



SHIRE OF KONDININ

NOTICE OF MEETING

Councillors: Please be advised that the next meeting of the

KONDININ SHIRE COUNCIL

Will be held on Wednesday 15th June, 2022 at the
Kondinin Council Chambers

11:00am Audit Committee Meeting
12:00pm Budget Briefing
1:00pm Light Lunch
2:00pm Informal Agenda Discussion
3:00pm Council Meeting

David Burton
10th June 2022
CHIEF EXECUTIVE OFFICER

11 Gordon Street, KONDININ WA 6367 Tel (08) 98891006
All communications to be addressed to the CHIEF EXECUTIVE OFFICER
ceo@kondinin.wa.gov.au

STATEMENT OF COMMITMENT TO INDIGENOUS AUSTRALIANS

“The Shire of Kondinin acknowledges that, as we proceed with the development & management of facilities & services within the Shire we give recognition of the distinctive relationship that indigenous people have within the community and encourage a broader understanding & appreciation of indigenous heritage & culture.

The Shire of Kondinin is committed to consultation across all communities in our Shire & we aim for mutual respect to achieve recognition of all cultures.”

SHIRE OF KONDININ QUESTIONS FROM THE PUBLIC

The Shire of Kondinin welcomes community participation during public question time of Council Meetings. Any member of the public is welcome to do so. The following is a summary of Section 5.24 of the Local Government Act 1995, the Local Government (Administration) Regulations 1996, the Shire's procedure and a guide to completion registering attendance and question/s.

- Members of the public should ideally register their attendance and question with the Council before the meeting before close of business the day prior to the scheduled meeting. This can be done;
 - a. In person at the Shire of Kondinin Office (120 Graham St, Kondinin)
 - b. By emailing the Executive Support Officer on eso@kondinin.wa.gov.au
 - c. By phoning the Executive Support Officer on 08 9889 1006
- When registering the following information will need to be supplied for record keeping and future correspondence (if required);
 - a. Name, Address, contact number and Name of Organisation representing (if applicable)
 - b. A written copy of the question to be asked at Public Question Time.
- It is recommended to arrive at the location of the Council Meeting 5 minutes prior to the commencement of the meeting. If you have not registered in advance it can be completed at this time. However, members of the public will also still be able to attend the meeting and provide required details at the meeting if they have not been able to register in advance.
- The Presiding Member will open Public Question Time and, if necessary, provide a brief summary on the rules, regulations and procedures of Public Question Time:
 - a. The person asking the question is to state their name prior to asking the question.
 - b. Questions are to be directed through the chair, with the Presiding Member having the discretion of accepting or rejecting a question and the right to nominate a Councillor or Officer to answer.
 - c. In order to provide an opportunity for the greatest portion of the gallery to take advantage of question time, questions are to be as succinct as possible. Any preamble to questions should therefore be minimal and no debating of the issue between the Gallery, Councillors or Officers is permissible.
 - d. Where the Presiding Member rules that a member of the public is making a statement during public question time, then no answer is required to be given or recorded in response.
 - e. Questions which are considered inappropriate; offensive or otherwise not in good faith; duplicates or variations of earlier questions; relating to the personal affairs or actions of Council members or employees; will be refused by the Presiding Member as 'out of order' and will not be recorded in the minutes.
 - f. Questions from members of the public that do not comply with the Rules of Question Time or do not abide by a ruling from the Presiding Member, or where

the member of the public behaves in a manner in which they are disrespectful of the Presiding Member or Council, or refuse to abide by any reasonable direction from the Presiding Member, will be ruled 'out of order' and the question will not be recorded in the minutes.

- g. Answers to questions provided in good faith, however, unless reasonable prior written notice of the question is given, answers should not be relied upon as being totally comprehensive.
 - h. The priority for asking questions shall be firstly 'questions on which written notice has been given prior to the meeting' (that is, prior to 12 noon on the day immediately preceding the meeting) and secondly, 'questions from the floor'.
- Public Question Time is set for a maximum period of 15 minutes, and will terminate earlier should no questions be forthcoming.
 - There are circumstances where it may be necessary to place limits on the asking of questions to enable all members of the public a fair and equitable opportunity to participate in Public Question Time. In these events the Presiding Member will apply the most appropriate limit for the circumstance. Generally each member of the public shall be provided a maximum two minutes time limit in the first instance, in which to ask a maximum of two questions (whether these are submitted 'in writing' or 'from the floor'). A question may include a request for the tabling of documents where these are relevant to an issue before Council.
 - Should there be time remaining on the initial period for Public Question Time (i.e. 15 minutes) after all members of the public have posed their initial allotment of two questions, the Presiding Member will then allow members of the public to sequentially (in accordance with the register) ask further questions (with necessary limits in place as discussed above if required) until the initial period for Public Question Time has expired.
 - Any extension to the initial period for Public Question Time is to be limited to a period that will allow sufficient time for any remaining members of the public to ask their initial allotment of two questions.
 - Where a question (compliant to these rules) is raised and is unable to be answered at the meeting, the question shall be 'taken on notice' with an answer being given at the next appropriate Council Meeting.
 - Where a member of the public submitting a question is not physically present at the meeting, those questions will be treated as an item of correspondence and will be answered in the normal course of business (and not be recorded in the minutes).

**SHIRE OF KONDININ
DISCLOSURE OF FINANCIAL/IMPARTIALITY & PROXIMITY INTEREST**

To: *Chief Executive Officer*

As required by Section 5.65(1) (a) of the Local Government Act 1995, I hereby declare my interest in the following matters included on the Agenda paper for the Council/Committee meeting to be held on _____ (Date).

The type of interest I wish to declare is a: Financial Proximity Impartiality

Item No	Details of Interest

Extent of interest only has to be declared if the Councillor also requests to remain present at a meeting, or participate in discussions or the decision making process (see item 6 below).

Councillor’s Signature _____ Councillor’s Name _____
Date _____

NB:

- 1 This notice must be given to the Chief Executive Officer prior to the meeting or at the meeting immediately before the matter in which you have an interest is discussed, Section 5.65(1) (a) & (b).
- 2 It remains Councillor’s responsibility to make further declarations to the Council if a matter arises during the course of a meeting and no previous declarations have been made.
- 3 It is a Councillor’s responsibility to ensure that the interest is brought to the attention of the Council/Committee when the Agenda item arises and to ensure that it is recorded in the minutes.
- 4 It remains the Councillors responsibility to ensure that he/she does not vote on a matter in which a declaration has been made. This responsibility also includes the recording of particulars in the minutes to ensure they are correct when such minutes are being confirmed.
- 5 It is recommended that when previewing the Agenda, Councillors mark Agendas with items on which an interest is to be declared and complete the declaration form at the same time.
- 6 Councillors may be allowed to remain at meetings at which they have declared an interest and may also be allowed to preside (if applicable) and participate in discussions and the decision making process upon the declared matter subject to strict compliance with the enabling provisions of the Act and appropriately recorded resolutions of Council. Where Councillors request consideration of such approval the affected Councillor must vacate the Council Chambers in the first instance whilst the Council discusses and decided upon the Councillors application.

Remember: The responsibility to declare an interest rests with individual Councillors. If Councillors are in any doubt seek legal opinion, or, to be absolutely sure, simply declare in any case. Penalties for not disclosing an interest apply.

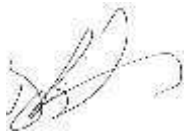
Office Use Only:	Date/Initial
1. Particulars of declaration given to the meeting	_____
2. Particulars recorded in the minutes	_____
Signed by Chief Executive Officer Or President (when the declaration belongs to the CEO)	_____

SHIRE OF KONDININ DISCLAIMER

No responsibility whatsoever is implied or accepted by Shire of Kondinin for any act, omission or statement or intimation occurring during Council/Committee meetings or during formal/informal conversations with Staff. Shire of Kondinin disclaims any liability for any loss whatsoever and howsoever caused arising out of reliance by any person or legal entity on any such act, omission or statement or intimation occurring during Council/Committee meetings or discussions. Any person or legal entity who acts or fails to act in reliance upon any statement does so at that person's or legal entities' own risk.

*In particular and without derogating in any way from the broad disclaimer above, in any discussion regarding any planning application or application for a license, any statement or limitation of approval made by a member or officer of Shire of Kondinin during the course of any meeting is not intended to be and is not taken as notice of approval from Shire of Kondinin. The Shire of Kondinin warns that anyone who has an application lodged with Shire of Kondinin must obtain and only should rely on **WRITTEN CONFIRMATION** of the outcome of the application, and any conditions attaching to the decision made by the Shire of Kondinin in respect of the application.*

Signed on behalf of Council



David Burton
Chief Executive Officer

Order of Business

1. DECLARATION OF OPENING/ ANNOUNCEMENT OF VISITORS

The Shire President Cr Mouritz read the Statement of Commitment to Indigenous Australians, welcomed those present and declared the meeting open at 0:00pm.

2. RECORD OF ATTENDANCE/ APOLOGIES/ LEAVE OF ABSENCE

Councillors:	Cr Kent Mouritz (President) Cr Darren Pool Cr Brett Smith	Cr Paul Green Cr Beverley Gangell Cr Bruce Browning	Cr Kerrie Green Cr Murray James Cr Thomas Mulcahy
Staff:	David Burton (CEO) Tory Young (MPA)	Vince Bugna (MCS) Leandré Genis (Minute Taker)	Mark Burgess (MoW)
Apologies:			

3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

4. PUBLIC QUESTION TIME

5. APPLICATIONS FOR LEAVE OF ABSENCE

6. PETITIONS/ DEPUTATIONS/ PRESENTATIONS

7. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS/ INFORMATION REPORT

7.1 MINUTES OF COUNCIL MEETING- 18TH May 2022

RECOMMENDATION:

That the minutes of the Council Meeting held on the 18th May 2022, be confirmed.

7.2 INFORMATION REPORT- June 2022

RECOMMENDATION:

That the Council receive and accept the Information Report prior to this meeting.

