

**2018**



# MINUTES

**Shire of Koorda**

**19/12/2018**

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# SHIRE OF KOORDA MINUTES

**FOR THE ORDINARY MEETING OF COUNCIL**  
Held in the Council Chambers, Allenby Street,  
Koorda, Wednesday 19 December 2018 at 6.05 pm

**1 DECLARATION OF OPENING**

The Presiding Person declared the meeting open at 6.05 pm

**2 ANNOUNCEMENT OF VISITORS**

**3 RECORD OF ATTENDANCE**

**3.1 Record of Attendance:**

CR FJ Storer	President
CR PL McWha	Deputy President
CR BG Cooper	Councillor
CR LC Smith	Councillor
CR JM Stratford	Councillor
CR RDG Storer	Councillor
Lana Foote	Acting CEO
David Burton	(CEO – on annual leave)

**3.2 Apologies:**  
CR GW Greaves

**3.3 Approved Leave of Absence:**

**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**

### **COUNCIL DECISION Officer Recommendation**

**Moved: G Storer**

**Seconded: LC Smith**

**That Cr FJ Storer's application for leave of absence for the February 2019 Ordinary Council Meeting be accepted.**

**PUT & CARRIED: 6/0  
RESOLUTION NO: 011218**

## **6 DECLARATIONS OF INTEREST**

## **7 PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS**

Cr PL McWha: Attended meeting with MLP Mia Davies. Attended Christmas dinners, Christmas Tree and the NEWROC meeting last week, which will be discussed in the NEWROC Item. Attended the Cadoux primary school concert night and presented the award on behalf of the Shire.

Cr JM Stratford: Attended Community Christmas tree. Again acknowledgements to the P&C who continually do a great job organising the event. Also good to see the support of the shop local campaign.

## **8 CONFIRMATION OF MINUTES FROM PREVIOUS MEETINGS**

### **8.1 ORDINARY MEETING HELD 21 November 2018**

### **COUNCIL DECISION Officer Recommendation**

**Moved CR G Storer**

**Seconded CR LC Smith**

**That the Minutes of the Koorda Shire Council Ordinary Meeting held on the 21 November 2018, as circulated with the amendments be confirmed and certified as a true and accurate record.**

**PUT & CARRIED: 6/0  
RESOLUTION NO: 021218**

**9 ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT DISCUSSION**

Thank you to Cr McWha for attending NEWROC meeting on behalf of Shire and to Cr G Storer for attending the CEACA meeting as a representative for the Shire.

On behalf of Council, congratulations and best wishes are passed on to David and his family for the past 7.5 years in Koorda. It has been a pleasure working with him as President. We wish you well and hope you enjoy your next posting.

**10 REPORTS OF COMMITTEES**

Nil

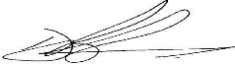
CONFIRMED

## 11 CHIEF EXECUTIVE OFFICERS REPORT

### 11.1 Governance and Administration

#### 11.1.1 **NEWROC EXECUTIVE MEETING** 27 November 2018 at Traying

##### **Section 5.23 – Applicability**

<b>Location:</b>	NEWROC Regions
<b>Portfolio:</b>	<b>Governance, Administration and Finance</b> Cr JM Stratford
<b>File Reference:</b>	ADM 0105
<b>Disclosure of Interest:</b>	No Interest declared by CEO
<b>Author:</b>	David N Burton, Chief Executive Officer
<b>Signature of CEO</b>	
<b>Attachment:</b>	Minutes (Attachments page 2 - 22)

##### **Background:**

Minutes of the NEWROC Council Meeting held on 27<sup>th</sup> November 2018 at Traying.

##### **Comment:**

The following issues were discussed:

- Item 4.1 Holyoake – Presentation for services provided.
- Item 4.2 Gerry Murphy – Being There
- Item 5 Directors reports – Consideration of project driven not portfolio.
- Item 7.1 Income and Expenditure
- Item 8.1 Telecommunications Project – Update – Number of Services consideration.
- Item 8.2 Future Projects - Update
- Item 8.3 NEWTravel – MOU Recommended to Council
- Item 8.4 NEWROC Health Strategy - Update
- Item 9.1 Container Deposit Scheme – Updates.
- Item 10.1 WA Country Ambulance Service Review – Considerations.
- Item 10.2 Records Management – Group Purchase.

