



Shire of Koorda



AGENDA

NOTE:

Wednesday 19th September 2018
Ordinary Meeting 4.30pm



DISCLOSURE OF INTEREST

✦ WRITTEN

- Prior to meeting
- CEO to advise Presiding Person
- Reported to meeting immediately before item discussed
- Standard form may be used

✦ VERBAL

- No round robin at start of meeting
- Advise immediately before item discussed

✦ TO BE DISCLOSED

- Nature of interest
- Extent if vote on participation held.



SHIRE OF KOORDA

DISCLAIMER

No responsibility whatsoever is implied or accepted by the Shire of Koorda for any act, omission or statement or intimation occurring during Council or Committee meetings.

The Shire of Koorda 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 or Committee meetings.

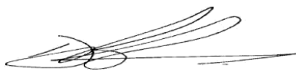
Any person or legal entity who acts or fails to act in reliance upon any statement, act or omission made in a Council or Committee meeting does so at that person's or legal entity's own risk.

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, and statement or intimation of approval made by a member or officer of the Shire of Koorda during the course of any meeting is not intended to be and is not to be taken as notice of approval from the Shire of Koorda.

The Shire of Koorda warns that anyone who has any application lodged with the Shire of Koorda must obtain and should only rely on **written confirmation** of the outcome of the application, and any conditions attaching to the decision made by the Shire of Koorda in respect of the application.

To be read aloud if any member of the public is present.

Signed



DN Burton
CHIEF EXECUTIVE OFFICER

CONTENTS

1	DECLARATION OF OPENING	1
2	ANNOUNCEMENT OF VISITORS	1
3	RECORD OF ATTENDANCE	1
	3.1 Record of Attendance:	1
	3.2 Apologies:	1
	3.3 Approved Leave of Absence: Cr Ricky Storer	1
4	QUESTION TIME FOR THE PUBLIC	1
	4.1 Response to Previous Public Questions Taken on Notice	1
	4.2 Public Question Time Open	1
	4.3 Public Question Time Closed	1
5	APPLICATIONS FOR LEAVE OF ABSENCE	1
6	DECLARATIONS OF INTEREST	1
7	PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS	1
8	CONFIRMATION OF MINUTES FROM PREVIOUS MEETINGS	1
	8.1 ORDINARY MEETING HELD 15 August 2018	1
9	ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT DISCUSSION	1
10	REPORTS OF COMMITTEES	2
	10.1.1 ADOPTED WORKS PROGRAMME 2018/2019	2
	10.1.2 WORKS PROGRAMME 2019/2020.....	5
	10.1.3 PROPOSED WORKS PROGRAMME 2020/2021 AND BEYOND	8
	10.1.4 PLANT REPLACEMENT PROGRAMME 2018/2019	11
	10.1.5 PLANT REPLACEMENT PROGRAMME 2019/2020 – 2028/2029	13
	10.1.6 TENDER FOR EMULSIONS	17
11	CHIEF EXECUTIVE OFFICERS REPORT	19
	11.1 Governance and Administration	19
	11.1.1 NEWROC COUNCIL MEETING.....	19
	11.1.2 GECZ MEETING.....	21
	11.1.3 OCTOBER MEETING – CHANGE OF TIME	23
	11.1.4 ACCESS AGREEMENT – CRISP WIRELESS	25
	11.2 Finance	27
	11.2.1 MONTHLY FINANCIAL STATEMENTS	27
	11.2.2 ACCOUNTS PAID AS LISTED	29
	11.2.3 MONTHLY FINANCIAL POSITION	31
	11.3 Law, Order & Public Safety	33
	11.4 Health and Building	33
	11.5 Education & Welfare	33
	11.6 Housing	33
	11.7 Community Amenities	34
	11.7.1 DEVELOPMENT APPLICATION – CBH – EXPANSION OF FACILITY	34
	11.8 Recreation and Culture	36
	11.8.1 BADGERIN TENNIS COURTS	36
	11.9 Transport	38
	11.10 Economic Services	38
	11.11 Other Property & Services	38
	11.12 Reserves	38
12	ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN	38
13	NEW BUSINESS OF AN URGENT NATURE INTRODUCED	38
14	MATTERS FOR WHICH MEETING MAY BE CLOSED	39

14.1.1 WRITE OFF OUTSTANDING DEBTS AS LISTED 39

15 DATE OF NEXT MEETING..... 41

16 CLOSURE..... 41

ITEMS FOR DISCUSSIONERROR! BOOKMARK NOT DEFINED.

OPEN FORUM SESSION.....ERROR! BOOKMARK NOT DEFINED.

PORTFOLIO’SERROR! BOOKMARK NOT DEFINED.

COUNCIL CALENDAR.....ERROR! BOOKMARK NOT DEFINED.

1 DECLARATION OF OPENING

2 ANNOUNCEMENT OF VISITORS

3 RECORD OF ATTENDANCE

3.1 *Record of Attendance:*

3.2 *Apologies:*

3.3 *Approved Leave of Absence: Cr Ricky Storer*

**DEPUTY PRESIDENT TO DRAW THE DISCLAIMER TO THE PUBLIC'S ATTENTION
(If members of the public present)**

4 QUESTION TIME FOR THE PUBLIC

4.1 *Response to Previous Public Questions Taken on Notice*

4.2 *Public Question Time Open*

4.3 *Public Question Time Closed*

5 APPLICATIONS FOR LEAVE OF ABSENCE

6 DECLARATIONS OF INTEREST

7 PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS

8 CONFIRMATION OF MINUTES FROM PREVIOUS MEETINGS

8.1 ORDINARY MEETING HELD 15 August 2018

OFFICER RECOMMENDATION

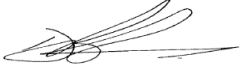
That the Minutes of the Koorda Shire Council Ordinary Meeting held on the 15 August 2018, as circulated be confirmed and certified as a true and accurate record.