8. ANNOUNCEMENTS BY PRESIDING MEMBERS WITHOUT DISCUSSION

NIL

9. ITEMS

9.1 MANAGER OF PLANNING & ASSETS

9.1.1 DEVELOPMENT APPLICATION – PROPOSED GENERAL INDUSTRY – EMULSION PLANT AT LOT 105 MUNDAY LOOP, HYDEN

9.1.2 PAINTING OF MURAL ON YEERAKINE ROCK WATER TANK

9.2 MANAGER OF CORPORATE SERVICES

9.2.1 LIST OF ACCOUNTS

9.2.2 FINANCIAL REPORTS

9.2.3 PROPOSED DIFFERENTIAL RATES 2022/2023

9.2.4 DRAFT BUDGET 2022/2023

9.3 MANAGER OF WORKS

9.4 CHIEF EXECUTIVE OFFICER

9.4.1 EAST HYDEN BUSH FIRE BRIGADE VEHICLE

9.4.2 HYDEN VFES

9.4.3 ANNUAL PERFORMANCE REVIEW

9.4.4 POLICY MANUAL REVIEW

9.4.5 CONTRIBUTION TO TOWN TEAMS ANNUAL CONFERENCE

COMMUNITY DEVELOPMENT OFFICER

9.4.6 WAVE ROCK IMPROVEMENT PLAN 2022/2025

9.5 ENVIRONMENTAL OFFICER

9.6 WORKS COMMITTEE

9.6.1 ADOPTED WORKS PROGRAM 2021/2022

9.6.2 WORKS PROGRAM 2022/2023

9.6.3 WORKS PROGRAM BEYOND 2023

9.6.4 PLANT REPLACEMENT PROGRAM 2022/2023

9.6.5 PLANT REPLACEMENT 10 YEAR PROGRAM

9.7 HOUSING & BUILDING COMMITTEE

9.7.1 BUILDING PROGRAM 2021/2022

9.7.2 HOUSING & BUILDING PROGRAM 2022/2023

9.8 AUDIT & RISK COMMITTEE

9.8.1 AUDIT REPORT- REGULATION 17

9.8.2 RISK MANAGEMENT STRATEGY

9.1 MANAGER OF PLANNING & ASSETS

9.1.1 DEVELOPMENT APPLICATION – PROPOSED GENERAL INDUSTRY – EMULSION PLANT AT LOT 105 MUNDAY LOOP, HYDEN

REPORTING OFFICER: Tory Young, Manager Planning and Assets
AUTHORISING OFFICER: David Burton, Chief Executive Officer
DATE: 8th June 2022
ATTACHMENTS: Applicant's Report
Summary of Submissions

OFFICER RECOMMENDATION

That Council APPROVES the application for the proposed General Industry – Emulsion Plant to operate from Lot 105 Munday Loop, Hyden as shown in the plans attached received on the 3rd May 2022, subject to compliance with the following conditions and advice notes:

CONDITIONS

- 1) Pursuant to Part V, Division 3 of the *Environmental Protection Act 1986* the Applicant shall submit a works approval to the Department of Water and Environmental prior to commencement of any works or operations at the site;
- 2) Information identifying a reliable and sustainable source of water for the operation of the facility shall be submitted to the Shire of Kondinin prior to commencement of operations at the site; and
- 3) A Bush Fire Attack (BAL) Assessment undertaken by an accredited practitioner shall be submitted to the Shire of Kondinin prior to commencement of any works or operations at the site.

ADVICE NOTES

- 1) The proposed abluent block requires a septic application for approval by the State Health Department;
- 2) The proposed trade waste grey water tank requires an application for approval by the State Health Department;
- 3) A building licence is required to be submitted and approved by the Shire of Kondinin for all the ancillary buildings proposed as part of the development;
- 4) The works approval application submitted to the Department of Water and Environmental Regulation shall include more detail on the operation of the facility including the management of all potential off-site impacts and demonstrated compliance with *the Environmental Protection (Noise) Regulations 1997* and *Environmental Protection (Unauthorised Discharges) Regulations 2004*.
- 5) In relation to the Bush Fire Attack Level (BAL) Assessment, Lot 105 Munday Loop has been designated by the Fire and Emergency Services Commissioner as being bushfire prone. Any recommendations of the BAL Assessment shall be adhered to in the operations of the proposed facility;
- 6) The development shall be substantially commenced within two (2) years from the date of this approval. If the development is not substantially commenced within this period the approval will lapse and be of no further effect. Where an approval has lapsed, no development shall be carried out without the further planning approval of the Shire of Kondinin having first been sought and obtained; and

7) If the Applicant / Landowner is aggrieved by this determination there is a right of review by the State Administrative Tribunal in accordance with the Planning and Development Act 2006 Part 14. An application must be submitted within 28 days of determination.

BACKGROUND

An application has been received for approval to establish an Emulsion Plant at Lot 105 Munday, Loop in the industrial area of Hyden. The plant is proposed to produce up to 120 tonne of stable cold emulsion through the emulsification of 60% bitumen and 40% water in combination with proprietary ingredients. The primary process is the high-shear emulsification of bitumen into a water-based emulsion. The key daily inputs for operations propose 72 KL of bitumen, 48 KL of water, Caustic Soda to increase the pH and various proprietary NPS additives. Total electrical use is anticipated at about 135 KW for heating, mixing and material transfer. The plant intends to operate during day light hours only, up to seven (7) days per week.

The emulsion plant operational facilities propose to comprise: the NPS Emulsion Plant and shear mill; outdoor emulsion cooling tanks, emulsion storage tanks; heated bitumen storage tanks, trailer loading bay and oil heater. Additional 20,000 L self-bunded bitumen tanks are noted to be on-hand for contingency bitumen supply. An office and ablution blocks with supporting septic tank is proposed along the southern boundary.

A truck loading bay is proposed on the southern side of the existing southernmost shed for road train tankers to park in this bay while discharging bitumen to the storage tanks via a fixed manifold and, when receiving emulsion from the emulsion tanks located inside the shed. Storage tanks for the diesel fuel for the oil burner, the bitumen storage tanks and, the emulsion cooling and storage tanks are proposed to be bunded and equipped with stormwater collection sumps. The ring road for delivery and receival trucks is proposed to be cambered to direct stormwater into an adjacent spoon drain. All collected stormwater is proposed to be directed to a grey water tank prior to polishing with all collected stormwater ultimately used as supplementary process water supply. The Applicant has advised that there will be no offsite discharge of potentially contaminated stormwater.

100mm curbing is proposed around the inside periphery of the emulsion plant shed to transfer the whole shed into a 36 m3 bunded area with access ramps in place to allow traffic movement in and out of the shed.

More information on the operations of the Emulsion Plant is outlined as an attachment to this Agenda Report.

ASSESSMENT

Land Owner:	Falconers Traders
Applicant:	WA Binders Hyden Pty Ltd
Zoning:	Local Planning Scheme No.1 – General Industry
Lot Area	9,989m2
Existing Land Use	Storage Sheds

Local Planning Scheme No.1

Zoning

The subject land is zoned ‘General Industry’ under the Shire’s Town Planning Scheme No.1. Under the Shire’s Local Planning Scheme No.1 an Emulsion Plant is defined as ‘Industry – General’ which is a ‘D’ use, meaning that the use is not permitted unless the local government has exercised its discretion by granting development approval.

Under the Shire’s Local Planning Scheme No.1, the objectives of a ‘General Industry’ zone are:

- *To encourage industrial development with diverse employment opportunities; and*
- *To provide for general industry to support development in the District.*

The proposed Emulsion Plant strongly supports the above objectives of this zone by enabling additional industrial development in an otherwise underdeveloped site whilst also offering employment opportunities, and more broadly serving to support development in the district.

Setbacks

Boundary	Proposed	Table Provision	4	Comment
Front	11m (existing shed)	11m		Compliant
Rear	3m	7m		Variation supported. Considered that reduced set-back to accommodate the amenities block will not place any undue impact on the adjoining lot which is a crown lot vested in the Shire for drainage purposes.
Side (Eastern)	24m	7.5m		Compliant
Side (Western)	40 – 50m	7.5m		Compliant

Environmental Protection Act 1986

The Department of Water and Environmental Regulation regulates emissions and discharges from the construction and operation of prescribed premises through a works approval and licensing process, under Part V, Division 3 of the *Environmental Protection Act 1986* (EP Act). The categories of prescribed premises are outlined in Schedule 1 of the *Environmental Protection Regulations 1987* (EP Regulations). The EP Act makes it an offence to undertake any work which causes a premises to become, or become capable of being, a Prescribed Premises unless the work is undertaken in accordance with a works approval. It is also an offence under the EP Act to cause an emission or alter the nature or volume of waste, noise or odour from the Prescribed Premises, unless done so in accordance with a works approval or license or a registration (for operation) is held for the premises.

The subject Development Application was referred to the Department of Water and Environmental Regulation who advised that the proposed operations will be categorised as Prescribed Premises as per Schedule 1 of the EP Regulations and therefore prior to any operations on the site, a works approval application is to be submitted to the Department of Water and Environmental Regulation.

State Planning Policy 4.1 relating to Industrial Interface

The proposed development has been assessed against the provision of the State Planning Policy 4.1 relating to Industrial Interface.

Clause (g) (ii) of the Policy notes that, ‘*where the new or existing industrial land use/ infrastructure facility is a Prescribed Premises, the planning decision-maker should rely on technical environmental advice from the DWER in relation to the extent of potential off-site impacts*’.

Under the Policy, ‘Off-Site Impacts’ are defined as ‘*Impacts such as odour, noise, spray drift, vibration, dust, groundwater, air pollution or light spill that cannot be contained within a property boundary*’.

These are impacts which remain after mitigation and management to regulatory and/or policy standards.'

Whilst the information detailed in the development application has indicated that potentially contaminated storm water and discharge will be kept on site, information to substantiate this is general and more detail regarding the designs and capacities of the bunded areas is required to determine whether the bunds are capable of containing the entire volume that could theoretically be spilled. It is anticipated that this information will be provided in the works approval report to the Department of Water and Environmental Regulation in addition to more detailed information i.e. the expected decibel levels in relation to noise emanating from the operations. More detail on the potential odour will also need to be provided in the works application to the Department of Water and Environmental Regulation.

Water Use

The development proposes that it will use 48KL of water per day, and the Applicant has noted that *'Hyden is constrained with respect to scheme water and the Project will source alternative "non-potable" process water supply for the required maximum 48kL/day of process water.* No options for this alternative source of water were outlined in the development proposal.

This is a significant amount of water, and it strongly suggested that the Applicant identify a reliable and sustainable source of water for the operation of the facility and recommend that they hold discussions with the Department of Water and Environmental Regulation and/or Water Corporation to determine this significant amount of water can be available on a daily basis.

