	3	B	H	Reduce	CEO	April Annually	Complete economic development plan after outcomes of GSDC blueprint/govt policy, VROC strategic plan	By June Annually
6	Lack of policies and procedures	Disengagement of staff	Some policies and procedures in place	Policies and procedures now being regularly assessed and reviewed by SMT/staff	3	C	H	reduce	SMT	Monthly	Update policies and prepare/review procedure manual in progress and lodged with Council for	By June Annually

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											approval (where required)	
7	Not engaging with youth – community disengagement/bias	Lose potential skills, reduction in safe community	Discussions re partnerships with high school	Opportunity to improve	3	C	H	Reduce	CEO	Quarterly	Youth policy, youth Council, Recruitment strategy, traineeships, job sharing with school staff, engaging with local schools –IT – Curtin university /TAFE/VET- partnerships Appointment of CDO in 2016 enables progression of aims & objectives	By June Annually
8	IT skills	Compromising of the integrity of data and information, financial loss	Training courses	Opportunity to improve	3	C	H	Reduce	MCS	May annually	Further training of all staff in Microsoft products and Synergy, resource sharing with VROC partners, partnerships with local education facilities and external facilities	April Annually
9	Visual impact – image	Reduction in tourism, reputational damage, lack of local pride	Main Street Master plan	Opportunity to improve	3	C	H	Reduce	SMT	May Annually	Tourism and economic development policies, implement streetscaping, signage, Chamber of Commerce,	Annual Budget

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											community engagement Being progressed	
10	Housing/rental availability	Inability to attract and retain capable staff to support and deliver the agreed levels of service,	Planning scheme, release of land for subdivision	Adequate	3	C	H	Reduce	CEO	April Annually	Subdivision of new land, completion of new CEO house, headworks, drainage ILU funding achieved and 6 new units constructed	At least a Yearly review
11	Integrated approach to strategies	Financial loss, no co-ordination	Strategic Community plan, Asset Management Plan, Workforce Plan, Long Term Financial Plan, Corporate Business Plan, Risk Management Plan	Adequate	3	B	H	Reduce	SMT	November Annually	Continual review and reference to plans	At least Half Yearly
12	WANDRRA recoupments	Impact on budget	Ensure paperwork completed and lodged asap	Adequate	3	C	H	Avoid	MCS	Annually	Prioritise obtaining valuations of damage and submitting to WANDRRA	At least Annually
13	Drainage	Social, economic and environmental issue	Asset management plan, 10 yr LTFP	Opportunity to improve	3	B	H	Reduce	MWS	Annually	Audit undertaken and priorities listed	At least half Yearly review
14	Town planning pressures	Lack of growth	Main Street Master plan, asset management plan, subdivision of land to promote growth and retain services, budget	Opportunity to improve	3	B	H	Reduce	SMT	Annually	Review and understand Town Planning policies and Scheme	Briefing Sessions Quarterly

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15	Families leaving for <u>better</u> education – Depleting labour pool	Inability to attract and retain capable staff to support and deliver the agreed levels of service	Local Govt Act, EEO Plans, Code of Conduct, Awards, EBA, work/life balance policy, working from home policy, community skill set register, resource sharing, work closely with schools	Opportunity to improve	4	A	E	Reduce	CEO	July Annually	Employment flexibility, Induction policy, HR policy, recruitment strategy, education partnerships, youth policies, NBN, community engagement	At least Annually
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Risk Appetite and Tolerance of the Shire