9 ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT DISCUSSION

10 REPORTS OF COMMITTEES

10.1.1 ADOPTED WORKS PROGRAMME 2018/2019

Section 5.23 – Applicability

Location:	Shire of Koorda
File Reference:	ADM 0325
Disclosure of Interest:	No interest declared by the CEO Councillors may have a “proximity interest” and this should be declared
Author:	David N Burton, Chief Executive Officer
Signature of CEO	
Attachment:	2018-2019 Works Programme

Background:

The programme is a summary of road works proposed for the 2018/2019 financial year and includes the following;

Works Proposed:

Seal widening work -	Koorda - Dowerin Road approx 3.5kms @ 13 slk Burakin - Wialki Road approx 3.5kms @ 11 slk Koorda - Kulja Road approx 3kms @ 7 slk
Widen and reconstruct -	Koorda - Kulja Rd Widen shoulders approx 3kms @ 32 slk Cadoux - Koorda Rd reconstruct approx 1.5kms @ 4 slk Cadoux - Koorda Rd asphalt intersection 0.2kms @ 21.5 slk
Resealing works -	Koorda - Mollerin Rd reseal approx 6kms @ 30.8 slk Booralaming - Kulja Road reseal approx 4kms @ 9 slk
Reconstruct/sheet -	Booralaming - Kulja Road approx 2km @ 30 slk Martin Road approx 3km @ 2 slk Kirwin East Rock Road approx 3kms @ 7.5slk Anderson Road approx 2.5kms @ 4.5 slk Graves Road approx 1kms @ 0 slk
Footpaths/Kerbing	Repairs - various

Formation, widening, reform and sheeting as per programme work will include gravel reconstruction/widening gravel sheeting and additionally we will continue our road widening programme; that is widening a road by clearing vegetation where applicable and reformation of work out to original windrow line.

General maintenance - work will continue but will be very dependent on weather and seasonal conditions. Summer has been very dry and very little maintenance grading has been done. We will be waiting for winter rains to do more maintenance grading in the hope that the roads do not get too wet.

Comment:

Funding from the Roads to Recovery program have been reduced to the normal amount with the additional funding being expended. This will reduce the works able to be committed, but will allow more maintenance works rather than construction.

Works have been decided around what is required to maintain the road network. Emphasis has been placed on gravel re-sheeting due to the reduction in road standards when last assessed. Roads without sufficient gravel sheeting will reduce grant funding allocations for the roads.

Concern is raised that the Shire lost approximately \$60,000 to the maintenance funding program as a result of budget cuts. There is an indication that this funding may be returned, but no confirmation has been received at this time.

The Works Supervisor would also like to consider a change in the works for this year. We have noted some issues with the intersection of the Koorda – Kulja Road and the Koorda – Mollerin Road and would like to do the corner in asphalt at the same time as the Cadoux – Koorda Road intersection with Felgate Road. The corner is having issues with the larger trucks turning on it and a bituminous stone seal is not the best solution. We are recommending that some of the funding from the Koorda – Kulja Road be allocated to the corner before it becomes a safety issue.

The concern of corners lasting with trucks turning on it is something that we may need to consider for other corners as well. Rather than facing a large bill in a single year, the idea of doing a couple of intersections every couple of years may reduce the impact on the road spending.

Consultation:

Adopted road works programme

Statutory Environment:

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

Policy Implications:

Adopted works programme

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

E 6.1 - Plan for the provision and delivery of transport services and infrastructure in the Shire in close consultation with the State and Federal governments and the local community (ongoing)

E 6.2 - Maintain an efficient, safe and quality local road network (ongoing)

E 6.3 - Support the provision of appropriate regional transportation links, including rail, air and bus services (ongoing)

Voting Requirement:

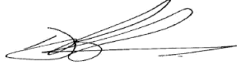
Simple majority

OFFICER RECOMMENDATION

That the proposed works programme for the approximate period to August 2108 be noted with funds being transferred from the works on the Koorda – Kulja Road to the Koorda – Kulja Road and Koorda – Mollerin Road intersection to allow for an asphalt seal.

10.1.2 **WORKS PROGRAMME 2019/2020**

Section 5.23 – Applicability

Location:	Shire of Koorda
File Reference:	ADM 0325
Disclosure of Interest:	No interest to declare by the CEO Councillors may have proximity interest to declare
Author:	David N Burton, Chief Executive Officer
Signature of CEO	
Attachment:	2019/2020 Proposed Works Programme

Background:

The current adopted Draft Proposed Works Programme indicates a designated expenditure of 1.971 million dollars.

Construction -	Designated amount \$ 1,214,000
Preservation -	Designated amount \$ 100,000
Maintenance -	Designated amount \$ 300,000

Work will include road construction improvements, Koorda/Kulja, Koorda/Dowerin and Burakin Wialki Roads, widen seals, road preservation (including reseal programmes) and an ongoing road maintenance programme.

It should be noted that WALGA are trying to work with the State Government currently to renew the road funding agreement and lift the levels back to where it would be from the original agreement. This will have a positive impact on funding as more should be sent out to the regional areas.

Construction

Construction work will be focusing on the entrance and exit roads for Koorda. This will include seal widening for the following:

- Koorda/Dowerin Road
- Burakin/Wialki Road
- Cadoux/Koorda Road
- Koorda/Kulja Road

Indications received so far indicate that the Roads to Recovery (RTR) Funding will be continuing at the current levels. This funding is a large contributor to the road works as it does not require any specific conditions other than the funding be spent on roads where it has not been allocated before. This allows the Shire to prioritise the spending to where the work is needed.

Resealing

Continue work on the

- Koorda/Kulja Rd
- Koorda/Dowerin Road.

Resealing works are always dependant on funding availability, of which there are currently no known changes in the foreseeable future.