CONCLUSION

Being an industrial use that is proposed in an industrial zone, the proposed Emulsion Plant raises no significant planning concerns in terms of addressing provisions of the Shire's Local Planning Scheme No.1.

Being identified as a Prescribed Premises under the *Environmental Protection Act 1986*, planning approval will however be conditional on a works approval application to be submitted to the Department of Water and Environmental Regulation, in which any potential off-site impacts of the proposed development will be assessed.

In light of the above, it recommended that Council support the proposed emulsion (bitumen) plant to operate from Lot 105 Munday Loop, Hyden.

STATUTORY ENVIRONMENT

- Shire of Kondinin Town Planning Scheme No.1
- Planning and Development (Local Planning Schemes) Regulations 2015
- Planning and Development Act 2005 (as amended)
- State Planning Policy 4.1 – Industrial Interface
- Environmental Protection Act 1986
- Environmental Protection Regulations 1987

POLICY IMPLICATIONS

Nil

PUBLIC CONSULTATION

Public Consultation was undertaken for the minimum requirement of 14 days in accordance with deemed provisions 64 of the Planning and Development (Local Planning Scheme) Regulations 2015.

During this advertising period, three (3) submissions were received from government agencies and two (2) from surrounding landowners. A summary of this is found in the summary of submissions attached to this Agenda Report.

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Supports the following section of the Shire’s Strategic Community Plan 2022 – 2032

“2. ECONOMY

*2.1 Support the diverse industry across the Shire
Business activity increases in industrial areas”*

CULTURAL IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple majority required

9.1.2 PAINTING OF MURAL ON YEERAKINE ROCK WATER TANK

REPORTING OFFICER: Tory Young, Manager Planning and Assets
AUTHORISING OFFICER: David Burton, Chief Executive Officer
DATE: 9th June 2022
ATTACHMENTS: Quotation for Mural at Yeerakine Rock Water Tank

OFFICER RECOMMENDATION

That Council;

1. SUPPORTS the allocation of up to \$7,500 in the 2022/2023 financial year to contribute towards a mural on the Yeerakine Rock water tank.

BACKGROUND

A mural to be painted on the concrete tank on Yeerakine Rock was first mooted a number of years ago and has recently gained momentum through the Kondinin Community Recreation Council and the Kondinin Arts Group seeking out a suitable artist to undertake the works and both entities committing significant contributions towards the project.

Yeerakine Rock is located on Deposited Plan 401932 on Lot 325 and Reserve 10175, being crown land vested in the Water Corporation for the purpose of water. A license exists between the Shire of Kondinin and the Water Corporation enabling the Shire to operate tourism / recreation activities on the rock. Both the Shire of Kondinin and the Kondinin Community Recreation Council have sought approval from the Water Corporation to paint the concrete tank on the rock and are currently awaiting written endorsement.

The proposal to paint the mural is anticipated to complement the light horseman statue, which has become a significant attraction to Yeerakine Rock not only for the yearly Anzac Day dawn service, but for the many locals and tourists that visit Yeerakine Rock throughout the year.

In seeking quotations for the mural the brief was to draw on the linkage to the Light Horseman Statue. The preferred quotation has been attached to this agenda report and summarizes the Design Brief as follows:

PURPOSE

To paint a mural on the water tank at Yeerakine Rock in Kondinin that pays tribute to Australia's military history from World War 1 onwards. The mural will capture the Anzac spirit by realistically depicting and bringing to life key moments in military history and highlighting servicemen and women from the region. The artwork will capture the hearts and imaginations of each visitor and also act as a memorial site during Anzac Day.

STYLE

The mural will be painted in realism with acrylic paint and aerosol, in black and white for a timeless and nostalgic feel.

DESIGN The artwork will draw upon key moments of ANZAC military history and link back to servicemen and women from the region.

DIMENSIONS The artwork will span approximately 14.8x3.1m

CONCLUSION

This project to paint a mural on the water tank at Yeerakine Rock presents a great opportunity for the Shire to work in collaboration with the Kondinin Community Recreation Council and the Kondinin Arts Group. The project serves to enhance the arts and our local heritage and in turn will facilitate the opportunity for tourist promotion across the Shire.

STATUTORY ENVIRONMENT

Licence Agreement between the Shire of Kondinin and the Water Corporation

POLICY IMPLICATIONS

Nil

PUBLIC CONSULTATION

The Kondinin Community Recreation Council and the Kondinin Arts Group have discussed the mural with their members and other local community members.

FINANCIAL IMPLICATIONS

- Kondinin Community Recreation Council; \$7,500 - Confirmed by Resolution
- Kondinin Arts Group; \$5,000 - Confirmed by Resolution
- Shire of Kondinin; \$7,500 – Subject to Council Endorsement

Total project cost = \$20,000

The Kondinin Community Recreation Council are also looking at alternative grant funding options that would reduce the Shire's contribution if successful.

STRATEGIC IMPLICATIONS

Supports the following section of the Shire's Strategic Community Plan 2022 – 2032

"1. Community

*1.1 Community members have the opportunity to be active, engaged and connected
We are showcasing local artists and attracting cultural events to our communities
We collaborate with CRCs and local organisations to deliver community programs and activities."*

CULTURAL IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple majority required

9.2 MANAGER OF CORPORATE SERVICES

9.2.1 LIST OF ACCOUNTS

Applicant: Shire of Kondinin
Author: Manager Corporate Services - Vince Bugna
Disclosure of Interest: Nil
Date: 7th June 2022
Attachment(s): List of Accounts 01/05/2022 to 31/05/2022

OFFICER RECOMMENDATION

That Council receive the attached report – List of Accounts Due & Submitted to Council for the month of May 2022:

• Municipal Fund payment cheque numbers 19175 to 19186	= \$37,198.12
• Municipal EFT15195 to 15328	= \$442,183.93
• Direct Debit – NAB Credit Cards – DD18680.1	= \$2,616.13
• Direct Debits – Transport – Kondinin Office	= \$8,547.65
• Direct Debits – Transport – Hyden Office	= \$40,681.00
• Direct Debits – Other	= \$49,021.81
• EFTPOS Merchant Fees	= \$765.53
• Bank Fees – NAB Connect & Tyro	= \$127.23
• Payroll	= \$137,567.39
TOTALS :	= \$718,708.79

SUMMARY

To present to Council a list of accounts paid from Municipal and Trust Funds (when applicable) under the delegated authority to the CEO.

BACKGROUND

The Chief Executive of a local government has delegated authority to make payments from Municipal and Trust Fund accounts pursuant to Regulation 13 of the *Local Government (Financial Management) Regulations 1996*.

As required by sub regulation (1), a list of accounts paid by the CEO each month should show –

- (a) *the payee's name;*
- (b) *the amount of the payment;*
- (c) *the date of the payment;*
- (d) *sufficient information to identify the transaction*

Sub regulation (3), a list prepared under sub regulation (1) and (2) is to be –

- (a) *presented to the council at the next ordinary meeting of the council after the list is prepared;*
- and*
- (b) *recorded in the minutes of that meeting.*

STATUTORY ENVIRONMENT

Local Government (Financial Management) Regulations 1996

POLICY IMPLICATIONS

Nil

PUBLIC CONSULTATION

Nil

FINANCIAL IMPLICATIONS

All payments made to the Shire creditors have been in accordance with the 2021/22 Adopted Budget.

STRATEGIC IMPLICATIONS

Shire's Strategic Community Plan 2022 – 2032

4. Civic Leadership

4.1 Skilled, capable and transparent team:

- We engage with the community on key projects and we provide regular, transparent communication

- The capability of our organisation is continually improved

4.2 We are a compliant and resourced Local Government:

- External audits and reviews confirm compliance with relevant Local Government legislation

- Financial sustainability in achieving community aspirations

VOTING REQUIREMENTS

Simple Majority

9.2.2 FINANCIAL REPORTS

Applicant: Shire of Kondinin
Author: Manager Corporate Services - Vince Bugna
Disclosure of Interest: Nil
Date: 8th June 2022
Attachment(s): Monthly Financial Report for the period ended 31 May 2022

OFFICER RECOMMENDATION

That Council receive the attached reports entitled Monthly Financial Report (Containing the Statement of Financial Activity) for the period ended 31 May 2022.

SUMMARY

To present to Council the Monthly Financial Report for the period ended 31 May 2022.

BACKGROUND

The monthly Financial Report (Containing the Financial Activity) is presented in accordance with the Local Government Act 1995 and the Local Government (Financial Management) Regulation 1996.

Regulation 4(4) states that, '*a statement of financial activity, and the accompanying documents (notes) referred to in sub regulation (2), are to be –*

- (a) presented at an ordinary meeting of the council within 2 months after the end of the month to which the statement relates; and*
- (b) recorded in the minutes of the meeting at which it is presented.'*

The Statement of Financial Activity summarizes the Shire's financial activities for the period at which it relates.

STATUTORY ENVIRONMENT

Local Government Act 1995

Local Government (Financial Management) Regulation 1996

POLICY IMPLICATIONS

Nil

PUBLIC CONSULTATION

Nil

FINANCIAL IMPLICATIONS

In accordance with the approved material variances of 10% or \$10,000 whichever is the greater within the monthly Statement of Financial Activity during the 2021/22 financial year.