Consequences

DESCRIPTION	FINANCIAL	HEALTH	REPUTATION	OPERATION	ENVIRONMENT	COMPLIANCE	PROJECT
Insignificant	<Less than \$10,000	No injuries or illness	Unsubstantiated, low impact, low profile or "no news" item	Little impact	Little impact	Minor breach of policy, or process requiring approval or variance	Small variation to cost, timelines, scope or quality of objectives and required outcomes
Minor	\$10,000 – 100,000	First Aid treatment	Substantiated, low impact, low news item	Inconvenient delays	Minor damage or contamination	Breach of policy, process or legislative requirement requiring attention of minimal damage control	5-10% increase in time or cost or variation to scope or objective requiring managers approval
Major	\$100,000- \$500,000	Medical treatment	Substantiated, public embarrassment, moderate impact, moderate news profile	Significant delays to major deliverables	Environmental damage requiring restitution or internal cleanup	Breach requiring internal investigation, treatment or moderate damage control	10 -20 % increase in time or cost or variation to scope or objective requiring Senior Management approval
Critical	\$500,000 - \$1million	Extensive injuries or disabilities	Substantiated, organisational embarrassment, high impact news profile, third party actions	Non-achievement of major deliverables	Minor Breach of legislation / significant contamination or damage requiring third party assistance	Breach resulting in external investigation or third party actions resulting in tangible loss and some damage to reputation	20 — 50 % increase in time or cost or significant variation to scope or objective requiring restructure of project and Senior Management or Council approval

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Extreme	>More than \$1 million	Death or permanent disabilities	Substantiated, public embarrassment, very high multiple impacts, high widespread multiple news profile, third party actions	Non-achievement of major deliverables	Major breach of legislation or extensive contamination and environmental damage requiring third party intervention	Breach resulting in external investigation or third party actions resulting in significant tangible loss and damage to reputation	>50% increase in cost or timeline, or inability to meet project objectives requiring the project to be abandoned or redeveloped.
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Likelihood

LEVEL	DESCRIPTION	EXAMPLES	FREQUENCY
A	Almost Certain	Expected to occur in most circumstances	More than once per year
B	Likely	Will probably occur in most circumstances	At least once per year
C	Possible	Should occur at some time	At least once in three years.
D	Unlikely	Could occur at some time	At least once in ten years
E	Rare	May occur, only in exceptional circumstances	Less than once in fifteen years.

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Matrix used to determine perceived level of risk

Consequence Likelihood	Insignificant 1	Minor 2	Major 3	Critical 4	Extreme 5
Almost Certain A	H	H	E	E	E
Likely B	M	H	H	E	E
Possible C	L	M	H	E	E
Unlikely D	L	L	M	H	E
Rare E	L	L	M	H	H

E = Extreme Risk: Immediate action required by EM or Executive Management

H = High risk: Senior management attention needed

M = Medium risk: Managed by specific monitoring or response procedures

L = Low risk: Manage by routine procedures, unlikely to need specific application of resources

Risk Management Activities

Risk Identification

The techniques used to identify risks associated with the development, transition and operation of the SHIRE include:

Activity	Detail / timeframe	Participants
Strategic risk assessment as part of the decision-making process	In planning processes and phased implementation timelines	Council, Senior Management Team (SMT) and key stakeholders
Corporate risk analysis	In annual planning cycle and at key review points	Council, Senior Management Team (SMT) and key stakeholders

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Operational risk analysis	Agenda Item on all regular Council, project, committee and staff team meetings	All relevant SMT and Officers
Internal and external emergency management	As required	Senior Management Team (SMT), relevant staff and LEMC
Business Continuity	Ongoing with regular review	All relevant Councillors and Staff
Review of current risk treatments and assessment of future organisational and project plans in relation to risk	Annually and as relevant	All relevant Councillors and Officers
Incident / Issue reporting, investigation and review	When reported and monthly	All relevant staff and stakeholders
Feedback processes	Ongoing	Officers and stakeholders



WALGA

Great Southern Zone

MINUTES

of an ordinary meeting
(2 voting delegates per council)

held on

Friday 2 December 2016

Venue:
The Community Resource Centre
(within the Cameron Business Centre)
Tobruk Road
Jerramungup

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1. OPEN: 10.38am

2. ATTENDANCE AND APOLOGIES

Cr Keith House
Annabel Paulley

Zone President
Zone Executive Officer

City of Albany
Broomehill / Tambellup
Cranbrook
Denmark
Gnowangerup
Jerramungup
Katanning
Kent
Kojonup
Plantagenet
Woodanilling