##### **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

**COUNCIL DECISION**

**Officer Recommendation**

**Moved CR PL McWha**

**Seconded CR JM Stratford**

**That Council note and endorse the recommendations of the NEWROC Council meeting held at Trayning on 27<sup>th</sup> November 2018.**

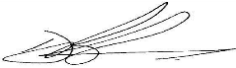
**PUT & CARRIED: 6/0  
RESOLUTION NO: 031218**

CONFIRMED

11.1.2

**GREAT EASTERN COUNTRY ZONE MEETING**  
**29 November 2018 via Teleconference**

**Section 5.23 – Applicability**

<b>Location:</b>	GECZ Regions
<b>Portfolio:</b>	<b>Governance, Administration and Finance</b> Cr JM Stratford
<b>File Reference:</b>	ADM 0092
<b>Disclosure of Interest:</b>	No Interest declared by CEO
<b>Author:</b>	David N Burton, Chief Executive Officer
<b>Signature of CEO</b>	
<b>Attachment:</b>	Minutes (Attachments page 23 - 47)

**Background:**

Minutes of the GECZ Meeting held on 29th November 2018 via teleconference.

**Comment:**

The following issues were discussed:

- Item 7.1 Draft Waste Strategy – Guide for better practice for LG.
- Item 7.2 Draft Country Ambulance Strategy – Councils to submit responses.
- Item 7.3 Container Deposit Scheme – All LG's to have a point, project to be funded.
- Item 7.4 Water Corp – Standpipes – Subsidised billing for remote areas, water farm grants to be considered.
- Item 8.0 Zone Reports - Various reports presented.
- Item 9.0 WALGA Business - State Councillors Report, WALGA Status Report, State Council Agenda Items
- Item 10.0 Agency Reports
- Item 12.1 Community Bus Hire – Concerns about fees being charged.
- Item 13.1 Farewell to CEO Koorda.

**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

**COUNCIL DECISION**  
**Officer Recommendation**

**Moved CR PL McWha**

**Seconded CR BG Cooper**

**That Council note and endorse the recommendations of the GECZ meeting held via teleconference on 29th November 2018.**

**PUT & CARRIED: 6/0**  
**RESOLUTION NO: 041218**

CONFIRMED

### 11.1.3

## ACTING CHIEF EXECUTIVE OFFICER

### **Section 5.23 – Applicability**

**Location:**

Shire of Koorda

**Portfolio:**

**Governance, Administration and Finance**

Cr JM Stratford

**File Reference:**

Personal files


**Disclosure Of Interest:**

Impartiality interest declared by the CEO

**Author:**

David N Burton, Chief Executive Officer

**Signature of CEO**



**Attachment:**

Nil

### **Background:**

In November, Council resolved that Pascoe Durtanovich would be acting Chief Executive Officer from the period 21<sup>st</sup> January 2019 until a permanent CEO can be recruited. Unfortunately Pascoe will be unable to attend the Shire during this period.

### **Comment:**

The Shire President has been working with WALGA to secure the services of an Acting CEO for the period. At the time of writing the report, people were still being considered for the roll.

### **Consultation:**

Lydia Highfield – WALGA Recruiting Services

Cr Ricky Storer – Shire President

### **Statutory Environment:**

Nil

### **Policy Implications:**

Nil

### **Financial Implications:**

Costs for the Acting CEO will need to be negotiated with the suitable candidate.

### **Strategic Implications:**

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

4.3.4 - Recruit, retain and develop suitably qualified, experienced and skilled staff

**Voting Requirement:**

Simple majority

**COUNCIL DECISION**

**Officer Recommendations**

**Moved CR PL McWha**

**Seconded CR G Storer**

**That;**

**1) Gary Martin be appointed as Acting Chief Executive Officer from 21st January until a new Chief Executive Officer is appointed.**

**2) The President be authorised to negotiate the remuneration package with Gary Martin within Salaries & Allowances, Level 4.**

**PUT & CARRIED: 6/0  
RESOLUTION NO: 051218**

CONFIRMED

**11.2 Finance**

**11.2.1 MONTHLY FINANCIAL STATEMENTS  
As at 30 November 2018**

**Section 5.23 – Applicability**

**Location:** Shire of Koorda  
**Portfolio:** **Governance, Administration and Finance**

Cr JM Stratford

**File Reference:** ADM 0488

**Disclosure Of Interest:** No interest declared by CEO

**Author:** Lana Foote, Manager of Finance & Admin

**Signature of CEO**



**Attachment:** Monthly Financial Statement (Attachments page 48 - 68)

**Background:**

Submission of monthly Financial Statements for period ended 30 November 2018.