Further consideration for intersections being done in an asphalt seal due to the high volume of trucks will be considered for future spending as well. While asphalt is costly, it does allow for the road base to move with the vehicles and will reduce maintenance on the corner.

Gravel Sheeting

The intent is to continue upgrading what could be considered 'priority' gravel roads as this will become a future issue and may affect funding if roads are not maintained.

Gravel Sheeting will be looked at for the following roads;

- Commonwealth Road
- Kulja Central Road
- Mollerin Rock South Road
- Wilson Road
- Strahan Road

Maintenance

This is an increasing cost issue consideration; and to some extent is dependent on conditions, particularly with the winter maintenance grading programme.

Footpaths

- Various, most likely to complete Haig Street or Scott Street if not completed.

Comment:

The proposed programme is generally in line with Councils previous forward planning proposals, review as necessary.

With regards to road preservation projects, they are a mix of resealing, shoulder widening, reconstruction and sheeting, formation improvement and the continuation of clearing and widening on selected rural roads. The programme is designed to achieve a balance of road preservation in different areas of the Shire.

It would be intended that improvements to vision and safety on 'cross and tee' roads will continue as well as removal of excess material from road verges.

Local Government and Main Roads are currently working together to develop a strategic freight network for the Wheatbelt. Pending on the success of the business case, funding may come through for the 2019/2020 financial year, but more likely in future years.

The 2019/2020 Road Program has been changed to allow for reductions in road funding. It should be noted that not all amounts have been confirmed, but any changes due to funding should only be minimal.

Consultation:

Draft Works Programme

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:

Current proposed works programme for 2018/2019

Financial Implications:

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

Strategic Implications:

Strategic Community Plan

E 6.1 - Plan for the provision and delivery of transport services and infrastructure in the Shire in close consultation with the State and Federal governments and the local community (ongoing)

E 6.2 - Maintain an efficient, safe and quality local road network (ongoing)

E 6.3 - Support the provision of appropriate regional transportation links, including rail, air and bus services (ongoing)

Voting Requirement:

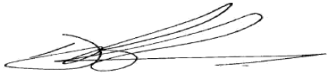
Simple majority

OFFICER RECOMMENDATION

That this Committee recommend that Council adopt the proposed Works Programme for the 2019/2020 financial year for inclusion in the Draft Shire Strategic Plans and the initial draft 2019/2020 budget considerations.

10.1.3 **PROPOSED WORKS PROGRAMME 2020/2021 AND BEYOND**

Section 5.23 – Applicability

Location:	Shire of Koorda
File Ref:	ADM 0325
Disclosure of Interest:	No interest to declared by the CEO Councillors may have a “proximity interest” and this should be declared
Author:	David Burton, Chief Executive Officer
Signature of Author:	
Attachment:	Proposed works programme as per the Plan for the Future-revision

Background:

Council will be moving into the period where they need to consider a review and update of their current forward plans. The current plan will become the 2019/2020, and the plans for 2020/2021 and beyond may require amendment. Regional Road Group funding has been indicated at \$300,000.00 (estimate), and RtR has been allocated for 2020/2021 for a total program of \$280,000.

It should be noted that WALGA are trying to work with the State Government currently to renew the road funding agreement and lift the levels back to where it would be from the original agreement. This will have a positive impact on funding as more should be sent out to the regional areas.

The Wheatbelt Secondary Freight Group are also currently pursuing funding to draft a plan for upgrading roads in the regional areas and Main Roads are also looking at Regional Roads (RARF) in its own action plan. While these groups are still only in the initial phases, it would be reasonable to expect that some additional funding should be allocated to rural roads in the future. The conditions and allocations of this funding are currently not known.

Comment:

There is a need to recognise the growing impact of future resealing programme requirements on Council’s annual works programme; (Particularly the impact on available finance) and general asset management, and our ability to adequately resource all components of those programmes, including labour, plant, overheads and materials etc. In line with current strategic objectives, it will be pertinent to continue to review the mix of construction, preservation and maintenance projects, to achieve preferred outcomes.

Financial sources have recently been varied and the future of funding is always at the mercy of the current government. At the current moment, we are aware that Roads to Recovery will be continuing and may be increased for future years. State Government funding for roads is currently being debated with WALGA and local governments pressing for the return of full funding to the roads and reinstatement of the full funding from licensing, but given the current finances of state government, it is likely that we will not see all funding to roads being approved.

As Koorda is a primary wheat receival site; it is highly likely that changes will occur to road traffic patterns as it appears that outlying bins will reduce in significance with grain receival. Recently the capacity of the storage facility at Koorda has been increased and we will need to monitor traffic flow and the impact on the road network.

The proposed forward plans for 2020/2021 – 2023/2024 have been developed on the estimated funding for Roads to Recovery, Regional Road Group and other funding, although it may well be that in future years both sources of funds may eventually become an “On needs basis” rather than an “as of right” that is an individual council would have to bid for their portion of funds.

The Works Supervisor will be looking at extending the road estimates for major roads to a 10 year forecast in the near future for forward planning.

Consultation:

Works Supervisor

Statutory Environment:

Nil

Policy Implications:

Forward planning determines Council’s short and medium term road works objectives and therefore, current “policy”.

Financial Implications:

Proposed works will need to be within the general ambit of Council’s likely overall draft funding allocations to road works and should be guided by the current asset management parameters and relatively known financial resources. It is indicated the 10 year forward budget maybe change for an asset management matrix which will be in a different format, but will produce similar or better forward planning.

Strategic Implications:

Strategic Community Plan

E 6.1 - Plan for the provision and delivery of transport services and infrastructure in the Shire in close consultation with the State and Federal governments and the local community (ongoing)

E 6.2 - Maintain an efficient, safe and quality local road network (ongoing)

E 6.3 - Support the provision of appropriate regional transportation links, including rail, air and bus services (ongoing)

Voting Requirements

Simple majority

OFFICER RECOMMENDATION

That this Committee commence the formulation of their 2020/2021 proposed works programme and future projections and major works projects to 2023/2024 to enable their inclusion in the strategic planning considerations.