STRATEGIC IMPLICATIONS

Shire's Strategic Community Plan 2022 – 2032

4. Civic Leadership

4.1 Skilled, capable and transparent team:

- We engage with the community on key projects and we provide regular, transparent communication

- *The capability of our organisation is continually improved*
- 4.2 *We are a compliant and resourced Local Government:*
 - *External audits and reviews confirm compliance with relevant Local Government legislation*
 - *Financial sustainability in achieving community aspirations*

REPORTING OFFICER'S COMMENT

The highlights of the May 2022 financial reports are as follows:

Item	Reference
<ul style="list-style-type: none"> • Cash at Bank The Shire's total cash as at 31st May 2022 was \$7,077,954. This includes the advanced 75% payment from Federal Government of Financial Assistance Grants (FAGS) for 2022/23, \$2,798,246 in cash backed reserves (restricted), \$21,020 in Trust account (restricted), \$47,139 LCDC funds and \$1,000,412 term deposit investments. 	Page 11 – Note 3 Cash and Financial Assets
<ul style="list-style-type: none"> • Receivables Rates and Rubbish – \$3,535,691 or 96% collected, and Other receivables of \$104,210 (include \$31,123 – RRG recoup from Main Roads and \$17,508 SSL recoup – payments of which were received first week of June). 	Page 14 – Note 6 Receivables
<ul style="list-style-type: none"> • Current Liabilities YTD balance is \$690,013 which includes \$350,377 of employees' annual and long service leave (Reserves funded - \$364,819 balance to date), Creditors current batch payment \$140,826, Loan repayment provision \$74,641, Gst and other payables \$124,169. 	Page 10 – Note 2 Net Current Funding Position Page 15 – Note 7 Cash Reserves
<ul style="list-style-type: none"> • Closing Funding Surplus(Deficit) YTD actual is \$3,849,901 – composed of \$7,338,160 Current Assets less \$690,013 Current Liabilities and \$2,798,246 Net Adjustments to Net Current Assets. 	Page 10 – Note 2 Net Current Funding Position Page 6 – Statement of Financial Activity (Statutory Reporting Programs) Page 8 – Statement of Financial Activity (By Nature or Type)
<ul style="list-style-type: none"> • Significant Capital Projects: <ol style="list-style-type: none"> 1. Roadworks having \$3.5M budget is 95% completed to 31 May 2022 and major works (R2R, RRG & WSN) are expected to be completed by mid June. 2. Land & Buildings of \$1.7M budget 39% completed (no change from last month. The (4) Aged Care Housing projects that have been completed. LRCI Program phase 1 and phase 2 will all be completed in June while phase 3 projects are expected to be carried forward in the next financial year's budget. 3. Plant and Equipment replacement of \$1.4M budget is the same from last month 68% completed as supply of motor vehicles take longer than expected due to pandemic. 	Page 2 – Monthly Information Summary Page 21 to 24 – Note 12 Capital Acquisitions

In relation to material variances, “timing differences are due to the monthly spread of the budget not matching in comparison to the actual spread of revenue or expenditure. Timing difference will not result in a forecast adjustment. Where the material variance is flagged as “permanent”, this indicates that a forecast adjustment to the annual budget is required. – Page 9, Note 1 – Explanation of Material Variances.

VOTING REQUIREMENTS

Simple Majority

9.2.3 PROPOSED DIFFERENTIAL RATES 2022/2023

Applicant:	Shire of Kondinin
Author:	Finance Administration Officer – Heather Lockyer
Reviewing Officer:	Manager Corporate Services - Vince Bugna
Authorising Officer:	Chief Executive Officer – David Burton
Disclosure of Interest:	Nil
Date:	7th June 2022
Attachment(s):	Differential Rating Objects and Reasons 2022/2023

OFFICER RECOMMENDATION

That Council

1. endorse the Differential Rating – Objects and Reasons for the 2022/2023 rating year as presented;
2. endorse the following proposed Differential Rates Categories, Rates in the dollar and Minimum Payment amounts for the Shire of Kondinin for the 2022/2023 financial year:

Land Category	Rate – cents in the dollar (\$)	Minimum Payment \$
GRV – Town Sites	12.2684	450
GRV – Mining	24.5350	450
UV – Mining	28.9846	450
UV – Rural	1.3409	450

3. endorse a public consultation process on the proposed Differential General Rates and General Minimum Rates as follows:
 - Statewide and local public notice as per the requirements of section 6.36 of the Local Government Act 1995;
4. advise that the Council has reviewed the expenditure requirements and considered efficiency measures during the following budget deliberations -
 - Housing and Building Committee Meeting, Item 4.1.2 Housing and Building Program 2022/2023 – minutes, 18/05/2022;
 - Works Committee Meeting, Item 4.1.2 Works Program 2022/23023 – minutes, 18/05/2022.
 - Works Committee Meeting, Item 4.1.4 Plant Replacement Program 2022/2023 - minutes, 18/05/2022;
 - Ordinary Council Meeting (OCM) Minutes – Item 9.2.3 Budget Consideration 2022/2023, 18/05/2022.
 - Ordinary Council Meeting (OCM) Agenda – Item 9.2.4 Draft Budget 2022/2023 – Review of; 15/06/2022.
5. And, consider that the rates to be advertised are required to meet the budget deficiencies.

SUMMARY

To present to Council for endorsement the proposed 2022/2023 Differential Rates and the Differential Rates – Objects and Reasons.

BACKGROUND

In consultation with the Shires Strategic Community Plan, Corporate Business Plan and Long Term Financial Plan and considering the proposed projects to be undertaken in the 2022/2023 financial year, an overall increase of 3.5% is required.

The gross rental valuations townsites (GRV – Townsites) were adjusted this year with an average of 7.63%. The last time the GRV was changed was for the 2016/2017 year. With the increase in the valuations, we were able to slightly decrease the rate in the dollar for another modest revenue increase.

The gross rental valuation for mining infrastructure (GRV – Mining) decreased by 27.35%.

The unimproved valuations for the mining area (UV – Mining) increased an average of 7.68%. With this increase we allow for a modest revenue increase.

The unimproved valuations for the rural area (UV – Rural) increased an average of 19.82% this year due to numerous sales of farm lands in the Shire of Kondinin area. We were able to decrease the rate in the dollar to reflect a modest revenue increase.

The proposed Differential Rates for 2022/2023 in each rating category in comparison with the adopted/imposed 2021/2022 Differential Rates are set out in the table below:

Land Category	2022/2023 Proposed Rate – cents in the \$	2021/2022 Imposed Rate – cents in the \$	Increase (decrease) Rate – cents in the \$	2022/2023 Proposed Minimum Payment \$	2021/2022 Imposed Minimum Payment \$	Increase (decrease) Minimum Payment \$
GRV – Town Sites	12.2684	12.3795	(0.1111)	450	450	0
GRV - Mining	24.5350	24.7500	(0.215)	450	450	0
UV - Mining	28.9846	29.8485	(0.8639)	450	450	0
UV - Rural	1.3409	1.5420	(0.2011)	450	450	0

Under section 6.33(3) of the Local Government Act 1995, a Local Government is not without the approval of the Minister, to impose a differential general rate which is more than twice the lowest general rate imposed by it. The rating category UV Mining is so affected. Accordingly, Ministerial approval is required and the proposal to impose this rate must be advertised for a period of not less than 21 days with any submissions received subsequently being presented to Council for consideration.

STATUTORY ENVIRONMENT

Local Government Act 1995, section 6.33(3), section 6.35

POLICY IMPLICATIONS

Nil

PUBLIC CONSULTATION

Nil

FINANCIAL IMPLICATIONS

The outcome of this recommendation will ultimately inform the direction of the 2022/2023 budget (income) as it relates to the raising of rates.

STRATEGIC IMPLICATIONS

Shire's Strategic Community Plan 2022 – 2032

4. Civic Leadership

4.1 Skilled, capable and transparent team:

- *We engage with the community on key projects and we provide regular, transparent communication*
- *The capability of our organisation is continually improved*
- 4.2 *We are a compliant and resourced Local Government:*
 - *External audits and reviews confirm compliance with relevant Local Government legislation*
 - *Financial sustainability in achieving community aspirations*

VOTING REQUIREMENTS

Simple Majority

9.2.4 2022/23 DRAFT BUDGET

Applicant:	Shire of Kondinin
Author:	Manager Corporate Services - Vince Bugna
Disclosure of Interest:	Nil
Date:	10th June 2022
Attachment(s):	Draft Budget 2022/23 (to follow as separate attachment)

OFFICER RECOMMENDATION

That Council review the attached Draft Budget 2022/2023 and consider budgetary efficiency measures as part of its budget deliberation and consider the rates that are required to meet the budget deficiency.

SUMMARY

To present to Council for review the attached Draft Budget 2022/2023 (1st draft) and consider the listed capital and other expenditure items to be included in the new financial year's budget.

BACKGROUND

The first draft of 2022/2023 budget has been prepared for Council to review with capital projects and other expenditure which formed the major component of the budget. Capital Expenditure and Sources of Funding Listing as well as Other Expenditure below – presented in the budget consideration agenda last month have been updated to include the following:

- BenQ Interactive Flat Panel of \$8,000
- Hyden Tennis Court of \$280,425 (one-half of which is expected grant funding & contribution)
- Side Tipper (KN2418) carry forward from 2021/2022 budget
- Community grants (approved by Council Resolution) \$94,641.

Under the Local Government Act 1995, local governments are required to adopt the budget by no later than 31 August. Adopting the budget in July allows administration to achieve rate assessments being completed early which in turn sustain Shire's cash flow requirements.

STATUTORY ENVIRONMENT

Local Government Act 1995

POLICY IMPLICATION

There are no direct policy implications in relation to this item.

FINANCIAL IMPLICATIONS

Council is required under the Local Government Act 1995 to adopt a balanced budget each financial year.

STRATEGIC IMPLICATIONS

Shire's Strategic Community Plan 2022 – 2032

4. Civic Leadership

4.1 Skilled, capable and transparent team:

-We engage with the community on key projects and we provide regular, transparent communication

- The capability of our organisation is continually improved

4.2 We are a compliant and resourced Local Government:

- External audits and reviews confirm compliance with relevant Local Government legislation

- Financial sustainability in achieving community aspirations

CAPITAL EXPENDITURE & SOURCES OF FUNDING (updated since last month)