**Comment:**

Monthly Financial Statements for the period ended 30 November 2018 for Council's information and acceptance. The explanations for variances of \$10,000 and 10% or more are in Note 7 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

**COUNCIL DECISION**  
**Officer Recommendation**

**Moved CR JM Stratford**

**Seconded CR G Storer**

**That the monthly Financial Statements for the period ended 30 November 2018, as presented, be received and adopted.**

**PUT & CARRIED: 6/0**  
**RESOLUTION NO: 061218**

CONFIRMED

**11.2.2**                      **ACCOUNTS PAID AS LISTED**  
**As at 11 December 2018**

<b>Section 5.23 – Applicability</b>	
<b>Location:</b>	Shire of Koorda
<b>Portfolio:</b>	<b>Governance, Administration and Finance</b>
	Cr JM Stratford
<b>File Reference:</b>	ADM 0488
<b>Disclosure Of Interest:</b>	No interest declared by CEO
<b>Author:</b>	Lana Foote, Manager of Finance & Admin
<b>Signature of CEO</b>	
<b>Attachment:</b>	Monthly Report List (Attachments page 69 - 70)

**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 15 November 2018 to 11 December 2018 and are generally within budget guidelines and are of an operational nature.

V320	Avon Valley Nissan/Toyota	\$12,294.71
V348	BTR Haulage	\$12,356.61
V349	DMB Quarries	\$72,277.32
V368	Bunnings	\$2,343.35
V372	Daisy Pool Covers	\$12,693.30
V379	MW Grant	\$5,544.00

**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

**COUNCIL DECISION**  
**Officer Recommendation**

**Moved CR BG Cooper**

**Seconded CR JM Stratford**

**That accounts as listed being for period 15 November 2018 to 11 December 2018.**

<b>Municipal Vouchers No's V317 to V398</b>	<b>Totalling</b>	<b>\$303,432.26</b>
<b>Credit Card</b>	<b>Totalling</b>	<b>\$1,434.04</b>
	<b>Total</b>	<b>\$304,866.30</b>

**To be endorsed or passed for payment**

**PUT & CARRIED: 6/0**  
**RESOLUTION NO: 071218**

CONFIRMED

## 11.2.3 **MONTHLY FINANCIAL POSITION** As at 13 December 2018

<b>Section 5.23 – Applicability</b>	
<b>Location:</b>	Shire of Koorda
<b>Portfolio:</b>	<b>Governance, Administration and Finance</b> Cr JM Stratford
<b>File Reference:</b>	ADM 0488
<b>Disclosure Of Interest:</b>	No interest declared by CEO
<b>Author:</b>	Lana Foote, Manager of Finance & Admin
<b>Signature of CEO</b>	
<b>Attachment:</b>	Financial Position (Attachments page 71)

### **Background:**

Current Monthly Financial position as at 13 December 2018 on the various accounts.

### **Comment:**

The Municipal Account's financial position as at 13 December 2018 indicated at this time.

Monthly Financial Position	Municipal Account	\$1,521,811.87
	Reserve Account	\$5,588,215.08
	Trust Account	\$44,942.70

### **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

**COUNCIL DECISION**  
**Officer Recommendation**

**Moved CR LC Smith**

**Seconded CR BG Cooper**

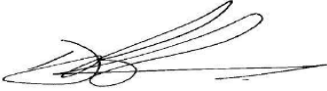
**That the Financial Position, as at 13 December 2018, as presented, be noted, received and adopted.**

**PUT & CARRIED: 6/0**  
**RESOLUTION NO: 081218**

CONFIRMED

## 11.2.4 PURCHASE OF RECORDS MANAGEMENT SYSTEM

### **Section 5.23 – Applicability**

<b>Location:</b>	Shire of Koorda
<b>Portfolio:</b>	<b>Governance, Administration and Finance</b>
	Cr JM Stratford
<b>File Reference:</b>	ADM 0075
<b>Disclosure Of Interest:</b>	No interest declared by CEO
<b>Author:</b>	David N Burton Chief Executive Officer
<b>Signature of CEO</b>	
<b>Attachment:</b>	Cost Estimates (Attachments page 72 - 90)

### **Background:**

Currently the Shire of Koorda has a manual records management system that is outdated and not in line with best practice for local government and records management standards. Over the last few years, we have been looking at possible options with other NEWROC Shire's to see if there was a possible savings, if several Shires were to install the software at the same time.