10.1.4 **PLANT REPLACEMENT PROGRAMME 2018/2019**

Section 5.23 – Applicability

Location:	Shire of Koorda
File Reference:	ADM 0325
Disclosure of Interest:	Interest is declared by the CEO as the current vehicle is part of the remuneration package
Author:	David Burton, Chief Executive Officer
Signature of CEO:	
Attachment:	Plant Replacement Programme

Background:

Several items of plant are listed for changeover in the 2018/2019, however all vehicles are under the \$150,000 tender threshold.

No major plant purchases are scheduled for this year, just the changeover of the fleet vehicles.

Comment:

The changeover of the light vehicles will happen throughout the year as required and also to minimise the impact of waiting for vehicles.

The cherry picker is also up for replacement but this will be examined further to see if it is required. Often it is important to replace these vehicles to ensure that they are compliant with safety standards rather than the condition of the vehicle.

Current Proposal -

Minor Items- 2018/2019 (Quotes only required)

- Works Supervisor Vehicle
- CEO Vehicle
- DCEO/MoFA Vehicle (now changed to a Holden Colorado for better change over prices)
- Several Work Utes in the fleet, both crew cab and tipper utes.
- Case light tractor
- Cherry Picker

As licensing costs will not be passed onto local government at this time, we will be continuing with vehicle changeover at the best time and value for the Shire. An example of this was for the last CEO vehicle changeover where it was done at \$0 cost for the new vehicle. It is unlikely this will happen for the next change as there will be a new model coming out.

As tenders for the sale of the old roller were not at a level anticipated, the sale was rejected by Council. We have since put the roller in for public auction to see if we can get a better price for the sale.

Consultation:

Works Supervisor

Statutory Environment:

Strategic Planning Documents

Policy Implications:

Shire of Koorda Purchasing Policy F16

Financial Implications:

The changeover of vehicles is included in the budget

Strategic Implications:

Strategic Community Plan

E 6.1 - Plan for the provision and delivery of transport services and infrastructure in the Shire in close consultation with the State and Federal governments and the local community (ongoing)

E 6.2 - Maintain an efficient, safe and quality local road network (ongoing)

E 6.3 - Support the provision of appropriate regional transportation links, including rail, air and bus services (ongoing)

C 2.4 - Use resources efficiently and effectively (ongoing)

C 2.5 - Operate in a financially sustainable manner (ongoing)

Voting Requirement:

Simple majority

OFFICER RECOMMENDATION

That the report on the 2018/2019 Plant Replacement Program be noted.

10.1.5 **PLANT REPLACEMENT PROGRAMME 2019/2020 – 2028/2029**

Section 5.23 – Applicability

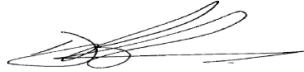
Location: Shire of Koorda

File Reference: ADM 0325

Disclosure of Interest: Interest is declared by the CEO as the current vehicle is part of the remuneration package

Author: David Burton, Chief Executive Officer

Signature of CEO



Attachment: Plant Replacement Programme

Background:

Again it is time for this Committee to review Council's Forward Plant Programme and this means the coming 2019/2020 financial year and beyond requires updating with due consideration to likely road expenditure and possible plant and equipment requirements.

The priority need is to ensure that the proposed 2019/2020 programme is generally in line with Council's foreseen short term requirements and the balance of the programme out to 2028/2029 reflects likely forward projections. The plan is proposed in the current format, which is considered a reasonable compromise between likely and reviewed requirements due to factors to be considered, available finance and reasonable asset management practices.

Comment:

It is appropriate for this committee to commence their review considerations so that they can recommend a plan, either in the current or amended format for inclusion in the Draft Strategic Plans for 2019/2020 review.

Over the life of current projected programmes, that whilst there is flexibility, the current forward projections to 2028/2029 show the plan will be starting to push funding into reserves to allow for the next round of major plant upgrades of heavier equipment such as graders, loaders, etc. Estimated expenditure for 2028/2029 will be kept to a minimum to allow the rebuilding of reserve funds.

For the 2019/2020 Financial Year, we have a Volvo Grader to be replaced. This will raise a couple of concerns, being:

- Volvo no longer make graders, so the trade in value may drop; and
- The Champion Grader is now requiring more repairs than are cost effective.

When the change over in the 2019/2020 financial year is considered, it may be an option to trade in or sell the old Champion Grader for the new vehicle and retain the Volvo Grader as the back up / maintenance grader. This will be looked into closer to the replacement.

Current Proposal -

Major Item- 2019/2020

- Volvo Grader (may be retained and the Champion Grader sold)

Major Item- 2020/2021

- Isuzu Prime Mover / Tipper

Minor Items- 2019/2020

- Works Supervisor Vehicle
- CEO Vehicle
- DCEO/MoFA Vehicle
- Replace Mechanic Ute – This will likely be pushed out as vehicle is being replaced due to being written off.
- Replacement of Low Loader (if required)

Minor Items- 2020/2021

- Works Supervisor Vehicle
- CEO Vehicle
- DCEO/MoFA Vehicle
- Various Utes
- Case Tractor

Budgeted for changeovers

The proposed changeover programme for 2019/2020 is for the amount of \$375,000 allowed for changeovers (capital cost less trade).

The proposed changeover programme for 2020/2021 is for the amount of \$283,000 allowed for changeovers.

Whilst we acknowledge there is a need to continue to be flexible and open minded to ensure that work cost efficiencies can be obtained by reviewing any predetermined planning and juggling of plant and finances to achieve our objectives, the proposed programme is considered a current reasonable mix of asset management practices, flexibility, general review of plant and possible preferred future changeover requirements. As has been previously reiterated in total capital terms, there continues to be flexibility with our plant/equipment rather than only with key plant items.