Program	Budget Total	Capital Grants & Contributions	RRG & Direct Grants \$	Roads to Recovery \$	Loan Funds	Cash Reserves \$	Sale of Assets \$	Council Funds \$
Governance								
Close Circuit TV (CCTV) – x3 towms	110,000	110,000					-	-
BenQ 75" Interactive Flat Panel	8,000						-	8,000
Toyota Prado (OKN)	60,000						54,000	6,000
Subaru Outback (KN04)	35,000						23,000	12,000
Subaru Outback (KN54)	35,000						23,000	12,000
Total	248,000	110,000					100,000	38,000
Health								
Subaru Forester (KN52)	33,000						21,000	12,000
Total	33,000						21,000	12,000
Aged & Disabled								
SHERP–Aged Housing(4) units	1,630,078	1,630,078						-
Total	1,630,078	1,630,078						-
Housing								
Land purchase –x2 blocks – c/f	20,000							20,000
Total	20,000							20,000
Community Amenities								
Bin Enclosures – LRCI-3	91,000	91,000						-
Total	91,000	91,000						-
Recreation & Culture								
<u>Other Rec & Sports</u>								
Re-roofing Hyden Tennis Club Building – LRCI-3	150,000	150,000						-
Hyden Tennis Court	180,425	140,212						140,213
Total	330,425	290,212						140,213
<u>Swimming Pool</u>								
Hyden S/Pool Building Re-roofing – LRCI-3	520,468	520,468						-
Hyden S/Pool Carpark- LRCI-3	175,000	175,000						-
Total	695,468	695,468						
<u>Parks & Gardens</u>								
Hyden Oval Reticulation	150,000							150,000
Toro Ride On Mower (KN3031)	35,000						3,000	32,000
Total	185,000						3,000	182,000
Transport - Roads								
<u>Regional Road Group</u>								
RRG – Lovering Rd (Reseals, shoulders and construction)	556,520		370,000					186,520
<u>Council</u>								
RCC – Notting-Karlgarin Rd (Form & Gravel)	49,755							49,755
RCC – Sloan Road (Gravel & Resheeting)	65,820							65,820
RCC – Kulin Rock Road (form & Gravel)	37,505							37,505
RCC – Billericay Road (Form & Gravel)	102,495							102,495
RCC – Reservoir East Road (Form & Gravel)	48,275							48,275
<u>Roads To Recovery</u>								
R2R – Hyden Norseman Rd (Gravel Sheet)	219,513			219,513				-
R2R – Nth Lake Grace-Karlgarin Rd (Overlay Reconstruct & Seal to 7m)	286,904			286,904				-
<u>Remote Road Upgrade Pilot Program (RRUPP)</u>								
RRP-Hyden Norseman Road	2,500,000	2,000,000						500,000
<u>Wheatbelt Secondary Freight Network (WSFN)</u>								
SRF – Kondinin-Narembeen Road	1,769,580	1,651,550						118,030

Shire of Kondinin Ordinary Council Meeting – June 2022

Footpaths (Shared Pathway) - DOT	200,000	100,000						100,000
Total	5,836,367	3,751,550	370,000	506,417				1,208,400
<i>Depot</i>								
Dog Pound upgrade – c/f	25,000							25,000
Total	25,000							25,000
<i>Road Plant</i>								
Prime Mover (KN58)	300,000					60,000		240,000
Prime Mover (KN62)	300,000					60,000		240,000
Prime Mover (KN77)	300,000					60,000		240,000
Side Tipper (KN2418) – c/f	100,000					20,000		80,000
Total	1,000,000					200,000		800,000
ECONOMIC SERVICES								
Wave Rock Tourist Precinct Improvements	50,000					50,000		-
Total	50,000					50,000		
OTHER PROPERTY & SERVICES								
Toyota Prado (KNO)	60,000						54,000	6,000
Total	60,000						54,000	6,000
CAPITAL EXPENDITURE TOTAL	10,304,338	6,568,308	370,000	506,417		50,000	378,000	2,431,613

A summary of proposed Capital Expenditure above are as follows:

Land and Buildings	\$2,455,546
Furniture and Equipment	8,000
Plant and Equipment	1,349,000
Infrastructure – Roads	5,636,367
Infrastructure – Footpaths	200,000
Infrastructure – Other	<u>655,425</u>
Total	\$10,304,338

Budget line item worksheets by program is included subject to final adjustments in June and July or as expenditures for 2021/22 financial year are finalized and actual grant amounts in 2022/23 are determined.

Other expenditure submitted and considered in 2022/23 budget include:

Community Grants (Res 3929 & 3934)	\$96,641
Crisp Wireless Internet (Res 3738, 21/04/21) – c/f	\$30,000
Hyden Centenary c/f	\$58,000
Karlgarin Country Club - Electricity reimb (Res 2273)	\$ 4,000
Kondinin Country Club – Electricity reimb (Res 2273)	\$ 4,000
Roe Tourism Ass’n (recurring contribution)	\$ 6,000
Kondinin Artist Group (recurring contribution)	\$ 7,500
Central Aicare Incorporated	\$ 2,000

Cash Backed Reserves - transfer to:

Hyden Visitor Centre Reserve	\$250,000
Plant Replacement Reserve	\$100,000
Housing Reserve	\$100,000
Office Equipment (Computer) Reserve	\$ 50,000
SJA Capital Upgrade Reserve (Res 3500, 20/11/19)	\$ 50,000
Tourism Development Reserve (per Council Policy 8.1.12)	\$ 31,142
Landfill Reserve (Res 2672, 10/02/16)	\$ 5,000

VOTING REQUIREMENTS

Simple Majority

9.3 MANAGER OF WORKS

NIL

9.4 CHIEF EXECUTIVE OFFICER

9.4.1 EAST HYDEN BUSH FIRE BRIGADE VEHICLE

Applicant:	Shire of Kondinin
Author:	David Burton – Chief Executive Officer
Authorising Officer:	David Burton – Chief Executive Officer
Date:	7th June 2022
Disclosure of Interest:	Nil
Attachments:	Nil

OFFICER RECOMMENDATION

That Council request the Chief Executive Officer to prepare a submission to Department of Fire and Emergency Services for an appliance for the East Hyden Bush Fire Brigade.

Summary

For Council to consider progressing the request for an appliance (truck) for the East Hyden Bush Fire Brigade.

Background

The East Hyden Bushfire Brigade has been in operation for several years, however they currently do not have an appliance (truck) for various reason. This includes:

- Lack of place to store appliance
- Unknown Numbers of incidents attended

Comment

By working with the Fire Control Officers for the East Hyden Brigade, we should be able to establish the number of events that were attended over the last 5 years and also the number of volunteers that attended. This will show the need for an appliance to assist the brigade.

The difficult part will be to find a location for the appliance as it will need to be on a property owned or controlled by the Shire. This may be a Reserve that is vested with the Shire or similar. DFES will not put an appliance on a private property as this had caused problems in other areas in the past.

The appliance can be included in the Bushfire Brigade grants for 2023/2024.

Statutory Environment

Nil

Policy Implications

Nil

Financial Implications

This will create the additional cost of an appliance for the Shire, however costs should be through the Brigade Grants.

Strategic Implications

Strategic Community Plan 2022-2032

1. Community

1.5 Support local volunteer organisations

1.6 Support emergency services planning, risk mitigation, response and recovery

Voting Requirement
Simple Majority

9.4.2 HYDEN VFES

Applicant: Shire of Kondinin
Author: David Burton – Chief Executive Officer
Authorising Officer: David Burton – Chief Executive Officer
Date: 7th June 2022
Disclosure of Interest: Nil
Attachments: Letter from Hyden VFES.

OFFICER RECOMMENDATION

That Council approves the donation of \$500 towards the Hyden Volunteer Fire Brigade “Christmas in July”.

Summary

For Council to consider donating to the Hyden Volunteer Fire Brigade “Christmas in July”.

Background

A request has been received from the Hyden Volunteer Fire Brigade (VFES) for Council to donate \$500 towards a “Christmas in July” event as a thankyou to the members.

Comment

Most volunteer organisations do try to have some Christmas/Thankyou event through the year to thank the volunteers for their support, but this can be very difficult around Christmas times due to other events and activities. This would be an opportunity to thank the volunteers through a quieter time of the year in a relaxed atmosphere.

Most volunteers give their time freely and events such as these are a simple acknowledgement of the effort and time put into supporting the community.

Statutory Environment

Nil

Policy Implications

Nil

Financial Implications

Minor contribution to event.

Strategic Implications

Strategic Community Plan 2022-2023

1. Community

1.5 Support local volunteer organisations

1.6 Support emergency services planning, risk mitigation, response and recovery

Voting Requirement

Simple Majority

9.4.3 ANNUAL PERFORMANCE REVIEW

Applicant: Shire of Kondinin
Author: David Burton – Chief Executive Officer
Authorising Officer: David Burton – Chief Executive Officer
Date: 8 June 2021
Disclosure of Interest: Financial Interest – Wages considered.
Attachments: Report from Consultant (Circulated via email)

OFFICER RECOMMENDATION

That Council accept the Report of the Review of the Chief Executive Officer and approve the requested remuneration changes from 1st July 2022.

****CONFIDENTIAL****

9.4.4 POLICY MANUAL REVIEW

Applicant: Shire of Kondinin
Author: David Burton – Chief Executive Officer
Authorising Officer: David Burton – Chief Executive Officer
Date: 7th June 2022
Disclosure of Interest: Nil
Attachments: Policy Manual to be sent out separately.

OFFICER RECOMMENDATION

That Council adopt the recommended changes to the Policy Manual.

Summary

For Council to consider alterations in the Policy Manual as part of the minor review.

Background

The Shire of Kondinin Policy Manual was last presented to Council in February 2021 in full. To ensure that the Policies are still relevant and up to date, a minor review was conducted to ensure compliance and that the policies are in keeping with current legislation.

Comment

Several changes were made to the current policies which included typographical changes and also changes to ensure policies are still in keeping with current legislation.

The changes included:

GOV-007 – Attendance at events

The original policy prohibited the CEO from receiving a gift over the amount of \$300 for attendance at events. This is not in keeping with the current Code of Conduct, but may also disallow the CEO from attending events on behalf of Council which may be a benefit, or as a representative of the community. While this does not occur often, it can happen. As such, it is recommended to change the clause to requiring Council approval.

ADM-004 – Operating Hours

For the last 2 years, the offices have been closed on Christmas Eve to allow staff time to travel to family and avoid having to rush travel. It has been confirmed through Council and will likely still be done to confirm closing times, but this will update the Policy to current process.

FIN-002 – Outstanding Debtors

Correction of title for Manager of Corporate Services.

FIN-003 – Outstanding Rate Debtors

Additional clause to include process for properties on instalment plans, standard plans and ad-hoc plans.

FIN-004 – Corporate Credit Card

CEO Card changed to \$10,000 to reflect current card

Inclusion of card for Manager of Planning and Assets (this will be essential as the new vehicle for the MPA is petrol not diesel, so filling will not be able to be done through the depot).

FIN-005 – Purchasing

New section for items under \$2,000 not to require any quotes. This is to remove the requirement for 'quotes' for minor items

Removal of requirements of verbal quotes to 'be in writing'

Removal of all quotes to be in writing as only written quotes can be accepted.

Removal of Gardeners from being able to write purchase orders as most purchases are done through areas where we have an ongoing account. Also Customer Services Officers at CEO's discretion. This may be practical at the Hyden office, but not required at Kondinin.