Mayor Dennis Wellington and Cr Anthony Moir
Cr Garry Sheridan, Cr Scott Thompson and CEO Keith Williams
Cr Twynham Cunningham and CEO Peter Northover
Nil
Cr Lex Martin and CEO Shelley Pike
Cr Carolyn Daniel, Cr Rob Lester and CEO Brent Bailey
Cr Liz Guidera and CEO Julian Murphy
Cr Megan Tuffley, Cr Renae Jury and CEO Peter Bentley
Cr Frank Pritchard and Cr Graeme Hobbs
Cr Len Handasyde and Acting CEO John Fathers
Nil

A total of 15 out of a possible 22 voting delegates in attendance.

Guests

Tony Brown, Executive Manager Governance, WALGA
Bruce Manning, Great Southern Development Commission
Erin McDonald-Lee, Regional Road Safety Officer, RoadWise

Apologies

John Day, Minister for Health
Albert Jacobs, Minister for the Environment
Rick Wilson, Federal Member for O'Connor (Liberal Party)
Peter Watson, Member for Albany (Labor Party)
Mia Davies, Minister for Water (National Party)
Jim Chown, Member for the Agricultural Region (Liberal Party)
Terry Redman, Minister for Regional Development (National Party)
Mark McGowan, Leader of the WA Opposition Labor Party
Senator Dean Smith (WA), Federal Parliament (Liberal Party)
President Lynne Craigie and CEO Ricky Burges, WALGA
Jenni Law, Director of Local Government Regulation & Support,
Dept of Local Government and Communities

Cr Ken Clements, Shire of Plantagenet
Martin Aldridge, MLC (National Party)
Paul Miles, Minister for Local Government
CEO Rob Stewart, Shire of Plantagenet
Cr Ceinwen Gearon, Shire of Denmark
CEO Bill Parker, Shire of Denmark
CEO Belinda Knight, Shire of Woodanilling
Bruce Manning, GSDC
Cr Colin Egerton-Warburton, Shire of Cranbrook
Cr Jill Mathwin, Shire of Kojonup
Cr Peter Caron, Shire of Denmark

3. DECLARATIONS OF INTEREST

There were no declarations of interest.

REMINDER: All delegates present at a Zone meeting shall vote, as per Zone Standing Order 28.1.

4. GUEST SPEAKERS

12 noon	Annabelle Garratt, Project Officer, Recognised Biosecurity Groups, Great Southern – Wheatbelt. Role of the Biosecurity Group and role of the Project Officer.
12.30pm	Richard Doggart, Culture Counts, Melbourne How the Culture Counts software can assist Councils to gather data to inform strategy at a community level.

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5.0 MINUTES

5.1 Confirmation of Minutes

5.1.1 MINUTES OF THE ORDINARY ZONE MEETING – 2 September 2016

MOVED Cr Liz Guidera **SECONDED** Cr Rob Lester
That the Minutes Parts 1 & 2 of an ordinary meeting of the Great Southern Zone of the WALGA held on Friday 2 September 2016 be confirmed as a true and correct record of the proceedings.
CARRIED 15/0

5.1.2 MINUTES OF THE WALGA STATE COUNCIL MEETING – 9 September 2016

MOVED Cr Graeme Hobbs **SECONDED** Cr Garry Sheridan
That the Minutes of the meeting of the State Council of WALGA held on 9 September 2016 be received.
CARRIED 15/0

5.2 Business Arising

Refer to the attached Status Report from WALGA to the Zone dated November 2016.

5.2.1 September 2016 WALGA State Council Agenda - Matters for Decision

5.1 2016 Annual General Meeting Minutes

Cr Jill Mathwin suggested additional wording to Item 4.5 Development Assessment Panels at point 1.5 on page 9 as follows: 'the date by which applicants and ratepayers can make public presentations'

ACTION: Ian Duncan to raise the suggested extra wording with WALGA Executive.