There is an additional requirement to be flexible not only within our road work programme but within our general parks and gardens, town maintenance, building maintenance and associated works. This allows, we believe reasonable cost effectiveness particularly as many of our items are second hand and capital outlay reflects a use requirement, but provides greater flexibility.

We continue to work on a three crew basis, for most of the year although at times it is necessary to work together.

- ❖ Construction/maintenance – We do not have a permanent maintenance crew
- ❖ Clearing/widening – minor maintenance normally 2 employees
- ❖ Town crew that can assist at times with other works i.e. sign erection, sign maintenance sealing works.
- ❖ Staff members are reasonably “interchangeable”

The intent is that we have reasonable plant and equipment; it allows these sections of council’s workforce to adequately perform their duties and meet the scheduled works programme parameters.

Consultation:

Asset Management Plans
Works Supervisor
DCEO/MoFA

Statutory Environment:

Nil

Policy Implications:

Sets Council’s Policy Guidelines for Asset Management of plant and equipment for the next ten years. (Initial emphasis needs to be now to 2019/2020, 2020/2021 and then to future years).

Financial Implications:

Reflects the perceived likely financial requirements over the period of the plan, to ensure that changeover of plant and equipment falls within the draft projections. With a determining factor being the necessity to be within the general ambit of Council’s Plant Reserve Fund (cash backed) and then the future projected use of those funds.

As has been previously reiterated it should be noted, Council’s ability to set aside adequate funds in the Plant Reserve is coming under increasing pressure due to our own low revenue sources – that is sustainability issues, but is the one area of reasonably responsible asset management practise, that this Council undertakes and this should continue.

Ideally the annual plant depreciation component should be set aside for plant replacement. However this depreciation component can vary depending on age and condition of plant and equipment.

Strategic Implications:

Strategic Community Plan

E 6.1 - Plan for the provision and delivery of transport services and infrastructure in the Shire in close consultation with the State and Federal governments and the local community (ongoing)

E 6.2 - Maintain an efficient, safe and quality local road network (ongoing)

E 6.3 - Support the provision of appropriate regional transportation links, including rail, air and bus services (ongoing)

C 2.4 - Use resources efficiently and effectively (ongoing)

C 2.5 - Operate in a financially sustainable manner (ongoing)

Voting Requirement:

Simple majority

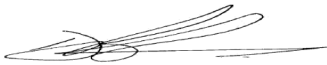
OFFICER RECOMMENDATION

That this Committee:-

- **Commence formulation of their reviewed future proposed plant change over programme and forward projections for the next ten years. The emphasis on the next 3-5 years.**
- **Recommend a programme for inclusion in Council's draft Budget considerations for 2019/2020.**

10.1.6 TENDER FOR EMULSIONS

Section 5.23 – Applicability

Location:	Shire of Koorda
File Reference:	ADM 0325
Disclosure of Interest:	No interest to declared by the CEO Councillors may have a “proximity interest” and this should be declared
Author:	David Burton, Chief Executive Officer
Signature of CEO	
Attachment:	Nil

Background:

As per purchasing policy and Council resolution, the purchase of the emulsion for the 2018/2019 road works was completed through WALGA purchasing services.

Comment:

Quotes for the emulsion provisions were received from:

Colas Western Australia	\$192,825
Boral Asphalt	\$201,354
Bitutek Pty Ltd	\$222,517

The Shire has used Colas Western Australia previously and have not had issues with the services provided. As such, it is recommended that the Tender provided by Colas Western Australia be accepted.

Consultation:

David Burton – Chief Executive Officer
Darren West – Works Supervisor

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:

There are nil financial impacts at the current time, however this project will go to black spot funding in the future and be included in the Shires works programme.

Strategic Implications:

Strategic Community Plan

E 6.1 - Plan for the provision and delivery of transport services and infrastructure in the Shire in close consultation with the State and Federal governments and the local community (ongoing)

E 6.2 - Maintain an efficient, safe and quality local road network (ongoing)

E 6.3 - Support the provision of appropriate regional transportation links, including rail, air and bus services (ongoing)

Voting Requirement:

Simple majority

OFFICER RECOMMENDATION

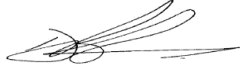
That the tender for bitumen and emulsions for the 2018/2019 Road Works program from Colas Western Australia be accepted.

11 CHIEF EXECUTIVE OFFICERS REPORT

11.1 Governance and Administration

11.1.1 **NEWROC COUNCIL MEETING** 28 August 2018

Section 5.23 – Applicability

Location:	NEWROC Regions
Portfolio:	Governance, Administration and Finance
	Cr JM Stratford
File Reference:	ADM 0105
Disclosure of Interest:	No Interest declared by CEO
Author:	David N Burton, Chief Executive Officer
Signature of CEO	
Attachment:	Minutes

Background:

Minutes of the NEWROC Council Meeting held on 28th August 2018 at Koorda.

Comment:

Items discussed at the NEWROC Meeting were:

- Item 3.1 Linda Vernon – Wheatbelt Way Presentation
- Item 4.2.2.2 AC Voltage Network Reduction – Voltage has been reduced – feedback from Mukinbudin.
- Item 5.1 List of Income and Expenditure – Financial Information.
- Item 6.1 NEWROC Strategic Planning – Presentation by Juliet Grist, submission of enquiry to Micro Grids.
- Item 6.2 Telecommunications Project – Locations for Mukinbudin, Agreement presented to Crisp Wireless, John Nuttall to present at LG Professionals Annual Conference.
- Item 6.3 NEWROC MOU – Adopted by all Shires.
- Item 6.4 Regional Subsidiary – Role of Executive Officer (Draft)
- Item 7.1 Royal Commission into Child Sexual Abuse – Concerns for Local Government of impact.
- Item 8.1 WALGA to consider an Economic Development Assistance for Shires. WALGA will change CEO in next 12 months.
- Item 9.1 Community Resource Centres – Funding to be returned to CRC's

Consultation

Nil

Statutory Environment:

Nil

Policy Implications:

Nil

Financial Implications:

Nil

Strategic Implications:

Shire of Koorda Strategic Community Plan

C 1.6 - Develop successful and collaborative partnerships

C 2.3 - Facilitate resource sharing on a regional basis

Voting Requirement:

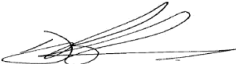
Simple majority

OFFICER RECOMMENDATION

That Council note and endorse the recommendations of the NEWROC Council meeting held at Koorda on 28th August 2018.