Inclusion of clause that Officers are only able to raise purchase orders within budget limits.

BUILD-002 – Re-Erection of Second-hand Houses

Second hand houses required a bond of \$2,000. Council may wish to increase this to encourage people to ensure that second hand houses are habitable in a timely manner.

TRANS-001 Road Maintenance and Operations

Maintenance grading contracting, signs and minor maintenance are considered operational matters, as such there is no need to confirm that this can be done without reference to Council.

TRANS-002 – Motor Vehicle Replacement

The requirement to consult Council for plant purchases with a changeover of more than \$10,000 is not consistent with the Shires purchasing policy. It could also be interpreted as Council being involved in an operational matter. As Members will be updated on plant purchases through the Works Committee, vehicle changes will be discussed in general anyhow.

TRANS-005 – Private Works

Grader hire for Soil Conservation Committee has been altered to ensure that costs are covered as a minimum, having a 30% reduction does risk performing works for less than cost.

STAFF-004 – Staff Housing

Inspections have been changed to Feb – May to allow a great time frame for this to fit with Housing Meetings and Budget processes.

Rent Fees have been established as part of Policy so that they are uniform for all staff housing at 50% of market value. To ensure that staff in Shire housing are not receiving a benefit that staff in their own housing miss out on, a housing allowance of the reduce rent amount is recommended to ensure equality for all staff.

STAFF-006 – Employer Unions – Authority to Act

This clause is about the CEO being able to act on behalf of Council with respect of Employer Unions. This is a principal function of the CEO, therefore this policy is legislated. While Council employs the CEO, the CEO employs all other staff.

The Clause for Council consultation for senior officers is not in keeping with legislation. Currently the Shire does not recognise staff as senior officers under Section 5.37 of the Act. Therefore, this clause is not consistent with current legislation. It can be at the discretion of the CEO if requested and is normal process if required.

STAFF-008 – Employee Use of Plant and Equipment

This policy currently requires approval from the CEO for staff to use shire plant. As this would normally be confirmed with the Manager of Works, it would be preferred to allow the Manager of Works to authorise such use of plant as well to expedite processes.

Statutory Environment

Local Government Act 1995

Policy Implications

This item will alter Policies for the Shire.

Financial Implications

Various policies may have a financial impact for the Shire, but no major impacts are known.

Strategic Implications

Strategic Community Plan 2022-2032

4.2 We are a compliant and resources Local Government.

Voting Requirement

Absolute Majority

9.4.5 CONTRIBUTION TO TOWN TEAMS ANNUAL CONFERENCE

Applicant: Shire of Kondinin
Author: David Burton – Chief Executive Officer
Authorising Officer: David Burton – Chief Executive Officer
Date: 9th June 2022
Disclosure of Interest: Impartiality Interest – CEO – Volunteer for Kondinin Kreative.
Attachments: Letter

OFFICER RECOMMENDATION

That Council grant a contribution of \$150 towards the Kondinin CRC Coordinator to attend the Town Teams Annual Conference on behalf of the Kondinin Kreative Town Teams Group.

Summary

For Council to consider a contribution of \$150 towards the Kondinin CRC Coordinator to attend the Town Teams Annual Conference on behalf of the Kondinin Kreative Town Teams Group

Background

A request has been received from the Kondinin CRC Coordinator on behalf of the Kondinin Kreative Town Teams Committee for assistance of \$150 towards the airfare costs of the Coordinator attending the annual conference.

Comment

The Kondinin Kreative Town Teams Group has only recently formed, but is looking at working with the Shire on some exciting ideas on how to better present our town and other improvements that can be made.

At the moment, the group is looking at activating the Gordon Street to attract people into the area and create an inviting area to keep people in town or enjoying town amenities. This project will then be followed with other ideas that have come from the group.

As the group has only recently formed, it would be advantageous for the CRC Coordinator to attend the Annual Town Teams conference to gain a better understanding of the types of projects that other groups are looking at and how to approach matters for the local group. This will then be fed back into the community.

It will also allow the Coordinator to establish a network of contacts with other Towns Teams that will be helpful for the group going into the future.

Statutory Environment

Local Government Act 1995

Policy Implications

Nil

Financial Implications

Minor cost of \$150

Strategic Implications

Strategic Community Plan 2022-2032

1. *Community*

1.5 *Support local volunteer organisations*

Voting Requirement

Simple Majority

COMMUNITY DEVELOPMENT OFFICER

9.4.6 WAVE ROCK IMPROVEMENT PLAN 2022-2025

Applicant:	Shire of Kondinin
Author:	Kirstie Pool – Community Development
Authorising Officer:	David Burton – Chief Executive Officer
Date:	9th June 2022
Disclosure of Interest:	Nil
Attachments:	Wave Rock Improvement Plan 2022-2025

OFFICER RECOMMENDATION

That Council:

1. Approves the Wave Rock Improvement Plan 2022 – 2025 as a working document to deliver capital works and ongoing maintenance to Wave Rock over the next three (3) financial years.

BACKGROUND

In 2015 the Council advertised for public comment and feedback on improvements that could be made to the Wave Rock Precinct. Following the consultation period, a summary of the submissions was presented to the Ordinary Meeting of Council on the 15th of July 2015 for information. At the Ordinary Meeting of Council on the 19th of August 2015, Council endorsed the Wave Rock Improvement Plan 2015 – 2018, as a working document that detailed the improvements, a proposed timeline and an indicative budget for the period between 2015 –2018.

On endorsement of the Wave Rock Improvement Plan, the Council has continued to allocate \$50,000 per year to improvements to Wave Rock. At the Ordinary Meeting of Council held on the 15th of November 2018 the Wave Rock Improvement Plan was presented to Council to provide an update on what has been implemented over the last few years and items that still require action.

The purpose of this report is to endorse the new Wave Rock Improvement Plan 2022 – 2025 to guide future development and to inform budget considerations from 2022/2023 onwards.

SUMMARY

As outlined in the Statutory Environment section below, the Wave Rock Precinct comprises various land holdings, lease arrangements and licenses that govern the management of the subject place. The Wave Rock Improvement Plan 2018 - 2021 relates to:

- Reserve 2883 (excluding the leased area comprising the Wildlife Park and Wildflower Shoppe). This area includes Hippos Yawn;
- Reserve 28822 (excluding the leased area of the Caravan Park). This area includes the Wave Rock Car Park, the public toilets, the entrance to the Car Park and the Breakers Picnic Area; and
- Reserve 19929 which includes Wave Rock itself. The first two reserves listed are vested in the Shire of Kondinin and the latter with the Minister for Water Resources, with a license issued to the Shire of Kondinin.

Operational and Maintenance Matters

Under the Wave Rock Improvement Plan, ongoing maintenance and operational items have been listed that need to be attended to regularly by the Shire of Kondinin staff:

- Removal of dead vegetation and litter from walk trails;
- Regular grading of Wave Rock Car Park;

- Regular Cleaning of BBQs;
- Maintain clean and clear walking trails at Hyden Rock & Mulka's Cave/ The Humps.
- Management of Ticket Machine.

STATUTORY ENVIRONMENT

The Wave Rock Precinct is subject to various land tenures, leases and management orders, summarised as follows:

Reserve	Location / Lot	Purpose	Primary Interest Holder	Lease / Management Order / Licences
29305	300	Public Recreation – Golf Course	Shire of Kondinin	license between the Licensor (Water Corporation) and the Licensee (Shire of Kondinin)
19929	Lot 2888 on D/P 404415	Water Catchment	Minister for Water Resources / Water Corporation	Management Order / License between the Licensor (Water Corporation) and the Licensee (Shire of Kondinin)
28832	Lot 2887 & Lot 2946 on D/P 216959	Caravan Park as per area outlined in the lease	Shire of Kondinin	Management Order and Lease between Shire of Kondinin and Wave Rock Tourist Development Company Pty Ltd to expire on 30/06/2047
28833	Lot 500 & 501 on D/P 412196	Recreation and Wildlife Park as per area outlined in the lease	Shire of Kondinin	Management Order and Lease between Shire of Kondinin and TJR Mouritz, VE Mouritz, PD Lynch & YM Mouritz to expire on 30/06/2037.
28833	502 on D/P 412196	Water Supply	Water Corporation	Management Order
N/A	Lot 4 on D/P 25779	Freehold Land currently used for Wave Rock Airport, Wave Rock Resort & Amphitheatre	Private Ownership	Nil

POLICY IMPLICATIONS

Nil

PUBLIC CONSULTATION

In May 2022, the Shire sought feedback on improvements that could be made to Wave Rock and since this time the Shire's Administration has undertaken a number of site visits and received feedback from Councillors and Community Members on improvements to Wave Rock.

FINANCIAL IMPLICATIONS

\$50,000 is allocated in the 2022/2023 financial year towards Wave Rock Improvements. This will cover the basic upgrading of signage and walk trails, adding additional seating on trails and the Hippo Yawn picnic area, and continuing upgrades with the bush tucker garden. As per the Wave Rock Improvement Plan, the items allocated as 'General Maintenance' are sourced from the General Maintenance Account.

Strategic Implications

Strategic Community Plan 2022-2032

1. *Community*
 - 1.3. *Celebrate our pioneers, and community members and protect our heritage.*
2. *Economy*
 - 2.3. *Coordinated planning and promotion of the visitors and tourist experience.*
3. *Environment*
 - 3.2. *We conserve and protect our Shire natural environment.*

Voting Requirement

Simple majority

9.5 ENVIRONMENTAL HEALTH OFFICER

NIL

9.6 WORKS COMMITTEE

9.6.1.ADOPTED WORKS PROGRAM 2021/2022

Shire of Kondinin

Applicant:
Author: David Burton – Chief Executive Officer
Authorising Officer: David Burton – Chief Executive Officer
Date: 7th June 2022
Disclosure of Interest: Nil
Attachments: Works Listing for 2021/2022

OFFICER/COMMITTEE RECOMMENDATION

That the current works program update for the period to April 2022 be noted.

Summary

To provide an update on the current Works Program for 2021/2022.

Background

The Road works Program for 2021/2022 considered the following tasks, with their current status.

Comment

The focus on the current financial year has been the major project of the Wheatbelt Secondary Freight Network being the widening and reseal of the Kondinin-Naremben Road.

This is a large scale project that will span more than a single financial year as works will be completed in the 2022/2023 financial year. More funding has been requested for this project and indications are that the funding should be received.