Update from WALGA:

State Council did not consider or make any resolutions in relation to this AGM item, other than to refer it to the policy area. However, is there some comment or feedback the Zone would like to provide? This may potentially impact (indirectly) on the Association's existing policy in relation to third party appeals.

5.2.2 Motions to WALGA Annual General Meeting – Shire of Plantagenet

Moved Cr Ken Clements **SECONDED** Cr Megan Tuffley
That the Western Australian Local Government Association (WALGA) be requested to only accept motions referring to WALGA Constitution or procedural matters for discussion in general business at the Annual General Meeting.

CARRIED 16/1

Update from WALGA:

State Council will be giving consideration to developing criteria for AGM items.
Further progress on this matter will be listed in future status reports for the Zone.

Ongoing matters from previous meetings:-

5.2.3 Local Government Gift Provisions - Motion from September Zone meeting:-

Moved Mayor Dennis Wellington **SECONDED** Cr Ceinwen Gearon
That the Zone writes a letter to the Dept of Local Government and Communities requesting that the provision where you have to declare a gift that Elected Members have refused should be scrapped. Copy of letter to Premier & Cabinet and Local Government Minister.

CARRIED 14/0

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Update

Letter sent to Director General, Jennifer Mathews, Dept of Local Government and Communities with copies to the Dept of Premier and Cabinet and Minister for Local Government Paul Miles.

Circular from DLGC Director General Jennifer Mathews dated 15 November 2016 attached.

Tony Brown of WALGA advised that Local Government Minister Paul Miles had set up a working group to review all gift provisions. Working Group members include Tony Brown, LGMA and hand-picked Elected Members from City and Country. WALGA is proposing that Elected Members should be aligned with Members of Parliament.

5.2.4 Northern Country Zone of WALGA – fire & chemical incident in the Shire of Northampton

Letter sent to the Northern Country Zone of WALGA. Awaiting response about funding proposal.

5.2.5 Feedback form for 2016 WALGA Conference – Cr Liz Guidera

Update from WALGA:

This was raised with Zac Donovan, Executive Manager, Finance and Marketing and noted. Previously, formal feedback has been collected in alternate years, but comments and feedback are welcome anytime. A survey will be issued after next year's conference.

5.2.6 Regional Subsidiaries Bill

Update from WALGA:

Regional Subsidiary legislation passed through Parliament on 14 September 2016 as part of the Local Government Legislation Amendment Bill 2014.

The Local Government sector has held a long-term position of supporting the ability for Local Governments to establish a regional subsidiary to provide services and carry out projects for and on behalf of their communities.

The Department of Local Government and Communities (DLGC) is currently considering what regulations may be necessary to ensure the successful introduction of regional subsidiaries in WA. A DLGC consultation paper has been distributed to all Local Governments together with WALGA and the LGMA.

In respect to regulations, the Associations position has been that these should be minimal, with the majority of the regulatory and governance requirements contained in individual regional subsidiary charters.

5.2.7 Telehealth – Shire of Jerramungup

No further updates.

5.2.8 Funding of the Dept of Agriculture and Pest Control Programmes

Minister for Agriculture Mark Lewis will be invited to attend a Zone meeting in 2017.

5.2.9 Review of Emergency Services Legislation

James McGovern reported that the legislation was a work-in-progress for the DFES.

5.2.10 Funding of Bin-to-Port Roads in the Great Southern

Minister for Transport Bill Marmion will be invited to attend a Zone meeting in 2017.

5.2.11 Regional Training Opportunities

<u>Training Course</u>	<u>Host Council</u>	<u>Date</u>
Understanding Financial Reports and Budgets	Albany	9 February 2017 (Thurs)
Sustainable Asset (Infrastructure) Management	Albany	10 February 2017 (Fri)
Better Planning Decisions	Albany	14 March 2017 (Tues)
Understanding Strategic Policy in LG	Albany	15 March 2017 (Wed)
Understanding Financial Reports and Budgets	Kojonup	20 April 2017 (Thurs)
Sustainable Asset (Infrastructure) Management	Kojonup	21 April 2017 (Fri)
Effective Community Leadership	Kojonup	4 May 2017 (Thurs)
CEO Performance Appraisals	Kojonup	5 May 2017 (Fri)

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Councils can register Elected Members via the following link to the WALGA training website:-
<http://walga.asn.au/Training/Our-Courses/Training-for-Country-Councillors.aspx>

5.2.12 WALGA Governance Review discussion paper

No further update.