11.1.2 **GECZ MEETING**
23 August 2018

Section 5.23 – Applicability

Location:	GECZ Regions
Portfolio:	Governance, Administration and Finance
	Cr JM Stratford
File Reference:	ADM 0092
Disclosure of Interest:	No Interest declared by CEO
Author:	David N Burton, Chief Executive Officer
Signature of CEO	
Attachment:	Minutes

Background:

Minutes of the GECZ Meeting held on 23rd August 2018 at Merredin.

Comment:

The following issues were discussed:

- Item 8.1 Zone Presidents Report
- Item 8.2 Local Government Agricultural Freight Group – Terms of Reference Endorsed.
- Item 8.3 Wheatbelt District Emergency Management Committee - Update
- Item 9.1 State Councillors Report
- Item 9.2 WALGA Status Report
- Item 9.3 WALGA Business – Matters for Decision
- Item 9.4 WALGA Matters for Noting
- Item 9.5 WALGA Organisational Report
- Item 9.6 WALGA Policy Forums
- Item 9.7 WALGA Presidents Report
- Item 10.1 RDA Wheatbelt

Consultation

Nil

Statutory Environment:

Nil

Policy Implications:

Nil

Financial Implications:

Nil

Strategic Implications:

Shire of Koorda Strategic Community Plan

C 1.6 - Develop successful and collaborative partnerships

C 2.3 - Facilitate resource sharing on a regional basis

Voting Requirement:

Simple majority

OFFICER RECOMMENDATION

That Council note and endorse the recommendations of the GECZ meeting held at Merredin on 23rd August 2018.

11.1.3 **OCTOBER MEETING – CHANGE OF TIME**

Section 5.23 – Applicability	
Location:	Koorda
Portfolio:	Governance, Administration and Finance
	Cr JM Stratford
File Reference:	ADM 0370
Disclosure of Interest:	No Interest declared by CEO
Author:	David N Burton, Chief Executive Officer
Signature of CEO	
Attachment:	Nil

Background:

The October Ordinary Meeting is scheduled for the normal time of 4.30pm start, however this year we are anticipating an Audit Committee Meeting at this time to allow all members of Council to speak with the Auditor General with regards to the Audit. To enable as many to attend this first meeting with the Auditor General, Council may consider having the Audit Meeting at 4.30pm and the Ordinary Council Meeting at 5.30pm.

Comment:

Being that this year is the first time that the Shire of Koorda Annual Audit will be under the Auditor General's Office, all Councillors may wish to attend the Audit Committee Meeting which is where the Auditor usually speaks to the Council. To make this a little easier, it is recommended to have the Audit Meeting just before the Council Meeting, and delay the start of the Council Meeting by 1 hour.

The advantage of having the full Council at the Audit Committee will be that all members can get feedback on the audit direct from the Auditor General's Office rather than information being relayed through to the Council Meeting.

Consultation

Nil

Statutory Environment:

Local Government Act 1995
Local Government (Administration) Regulations 1996

12. Meetings, public notice of (Act s. 5.25(1)(g))

- (1) At least once each year a local government is to give local public notice of the dates on which and the time and place at which —
 - (a) the ordinary council meetings; and
 - (b) the committee meetings that are required under the Act to be open to members of the public or that are proposed to be open to members of the public,are to be held in the next 12 months.

- (2) A local government is to give local public notice of any change to the date, time or place of a meeting referred to in subregulation (1).

Policy Implications:

Nil

Financial Implications:

Nil

Strategic Implications:

Shire of Koorda Strategic Community Plan

C 1.1 - Enhance open and interactive communication between Council and the community (ongoing)

Voting Requirement:

Simple majority

OFFICER RECOMMENDATION

That the October Ordinary Meeting of Council be held on the 17th October 2018 with a start time of 5.30pm and that the Chief Executive Officer give local public notice of the change of meeting time.

11.1.4 **ACCESS AGREEMENT – CRISP WIRELESS**

Section 5.23 – Applicability	
Location:	Koorda
Portfolio:	Governance, Administration and Finance
	Cr JM Stratford
File Reference:	ADM 0334
Disclosure of Interest:	No Interest declared by CEO
Author:	David N Burton, Chief Executive Officer
Signature of CEO	
Attachment:	SEPARATE LEASE AGREEMENT - Confidential

Background:

As part of the installation of the wireless internet service to Koorda for the NEWROC Internet Service Project, Crisp Wireless have been required to install an antenna and equipment at the Koorda Emergency Services Building and on the Shires communications tower.

This agreement will formalise the information for Crisp to have access to the facilities in the future for the equipment.

Comment:

A copy of the confidential agreement has been sent separate to the Agenda as it does contain information relating to a company that may be commercially sensitive.

The Agreement is a fairly standard agreement that just ensures that Crisp Wireless can have access to the facility during normal office hours of the Shire to access or upgrade the equipment.

The Agreement is recommended for Council to have the President and Chief Executive Officer sign the agreement and for the Shire of Koorda Common Seal attached.