Works listed in the adjusted schedules should be completed by 30th June providing weather events remain acceptable.

Statutory Environment

Local Government Act 1995

Adopted works program – budgetary constraints and potential cost increase implications.

Policy Implications

Nil

Financial Implications

The proposed works are as listed in Council's budget allocation for road works. The works are a mixture of 'Roads to Recovery', 'Regional Road Group' and financial assistance grants as well as Council funded works.

Strategic Implications

Strategic Community Plan 2022-2032

2.2 Safe and efficient transport network enables economic growth.

Voting Requirement

Simple Majority

9.6.2 WORKS PROGRAM 2022/2023

Applicant:	Shire of Kondinin
Author:	David Burton – Chief Executive Officer
Authorising Officer:	David Burton – Chief Executive Officer
Date:	7th June 2022
Disclosure of Interest:	Nil
Attachments:	Works Listing for 2022/2023

OFFICER/COMMITTEE RECOMMENDATION

That the recommendations of the Works Program for the 2022/2023 financial year be included in the draft 2022/2023 budget considerations.

Summary

To provide information on the current budget considerations for the Works Program for 2022/2023.

Background

The Road works Program for 2022/2023 considered the following tasks, with their current status.

Construction**Regional Road Group**

Lovering Road - various \$556,520

Roads to Recovery

Nth Lake Grace Road – 2.58kms \$286,904

Wheatbelt Secondary Freight Group

Kondinin – Narembreen Road – 23.54kms \$1,769,580

Remote Road Upgrade

Hyden Norseman Road – Grant Funded \$2,500,000

Gravel Sheetting**Shire funded**

Notting – Karlgarin Rd – 1.56kms \$49,755

Sloan Road – 1.64kms \$65,820

Kulin Rock Road – 1.5kms \$37,505

Billericay Road – 2.5kms \$102,495

Reservoir East Road – 1.3kms \$48,275

Roads to Recovery

Hyden Norseman Road – 20kms \$219,513 (2023/2024)

Footpaths

Shared footpaths – 50% funded \$200,000

Comment

The current program for 2022/2023 is a very ambitious program due to the additional works required to complete the Wheatbelt Secondary Freight works for Kondinin – Narembreen Road and also the start of the Hyden – Norseman Road through the Remote Road Upgrade Pilot Program.

The Wheatbelt Secondary Freight Roads will also be considered as part of the Agricultural Freight Group. It should be noted that the Hyden Norseman Road was listed as a priority 2 road for the Wheatbelt Secondary Freight Group, so it may be considered as part of the Agricultural Freight Group, however it is likely to be a few years before any funding will be available through this program.

The Remote Roads Upgrades Pilot Project funding will allow for 20 kilometers of the Hyden Norseman Road to be sealed over the next 2 years. It may also be worthwhile approaching the mine to see if they are willing to extend the road network a little further to give them all weather access to the mine site. Funding may not be guaranteed, but may assist in the long run.

If the Shire is going to look at sealing the entire length of the Hyden-Norseman Road, we will also need to consider the financial impacts of this. It will increase our depreciations and impact our financial ratios as listed by the Department to gauge the financial sustainability of the Shire.

Statutory Environment

Local Government Act 1995

Local Government (Financial Management Regulations) 1996

Duty of Care – Australian Standards – Road design and Environmental Code of Practice – Road Construction and Maintenance works.

Policy Implications

Nil

Financial Implications

The proposed program is reliant on funding being made available and any reduction in grants would impact on the proposed programs and the final actual program(s) scheduled.

Strategic Implications

Strategic Community Plan 2022-2032

2.2 Safe and efficient transport network enables economic growth.

Voting Requirement

Simple Majority

9.6.3.WORKS PROGRAM BEYOND 2023

Applicant: Shire of Kondinin
Author: David Burton – Chief Executive Officer
Authorising Officer: David Burton – Chief Executive Officer
Date: 7th June 2022
Disclosure of Interest: Nil
Attachments: Road works 10 Year Program

OFFICER/COMMITTEE RECOMMENDATION

That the 10 year program be noted with an update to be provided at the next Meeting.

Summary

To provide information on the forward budget considerations for the Road Works Program beyond 2023.

Background

The attached 10 Year Road Works Program shows the works listed since the original program was drafted to consider the 2017/2018 financial year. This is to show Members how the program has been followed to consider works each year as part of the budget considerations.

The current 10 year program goes through until 2026/2027 and will need updating to bring in line with the current planning for a 10 year program leading into the future and for considerations in the long term financial plans for the Shire.

It should be noted that Regional Road Group (RRG) funded projects must comply with the standards as required, this is usually based around movements on the roads and the formula for prioritising roads. This can limit the use of the funding.

Roads To Recovery (R2R) funding is a Federal Government Project that has been operating for many years. This does require the Shire to ensure that maintenance of roads is kept at a certain level for the funding to be approved. It does not limit the road that it can be used on, as long as it has not used R2R funding previously. This does allow the funding to be used on various roads. The current program is to expire on the 30th June 2024. It is not known if the program will be extended beyond this date, but has been renewed on several occasions.

Comment

The current 10 year program will be updated further to represent the next 10 years of road works for consideration. This will feed into the Long Term Financial Plan for the Shire and assist in the long term planning of works and asset preservation.

It should be noted that at time, funding opportunities do come along which can add to this program or allow works to be completed earlier. This can be seen with the Local Roads and community Infrastructure Program (LRCI) funding and also the recent major increase in funding with the Remote Roads Upgrades Pilot Project. By having a planned long term program, changes can easily be made when surplus funds are available or projects restricted when funds or resources are limited, but ensure that the jobs are not simply forgotten about.

An updated 10 year program will be presented to the next Works Committee meeting.

Statutory Environment

Local Government Act 1995

Local Government (Financial Management Regulations) 1996

Duty of Care – Australian Standards – Road design and Environmental Code of Practice – Road Construction and Maintenance works.

Policy Implications

Nil

Financial Implications

The proposed program is reliant on funding being made available and any reduction in grants would impact on the proposed programs and the final actual program(s) scheduled.

Strategic Implications

Strategic Community Plan 2022-2032

2.2 Safe and efficient transport network enables economic growth.

Voting Requirement

Simple Majority

9.6.4 PLANT REPLACEMENT PROGRAM 2022/2023

Applicant: Shire of Kondinin
Author: David Burton – Chief Executive Officer
Authorising Officer: David Burton – Chief Executive Officer
Date: 7th June 2022
Disclosure of Interest: Financial – Vehicles for CEO and MOW part of Salary package (as staff are not voting, they are not required to leave the meeting)
Attachments: Plant Replacement Program

OFFICER/COMMITTEE RECOMMENDATION

That the Plant Replacement Program for 2022/2023 be included as part of the Budget considerations.

Summary

To provide information on the Plant Replacement Program for 2022/2023.

Background

The current threshold for Tender requirements is \$250,000. The Shire does also use WALGA services for larger purchases which ensures a competitive price is obtained. The amounts listed are the changeover amounts and therefore not the cost of each individual vehicle. Therefore the Prime Movers will need tender provisions or similar to be followed.

Listed in the 2022/2023 Plant Replacement Program is the following:

Major Plant Items

Prime Mover (KN58)	\$240,000
Prime Mover (KN62)	\$240,000
Prime Mover (KN77)	\$240,000

Minor Plant Items

Toyota Prado (0KN) CEO	\$10,000
Toyota Prado (KN0) MOW	\$10,000
Subaru Outlander (KN04) MCS	\$10,000
Subaru Outlander (KN54) MPA	\$10,000
Toro Ride on Mover (KN3031)	\$32,000

Comment

This year the Shire will be looking at the changeover of 3 prime movers, which will be a significant cost to the Shire, but the Prime Movers are essential with road works and ensuring the supplies and machines can be transported around the Shire.

The smaller vehicles are usually traded each year. The quick turnover of the vehicles reduces the cost to Council. As an example, the changeover of the Prado vehicles last year was done for each one under \$5,000.

The main concern with vehicle changeover will be the availability of new vehicles. Recently, we have seen issues with the supply and demand of vehicles and some purchases have taken several months to be completed and for the new vehicles to arrive.

Statutory Environment

Local Government Act 1995

Local Government (Financial Management Regulations) 1996

Policy Implications

Nil

Financial Implications

The proposed program is reliant on budget allocation.

Strategic Implications

Strategic Community Plan 2022-2032

2.2 Safe and efficient transport network enables economic growth.

Voting Requirement

Simple Majority

9.6.5 PLANT REPLACEMENT 10 YEAR PROGRAM

Applicant:	Shire of Kondinin
Author:	David Burton – Chief Executive Officer
Authorising Officer:	David Burton – Chief Executive Officer
Date:	7th June 2022
Disclosure of Interest:	Financial – Vehicles for CEO and MOW part of Salary package (as staff are not voting, they are not required to leave the meeting)
Attachments:	Plant Replacement Program as previous.

OFFICER/COMMITTEE RECOMMENDATION

That the 10 year program be noted for consideration in the Long Term Financial Plans of the Shire of Kondinin.

Summary

To provide information on the Plant Replacement Program beyond 2023.

Background

To provide information on the Plant Replacement Program beyond 2023.

Comment

The 10 year program does ensure that staff and members are aware of when larger machines will need to be replaced as this can create a large impost on Council and the financial sustainability of the Shire.

Machines are replaced at regular intervals when it is considered the 'optimal' time to replace them, or when Council has received the best value and to keep the vehicles longer, may increase maintenance and running costs beyond the cost of replacing the machines.

The shire does currently have a Plant Replacement Reserve, but this is currently used as a supplementary fund if the Shire cannot find enough funds in the current budget to cover the replacement costs of the machines. Consideration may be given to increasing this Reserve so that it can cover the replacement of the machines when they are due and that funds are always kept aside for plant replacement. This may assist in the longer term financial planning for the Shire and ensure that we are not 'caught short' on funds when replacing machines.

Statutory Environment

Local Government Act 1995

Local Government (Financial Management Regulations) 1996

Policy Implications

Nil

Financial Implications

The proposed program is reliant on budget allocation.