5.2.13 Onerous Audit Requirements

Onerous audit functions is on WALGA's list of matters to discuss with the Auditor General.

5.2.14 WANDRRA funding

Letter posted to the Premier Colin Barnett on 21 July 2016 requesting streamlining of WANDRRA funding to reduce significant impact on council budgets. Still no response received to date.

Update from WALGA:

The current negotiations between the State and Federal Governments mean that a number of key issues are too uncertain to enable an effective discussion paper to be finalised. As an alternative, an Info Page was provided to all Local Governments on 4 November as an update.

MOVED Mayor Dennis Wellington **SECONDED Cr Twynham Cunningham**
That items 5.2.1 through to 5.2.14 be received en bloc.

CARRIED 15/0

MOVED Cr Liz Guidera **SECONDED Mayor Dennis Wellington**
That above items 5.2.3, 5.2.5, 5.2.7 and 5.2.14 be removed from the next agenda.

CARRIED 15/0

6.0 ZONE BUSINESS

6.1 Emerging Issues for Local Governments

Zone councils to give an overview of emerging issues affecting them over the past few months.

City of Albany

Minister for Planning has approved Middleton Beach plans with some minor amendments. Lower Great Southern Alliance – tourism branding with Jerramungup and Bremer Bay. Applied to State Government for \$1 million for branding of the 'Amazing South Coast'. Still waiting to hear from State Government on regional development money for economic plans for Great Southern - about \$1.5 million.

Shire of Broomehill-Tambellup

Workers' accommodation for Shire of Broomehill-Tambellup. Talking with RDA Great Southern and GSDC. Will be targeting workers' accommodation at caravan park.

Shire of Cranbrook

Smoke taint issue between farmers and grape-growers has escalated to a political level. Meeting with Senator Chris Bach next week.

Super truck bay meeting next week. Not sure all promised funding will come through due to State Government's financial situation. Hoping for at least \$500,000.

Motorcross facility progressing. Being promoted as a regional facility for the Great Southern.

Shire of Denmark

Not present to report.

Shire of Gnowangerup

New pool has just opened. Thanked all who attended from other Great Southern councils.

RAV network progressing.

Community engagement – Native Title progressing with Dept of Education site.

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Shire of Jerramungup

Old pool needs to be replaced – State Government Education Dept appears to have shelved this project but Shire of Jerramungup will meet with Education Department staff next week. Request for regional support for pool if required.

Shire of Katanning

NBN currently being rolled out in Katanning – will require roadworks in main street.

Shire of Kent

Nyabing Community Hub accommodation units opening on Monday 5 December 2016. Architect has presented the Hub plans to the community which were well-received.

Shire of Kojonup

Living units and CEO's new residence are near completion.
Gibson Group meeting today regarding Kodja Place Precinct.
NBN update.
Local Police are working to combat drug issue.
Fewer and larger towers being proposed for windfarm for the same output.

Shire of Plantagenet

Lower Great Southern Alliance is continuing with good working relationships.
Cattle saleyards are complete.
Ag Hall in Kendenup – stage 1
Industrial land on Muirs Highway
Bushfire Assessment Levels (BAL) system seems to be getting more onerous.
Dept of Fire and Emergency Services – management of changes is becoming interesting.
Working on smoke taint issue.

Shire of Woodanilling

Not present to report.