Consultation

Nil

Statutory Environment:

Nil

Policy Implications:

Nil

Financial Implications:

Nil

Strategic Implications:

Shire of Koorda Strategic Community Plan

2.2.1 Lobby for the technological infrastructure necessary to support commercial and business growth

2.2.5 Promote new commercial and industrial development through appropriate zoning of land and the provision of suitable infrastructure

4.1.4 Advocate on behalf of the businesses and residents with government and telecommunications providers to ensure the community benefits from advances in technology

4.2.1 Promote a culture of continuous improvement processes

Voting Requirement:

Simple majority

OFFICER RECOMMENDATION

That the Shire President and Chief Executive Officer be authorised to sign the Access Agreement for Crisp Wireless to use the Shire's infrastructure to house the internet connection service to Koorda and for the Shire of Koorda Common Seal be approved to be attached to the Agreement.

11.2 Finance

**11.2.1 MONTHLY FINANCIAL STATEMENTS
As at 31 August 2018**

Section 5.23 – Applicability

Location:	Shire of Koorda
Portfolio:	Governance, Administration and Finance
	Cr JM Stratford
File Reference:	ADM 0448
Disclosure Of Interest:	No interest declared by CEO
Author:	Lana Foote, Manager of Finance & Administration
Signature of CEO	
Attachment:	Monthly Financial Statement

Background:

Submission of monthly Financial Statements for period ended 31 August 2018.

Comment:

Monthly Financial Statements for the period ended 31 August 2018 for Council's information and acceptance. The explanations for variances of \$10,000 & 10% or more are in Note 13 of the Financial Monthly Report.

Consultation:

Nil

Statutory Environment:

Local Government Act 1995, Section 6.4

Local Government (Financial Management) Regulations 1996 34.1(2) as amended 2005

Policy Implications:

Nil

Financial Implications:

Nil

Strategic Implications:

Shire of Koorda Strategic Community Plan

C 3.3 - Provide reporting processes in a transparent, accountable and timely manner

Voting Requirement:

Simple majority

OFFICER RECOMMENDATION

That the monthly Financial Statements for the period ended 31 August 2018, as presented, be received and adopted.

11.2.2 **ACCOUNTS PAID AS LISTED**
As at 7 September 2018

Section 5.23 – Applicability	
Location:	Shire of Koorda
Portfolio:	Governance, Administration and Finance
	Cr JM Stratford
File Reference:	ADM 0448
Disclosure Of Interest:	No interest declared by CEO
Author:	Lana Foote, Manager of Finance & Administration
Signature of CEO	
Attachment:	Monthly Report List

Background:
Regulatory requirement to advise Council of payments made, since the previous meeting.

Comment:
The payments on the attached schedule have been made for the period to 13 August 2018, and to 7 September 2018 and are generally within budget guidelines and are of an operational nature. Payments for capital assets expenditure are:

V132	IKEA – Perth	\$4,409.70
V144	Edwards Motors	\$1,000.00
V146	Joondalup Designs	\$900.00

Consultation:
Nil

Statutory Environment:
Local Government Act 1995, Section 5.42
Local Government (Financial Management) Regulations 1996 12(1) (a), 13(1), 13(3).

Policy Implications:
Nil

Financial Implications:
Budget guidelines and constraints
Need to authorise unbudgeted expenditure (if any)

Strategic Implications:

Shire of Koorda Strategic Community Plan

C 3.3 - Provide reporting processes in a transparent, accountable and timely manner

Voting Requirement:

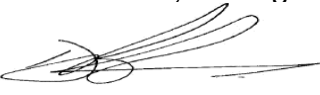
Simple majority

OFFICER RECOMMENDATION

That accounts as listed being for period from 13 August 2018 to 7 September 2018.

Municipal Vouchers No's V109 to V180	Totalling	\$327,947.08
Credit Card Vouchers (V123, V127 & V132)	Totalling	\$10,151.03
	Total	\$338,098.11
To be endorsed or passed for payment		

11.2.3 MONTHLY FINANCIAL POSITION
As at 7 September 2018

Section 5.23 – Applicability	
Location:	Shire of Koorda
Portfolio:	Governance, Administration and Finance Cr JM Stratford
File Reference:	ADM 0448
Disclosure Of Interest:	No interest declared by the CEO
Author:	Lana Foote, Manager of Finance & Administration
Signature of CEO	
Attachment:	Financial Position

Background:

Current Monthly Financial position as at 7 September 2018 on the various accounts.

Comment:

The Municipal Account’s financial position as at 7 September 2018 indicated at this time.

Monthly Financial Position	Municipal Account	\$2,024,536.30
	Reserve Account	\$4,824,948.60
	Trust Account	\$40,727.81

Consultation:

Monthly advice

Statutory Environment:

Local Government Act 1995, Section 6.4

Policy Implications:

Regulation

Financial Implications:

Shows current financial position

Strategic Implications:

Shire of Koorda Strategic Community Plan

C 3.3 - Provide reporting processes in a transparent, accountable and timely manner

Voting Requirement:

Simple majority

OFFICER RECOMMENDATION

That the Financial Position, as at 7 September 2018, as presented, be noted, received and adopted.

11.3	Law, Order & Public Safety
-------------	---------------------------------------

No items this month

11.4	Health and Building
-------------	----------------------------

No items this month

11.5	Education & Welfare
-------------	--------------------------------

No items this month

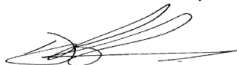
11.6	Housing
-------------	----------------

No items this month

11.7 Community Amenities

11.7.1 DEVELOPMENT APPLICATION – CBH – EXPANSION OF FACILITY

Section 5.23 – Applicability

Location:	Koorda
Portfolio:	Community Amenities, Environment, Recreation & Culture
	Cr PL McWha
File Reference:	ADM 0256
Disclosure of Interest:	No Interest declared by CEO
Author:	David N Burton, Chief Executive Officer
Signature of CEO:	
Attachment:	Letter, Maps.

Background:

A development application has been received from CBH with regards to expanding the facility to enable more grain to be stored on the site.