Strategic Implications

Strategic Community Plan 2022-2032

2.2 Safe and efficient transport network enables economic growth.

Voting Requirement
Simple Majority

9.7 HOUSING & BUILDING COMMITTEE

9.7.1 BUILDING PROGRAM 2021/2022

Applicant:	Shire of Kondinin
Author:	David Burton – Chief Executive Officer
Authorising Officer:	David Burton – Chief Executive Officer
Date:	7 th June 2022
Disclosure of Interest:	Financial/Proximity – CEO resides at 6 Hinck Street (as a staff member and non-voting officer, the CEO is not required to leave the room)
Attachments:	Building Listing for 2021/2022

OFFICER/COMMITTEE RECOMMENDATION

That the updated information on the 2021/2022 Housing and Building Program be noted.

Summary

To provide information on the current Housing and Building works for 2021/2022.

Background

The Housing and Building Program for 2021/2022 considered the following tasks, with their current status.

Health

Medical Centre Aircon Upgrade \$30,000 completed

Aged & Disabled

Wheatbelt South Aged Housing \$1,085,370 completed
2 units Kondinin, 2 units Hyden.

Housing

Land purchase 2 blocks (inc demolition) \$40,000 One house purchased, chasing agreement for other block
House Purchase – Lot 97 Jones \$115,000 completed.

Recreation and Culture

Hyden Recreation Centre upgrades \$200,000 No funding received.
Kondinin Bowling Green Upgrade \$127,736 completed

Parks and Gardens

Hyden Swimming Pool re-roofing \$100,000 works to be finalised
Hyden Swimming Pool Carpark \$39,260 drainage commencing soon
Electric BBQ's x 3 \$5,565
Kondinin Hockey Oval \$135,751 completed

Economic Services

Hyden Visitors Centre \$5,341,020 funding not received
Gordon Street Toilet \$7,280 completed
Wave Rock Toilet Screening \$1,392 completed
WR Tourist Precinct improvements \$50,000 Plan to be renewed
Community Garden Ramps/Shelter \$40,000 works contracted out

Landscape /retic Marshall St	\$2,273 completed
Wave Rock plants and boardwalk	\$28,917 completed
Standpipe Controllers/Card readers	\$17,549 completed.

Comment

Most of the capital works for Housing and Buildings for 2021/2022 have been completed or should be completed by the end of the financial year.

Building maintenance for buildings have been ongoing for the Shire houses and buildings. Inspections were held recently which will look at further maintenance to keep the buildings in the best shape possible.

It should be noted that some building supplies have been limited due to issues as a result of the COVID Pandemic, however staff and the contractor have completed as much as possible.

Statutory Environment

Local Government Act 1995

Local Government (Financial Management Regulations) 1996

Policy Implications

Nil

Financial Implications

The proposed program is reliant on funding being made available and any reduction in grants would impact on the proposed program and the final actual program(s) scheduled.

Strategic Implications

Strategic Community Plan 2022-2032

2.4 Housing meets existing and future community needs for families and workers

Voting Requirement

Simple Majority

9.7.2 HOUSING AND BUILDING PROGRAM 2022/2023

Applicant:	Shire of Kondinin
Author:	David Burton – Chief Executive Officer
Authorising Officer:	David Burton – Chief Executive Officer
Date:	7th June 2022
Disclosure of Interest:	Financial/Proximity – CEO resides at 6 Hinck Street (as a staff member and non-voting officer, the CEO is not required to leave the room)
Attachments:	10 year Housing and Building Plans

OFFICER/COMMITTEE RECOMMENDATION

That the recommended Housing and Building Program for the 2022/2023 financial year be included in the draft budget considerations and future works for houses and buildings be noted.

Summary

To provide information on the current budget considerations for the Housing and Building Program for 2022/2023 and beyond

Background

The Road works Program for 2022/2023 consider the following tasks, with their current status.

Housing Capital Works

Lot 252 Young Avenue (Lucas) – Garden Shed	\$5,000
Lot 223 Repacholi Parade (Wright) – front fence	\$5,000
Lot 246 Repacholi Parade (Doctor) – Front garden retic	\$10,000

Buildings Capital Works

Hyden Tennis Club re-roofing	\$150,000
Hyden Swimming Pool Change rooms	\$175,000
Kondinin Town Hall – Stage Curtain	\$10,000
Hyden Town Hall – Floor works	\$25,000
Bendering Hall – repairs (Insurance), cctv	\$42,000
Hyden CRC – landscaping-retic	\$9,000
Hyden Daycare – Ceiling& Floor	\$20,000
Kondinin Depot – Pound	\$8,000
Hyden Swimming Pool – changerooms	\$550,000
Hyden Swimming Pool – Carpark	\$200,000
Kondinin Airstrip – sealing	\$250,000
Hyden Golf Club – Painting	\$12,000
Hyden Tennis	\$150,000
Karlgarin Pavillion – Hot Water	\$15,000
Kondinin Public toilet – cctv	\$20,000
Hyden Hall – cctv	\$20,000

Other Capital Works

Wave Rock Precinct – Annual Allowance	\$50,000
Bin Enclosures – Historical and others	\$90,000

Comment

The Manager of Planning and Assets has spent a lot of time drafting a worksheet for our Housing and Building, which will be a useful tool for planning and costing working going into the future. The Housing and Building worksheets will ensure that future works can be programmed and allowed for in Long Term Financial Plans rather than just having an incremental increase. While this worksheets is still in its infancy, it will give the Shire greater clarity of works to be considered and possible costs going into the future. Over time, the more the worksheet is used, the greater the accuracy of the data and considerations of the costing will be.

Members may note that for several buildings a ‘Capital Provision’ has been allocated to ensure that buildings are being updated and kept up to standard. At the current time, it is not known what the works may entail, however a provision has been allocated to allow for works to be considered in the future and allowed for in budget estimates.

The worksheet will also allow Council and staff to move funds if required and change the planning for asset improvements as and when required while knowing what funds have been considered and what the longer term impacts will be for the building. This will allow greater planning and clarity of expenditure on Shire buildings going into the future. It should be noted that currently there is a shortage of building materials and contractors as a result of the COVID 19 Pandemic which may impact works being completed on buildings. The extent of this impact is unknown, but has seen building costs increase dramatically and times for new constructions being delayed.

Statutory Environment

Local Government Act 1995

Local Government (Financial Management Regulations) 1996

Policy Implications

Nil

Financial Implications

The proposed program is reliant on funding being made available and any reduction in grants would impact on the proposed program and the final actual program(s) scheduled.

The items will be considered in the Budget for 2022/2023. Items may change pending on budget restrictions.

Strategic Implications

Strategic Community Plan 2022-2032

2.4 Housing meets existing and future community needs for families and workers

Voting Requirement

Simple Majority

9.8 AUDIT & RISK COMMITTEE

9.8.1 AUDIT REPORT – REGULATION 17

Applicant:	Shire of Kondinin
Author:	David Burton – Chief Executive Officer
Authorising Officer:	David Burton – Chief Executive Officer
Date:	7th June 2022
Disclosure of Interest:	Nil
Attachments:	Risk Dashboard Report

OFFICER/COMMITTEE RECOMMENDATION

That Council adopt the Risk Assessment Report and actions be noted for completion by Chief Executive Officer.

Summary

For Council to consider the Risk Assessment Report

Background

Under Audit Regulation 17, the Chief Executive Officer is to review certain systems and procedures of the local government.

17. CEO to review certain systems and procedures

- (1) The CEO is to review the appropriateness and effectiveness of a local government's systems and procedures in relation to —
 - (a) risk management; and
 - (b) internal control; and
 - (c) legislative compliance.
- (2) The review may relate to any or all of the matters referred to in subregulation (1)(a), (b) and (c), but each of those matters is to be the subject of a review at least once every 2 calendar years.
- (3) The CEO is to report to the audit committee the results of that review.

Comment

The CEO and staff have gone through an extensive Risk Management Assessment tool created for Local Governments to look at various areas and functions with considerations of issues that may arise and policies, processes and documentation that mitigate the risks to the Shire. This gave a result of risk consideration for the Shire, from low risk to extreme which is assessed based on the severity of the issues that may arise and the likelihood of the matters arising. While it is impossible to eliminate all risks, certain steps can be taken to reduce the likelihood of issues occurring.

The Dashboard Report is a finalised report which displays the Risk Assessment, the controls for those risks and also lists any possible changes in documents or processes that can assist in reducing that risk. Based on the report, our areas of control are adequate to meet the Shires needs in reducing risk, but some additional actions have been listed to increase the ability of the staff to maintain that control or improve it.

This report is now presented to the Audit Committee for adoption.

Statutory Environment

As listed in Background.

Policy Implications

There are no direct policy implications in relation to this item.

Financial Implications

Nil. Most actions are only administrative and can be completed through normal process.

Strategic Implications

Strategic Community Plan 2022-2032

4.2 *We are a compliant and resourced Local Government*

Voting Requirement

Simple Majority

9.8.2 RISK MANAGEMENT STRATEGY

Applicant: Shire of Kondinin
Author: David Burton – Chief Executive Officer
Authorising Officer: David Burton – Chief Executive Officer
Date: 7th June 2022
Disclosure of Interest: Nil
Attachments: Risk Management Strategy

OFFICER/COMMITTEE RECOMMENDATION

That Council adopt the Risk Assessment Report and actions be noted for completion by Chief Executive Officer.

Summary

For Council to consider the Risk Assessment Report.

Background

As part of the Regulation 17 Review, the Shire of Kondinin Risk Management Plan was also to be reviewed.

The Shire of Kondinin Risk Management Plan was adopted in December 2019 and was required to be reviewed every two years. When the review began in late 2021, it was noted that the Plan referred to the old Standards which were updated in 2018. As such, a complete rewrite was required.

Comment

The Shire of Kondinin Risk Management Strategy 2022 has been drafted to be compliant with ISO 31000:2018 and will provide guidance for the Shire when considering risks in its many forms.

Risk is something that should be considered in all aspects of Shire considerations and clearly defined as an action or consideration to show what has been considered and how it has been managed. It is heavily practiced in the outdoor staff through the various forms used and will also have a gradual process to filter into the other areas of Shire operations to ensure it is a foremost consideration.

Statutory Environment

Local Government Act 1995

Local Government (Audit) Regulations 1996

Policy Implications

There are no direct policy implications in relation to this item, however a policy will be drafted to comply with the Strategy.

Financial Implications

Nil.

Strategic Implications

Strategic Community Plan 2022-2032

4.2 *We are a compliant and resourced Local Government*

Voting Requirement

Simple Majority

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10. BUSINESS OF AN URGENT NATURE

11. CLOSURE