6.2 SEGRA feedback

- Mayor Dennis Wellington reported that about 350 delegates attended. Content was the best yet. City of Albany is proposing mini-SEGRA conference next year to focus on economic development. Other councils in the Great Southern will be invited.
- Cr Len Handasyde – regional groupings was a take-home message for him.
- Cr Megan Tuffley – very expensive conference.
- Cr Keith House – expensive conference and very clear that it was a commercially-run event. Technology – could not believe comments coming out from presenters about NBN. Local Governments will be doing their own regional initiatives.
- Tourism aspect – Hidden Treasures is struggling with transition from volunteers to commercially-run organisation.
- Apps allowing locations to tell their stories.
- Good to see the conference was held in the Great Southern.

6.3 Inward correspondence from the 4WDL VROC – Williams Bridge Replacement

Correspondence attached.

MOVED Cr Len Handasyde

SECONDED Cr Frank Pritchard

That the Zone writes a letter to Minister for Transport Bill Marmion to support the replacement of the Williams Bridge.

CARRIED 15/0

6.4 Department of Local Government and Communities

The Department's latest 'Connect' e-Newsletter dated October 2016 was emailed to all Zone Councils.

Website link: <https://www.dlgs.wa.gov.au/News/Pages/connect-October-2016.asp>

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7.0 REVIEW OF WALGA STATE COUNCIL AGENDA – 7 December 2016

7.1 WALGA State Council President's Report

Refer to WALGA President's Report from Cr Lynne Craigie dated December 2016.

MOVED Cr Rob Lester **SECONDED Mayor Dennis Wellington**
That the WALGA President's report dated December 2016 be received.
CARRIED 15/0

7.2 State Councillor's Report

Cr Ken Clements' report was emailed.

Moved Cr Len Handasyde **SECONDED Cr Garry Sheridan**
That the State Councillor's report be received.
CARRIED 15/0

7.3 Matters for Decision – Zone consideration required

Consideration of the December 2016 WALGA State Council Agenda - Matters for Decision

MOVED Cr Carolyn Daniel **SECONDED Cr Garry Sheridan**
That the Great Southern Zone accepts the recommendations for items 5.1 to 5.11
in the 7 December 2016 WALGA State Council Agenda.
CARRIED 15/0

5.2 Regional Subsidiaries: Submission on Development of Regulations

Tony Brown advised that this part of the Bill had not been declared yet. Scheduled to go through in January 2017. WALGA is concerned that the subsidiaries will be over-regulated. Advocating for watering down of regulations.

7.4 Matters for Noting – Zone information

Item 6.3 Public Health Act 2016

Stages 3 – 5 of the Act – WALGA is working on a model to assist Local Governments through the implementation process.

7.5 State Council Status Report

Nothing raised.

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8.0 EXECUTIVE MEMBERS' REPORTS

8.1 Executive Officer's Report

Discussion about what issues the Zone wishes to target in 2017 so that relevant Politicians and guest speakers can be invited to Zone meetings.

- Top priority for the Zone is 'Roads' – Minister for Transport Bill Marmion.
- Regional Development Trust decides on Royalties for Regions (R4R funding). Chairman of Regional Development Trust Tim Shanahun to be invited to a 2017 meeting. Zone to stress the importance of small amounts of funding to assist Local Governments to upgrade their existing facilities. They cannot do it without R4R assistance.

Other suggestions:-

- Dept of Local Government and Communities Director General Jennifer Mathews.
- Dept of Regional Development Director General Ralph Addiss.
- Minister for Tourism or other tourism speaker - could tie in with tourism conference in Albany in 2017.
- Method of placing Police officers in the country areas in relation to our crime – Police Minister Lisa Harvey.

Note: Zone may need to rescind 2017 meeting schedule motion in AGM minutes so that mini-conference is held at an appropriate time after the State Election.

8.2 Other Reports

8.2.1 Local Government Grain Freight Group (LGGFG) – Delegates Cr Keith House and Cr Ronnie Fleay
Meeting due on 3 October 2016 was cancelled. Rescheduled meeting date yet to be advised.

8.2.2 Great Southern Human Services Forum – CEO Rob Stewart
No meeting since last Zone meeting.

8.2.3 Great Southern District Emergency Management Committee (DEMC) – Vacant.
The November meeting rescheduled to 14 December 2016.