Comment:

As CBH have identified Koorda as a strategic grain receipt point, it is only to be expected that the site will need to increase in size to cater for the grain grown in the area.

The area of land that CBH are expanding onto has been zoned General Industry, like the land that CBH is currently on, so there is no breach of the Shire of Koorda Town Planning Scheme No.3 for the development to go ahead.

Concern is still noted that the increase in hard surface may present additional issues with regards to the water runoff into the roadside drainage as shown in the attached photographs. With increased water flow into the drain, it is likely that we will see more erosion of the soil which will eventually create an issue with Felgate Road. It may be a condition that CBH contribute towards the installation of a concrete drain inlet that will prevent the erosion of the drains.

Consultation

John Gosper – Building Services

Statutory Environment:

Nil

Policy Implications:

Nil

Financial Implications:

Concrete works for the drainage will be an additional cost for Council. This cost will not be known until the works can be quoted on.

Strategic Implications:

Shire of Koorda Strategic Community Plan

2.2 4 Facilitate and create sustainable business and community partnerships

2.3.1 Facilitate transport services and infrastructure with key stakeholders.

Voting Requirement:

Simple majority

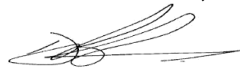
OFFICER RECOMMENDATION

That the development of additional storage space at the Co-operative Bulk Handling site in Koorda be approved subject to a 50% contribution being made to drainage works to prevent the water off the site from eroding the roadside drainage on Felgate Road.

11.8 Recreation and Culture

11.8.1 BADGERIN TENNIS COURTS

Section 5.23 – Applicability

Location:	Koorda
Portfolio:	Community Amenities, Environment, Recreation & Culture
	Cr PL McWha
File Reference:	ADM 0406
Disclosure of Interest:	No Interest declared by CEO
Author:	David N Burton, Chief Executive Officer
Signature of CEO	
Attachment:	Nil

Background:

Advice has been received from the Badgerin Tennis Club that they are no longer functioning and are wanting to hand back the club facilities to the Shires.

Comment:

Staff have had a look at the facility and some of the buildings are in reasonable condition (shelter has an asbestos roof) but will need some work. The toilet facilities are basic but can be functional and showers have only cold water.

When assessing the area, staff considered the possibility of having it as a camping ground for a small group. It could be advertised as old tennis courts and that the tennis courts can still be used during the day with players playing at their own risk.

The facilities would not require much work to have as a basic facility and people who are going there would have to accept it as that. The tennis courts would be an added attraction and the catchment area can also provide some additional activities. It is not planned for this area to be a paying site, so maintenance would be minimal.

The main concern with the facility is that the roof is currently clad with asbestos sheeting which it would be recommended for this to be removed and replaced with colourbond. This would have an expense to dispose of the asbestos properly and will be considered for the 2019/2020 Budget process.

At this time it is not expected that the lights and generator to be maintained, however this could be considered pending on the popularity of the site.

Consultation

Nil

Statutory Environment:

Nil

Policy Implications:

Nil

Financial Implications:

Some costs for initial set up, then minimal maintenance costs ongoing. The asbestos sheeting will have to be removed which could be costly, but not prohibitive.

Strategic Implications:

Shire of Koorda Strategic Community Plan

1.1.4 Develop, maintain and support appropriate recreation facilities

2.2.1 Advocate, promote and market the Shire as a place to live, work and visit

2.2.5 Facilitate the development of tourism activities associated with the Shire's diverse natural, social and built heritage

Voting Requirement:

Simple majority

OFFICER RECOMMENDATION

That the Chief Executive Officer work towards turning the Badgerin Tennis facility into a camping area for tourists.

11.9	Transport
-------------	------------------

No items this month

11.10	Economic Services
--------------	--------------------------

No items this month

11.11	Other Property & Services
--------------	--------------------------------------

No items this month

11.12	Reserves
--------------	-----------------

No items this month

12	ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN
-----------	--

13	NEW BUSINESS OF AN URGENT NATURE INTRODUCED
-----------	--

14 MATTERS FOR WHICH MEETING MAY BE CLOSED

Officer Recommendation

That the Meeting be closed to the public to consider 14.1.1

14.1.1 WRITE OFF OUTSTANDING DEBTS AS LISTED

Section 5.23 – Applicability

Location:	Shire of Koorda
Portfolio:	Governance, Administration and Finance
	Cr JM Stratford
File Reference:	ADM 0448
Disclosure Of Interest:	No interest declared by the CEO
Author:	Lana Foote, Manager of Finance & Administration
Signature of CEO	
Attachment:	Financial Position

****CONFIDENTIAL ITEM ****

5.23. Meetings generally open to public

- (1) Subject to subsection (2), the following are to be open to members of the public —
 - (a) all council meetings; and
 - (b) all meetings of any committee to which a local government power or duty has been delegated.
- (2) If a meeting is being held by a council or by a committee referred to in subsection (1)(b), the council or committee may close to members of the public the meeting, or part of the meeting, if the meeting or the part of the meeting deals with any of the following —
 - (e) a matter that if disclosed, would reveal —
 - (i) a trade secret; or
 - (ii) information that has a commercial value to a person; or
 - (iii) information about the business, professional, commercial or financial affairs of a person,
where the trade secret or information is held by, or is about, a person other than the local government; and
- (3) A decision to close a meeting or part of a meeting and the reason for the decision are to be recorded in the minutes of the meeting.

Voting Requirement:

Simple majority

OFFICER RECOMMENDATION

That Council

- 1) Write off list of attached debts for the total of \$5,525.90**
- 2) Council approve accounting reversals for invoices for the total of \$2,415.60**

Officer Recommendation

That the Meeting be reopened to the public.

15 **DATE OF NEXT MEETING**

Wednesday 17 October 2018 @ 4.30pm

16 **CLOSURE**