8.2.4 South Coast Natural Resource Management (NRM) – Cr Bill Hollingworth Proxy: Vacant
Last meeting was on 17 November 2016. Minutes and Communique to be forwarded to Zone Councils when available.

8.2.5 Great Southern Development Commission – Jessica van der Waag
Received 22 applications for Regional Grant Scheme and 24 applications for Community Chest funding of \$2.09 million in total. Hoping for announcement of successful applications early in 2017, with money available after 1 July 2017.
GSDC is preparing for caretaker mode prior to State Election.
Will review Regional Blueprint after State Election so that it remains contemporary and relevant.
A number of strategic projects underway from the Blueprint including \$9.3 million project in Denmark.

8.2.6 Roadwise – Erin Miller
Glad to hear that roads are a priority for the Zone.
Urging Local Governments to act to improve road safety in their local area.
Suggestion to add road safety to councils' tourism plans to promote road safety to tourists.
Road Ribbons is a good campaign with good resources available to get the message out to communities.
Promote road safety to locals. Erin encouraged councils to contact her about this.

8.2.7 Other reports as required
Nil

Shire of Kojonup Briefing Session – 13 December 2016

9.0 OTHER BUSINESS

9.1 Lobbying on Road Issues prior to State Election

Mayor Dennis Wellington – politicians running around asking what LG priorities are. Albany has stated that Roads is the major issue for Local Government. Encouraged other councils to press this issue to politicians and Albany will support meetings with politicians to push roads between now and the State Election.

9.2 Regional Development Commission Changes

Mayor Dennis Wellington gave an overview of changes coming out of boards for Regional Development Commissions – proposed \$20 million minimum funding level will disadvantage many Local Governments.

9.3 Plastic Bag Issue

Cr Liz Guidera asked what Local Government wanted to do about the plastic bag issue. Tony Brown reported that the media had interpreted a WALGA discussion paper differently. He urged councils to respond to the discussion paper and state clearly whether or not they are in favour.

10.0 FINANCIAL REPORT

10.1 Financial Report for the period 1 August to 31 October 2016.

Opening balance as at 1 August	\$3,194.07
Total debits	(\$3,573.81)
Total credits	<u>\$9,861.50</u>
Closing balance as at 31 October	\$9,481.76

MOVED Cr Len Handasyde

SECONDED Mayor Dennis Wellington

That the financial statements for the period 1 August to 31 October 2016 be accepted as a true and accurate record of the Zone finances.

CARRIED 15/0

11.0 ZONE MEETINGS FOR 2017

Friday 24 February 2017

Ordinary meeting in Katanning

Guest speakers:

Minister for Local Government Paul Miles and Minister for Transport Bill Marmion to be invited as well as Labor Shadow Ministers, Party Leaders and other Politicians to discuss issues in the run up to the March 2017 State Election.

12.0 GUEST SPEAKERS

12.1 Recognised Biosecurity Groups – Annabel Garratt, Project Officer, Great Southern – Wheatbelt and Peter Robson, Biosecurity Officer based at DAFWA in Albany

Looking for support from councils

An Recognised Biosecurity Group (RBG) is a formally recognized, community-driven group that allows landholders and community members to have a say when it comes to local biosecurity issues in their area. Seed funding of about \$55,000 per RBG is provided to communities to investigate whether RBG is needed in their area but this funding winds up on 30 June 2017. Cannot guarantee seed funding beyond 30 June 2017. Pests which are already in the community are the community's responsibility.

State Government has the responsibility of keeping out pests which are not in WA.

RBGs can request Minister to declare pests.

Annabelle has talked with Kojonup, Broomehill-Tambellup and Cranbrook so far.

12.2 Richard Daggart – Culture Counts, Perth

This software provides Local Governments with quick statistical data of events.

Annual subscription costs \$4,788 including specific reports.

Richard will send out follow up information to Zone Councils.

Website: www.culturecounts.cc

Close: 1.02pm.

Unconfirmed