Recent CCC investigations and probity reports from other Shires have proven that the manual records management system is not suitable to the standards that are expected in Local Government.

### **Comment:**

The options investigated by NEWROC included systems through the main computer system provider for the region being IT Vision and also the possibility of an ad-hoc system called Sharepoint, but the concern was that we would need someone who was capable of administering the system available heavily to ensure the processes were set up correctly. This would be an additional cost.

Currently, the Shires of Mt Marshall and Wyalkatchem are looking at installing Records Management systems this current financial year, and significant savings can be made in changing systems at the same time.

IT Vision have offered 2 systems that staff will be looking at early next week to see what would be the best system to meet the needs of the Shire. From there, the recommendation will be amended to reflect the system that is considered the best option for the Shire of Koorda.

The quotes have been listed in the attachments (CONFIDENTIAL – COMMERCIAL IN CONFIDENCE) for Council to have a look at and the savings that can be made if 3 Shires are ordering the systems together.

The IT Visions records management systems are integrated with the IT Vision system, which is currently being run at the Shire of Mt Marshall. The Shire of Wyalkatchem will be looking at changing to this system for the next financial year and the Shire of Koorda will be looking at changing also. The current system run at these Shires is the Quickbooks system that is not fully integrated with rates and other functions of local government. The processes of Quickbooks are

also not quite up to the standards that are required for local government for checking transactions and internal auditing, which the IT Visions system will cater for. If the Shires can change over to this system together, a substantial savings can be made for the cost and training. It would also bring all of the NEWROC Shires into line with the same operating system for accounting.

**Consultation:**

IT Vision  
NEWROC Shires  
Shire of Dowerin

**Statutory Environment:**

Purchasing of the Records Management System will require a Budget Amendment as it is not currently in the 2018/2019 Annual Budget.

**Policy Implications:**

Nil

**Financial Implications:**

Funding is available in the Computing Equipment Reserve to cover the cost of the system.

**Strategic Implications:**

- 2.2.1 Lobby for the technological infrastructure necessary to support commercial and business growth
- 4.2.1 Promote a culture of continuous improvement processes
- 4.2.2 Facilitate resource sharing on a regional basis

**Voting Requirement:**

Absolute majority

**COUNCIL DECISION**  
**Officer Recommendation**

**Moved CR PL McWha**

**Seconded CR G Storer**

**That the Acting Chief Executive Officer be authorised to purchase the \_\_\_\_\_ Records Management System for the amount of \$\_\_\_\_\_ with funds being transferred from the IT Reserve on the proviso of two other NEWROC Shires purchasing the same software.**

**PUT & CARRIED:  
RESOLUTION NO: 091218**

**PROCEDURAL MOTION:**

**Moved CR PL McWha**

**Second CR LC Smith**

***Council decided that item 11.2.4: Purchase of Records Management System, lay on the table for more information to be sought from other councils.***

**PUT & CARRIED: 6/0  
RESOLUTION NO: 101218**

<b>11.3</b>	<b>Law, Order &amp; Public Safety</b>
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***No items this month***

<b>11.4</b>	<b>Health and Building</b>
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***No items this month***

<b>11.5</b>	<b>Education &amp; Welfare</b>
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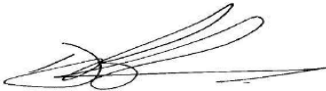
***No items this month***

CONFIRMED

**11.6 Housing**

**11.6.1 TENDER FOR GROH HOUSING**

**Section 5.23 – Applicability**

<b>Location:</b>	Shire of Koorda
<b>Portfolio:</b>	<b>Governance, Administration and Finance</b>
	Cr JM Stratford
<b>File Reference:</b>	Lot 164 Lodge Street
<b>Disclosure Of Interest:</b>	No interest declared by CEO
<b>Author:</b>	David N Burton Chief Executive Officer
<b>Signature of CEO</b>	
<b>Attachment:</b>	Specifications for Housing (Attachments page 91)

**Background:**

Previously, the Shire of Koorda was approached by Government Regional Officers Housing (GROH), about the possibility of a house being constructed for a teacher. At the time, a third house at the property in Lodge Street was considered in a similar design, however GROH indicated that this was not suitable for their requirements.

GROH have since been in contact with the Shire again about housing and are willing to look at the possibility of a house similar in design to those constructed in Lodge Street.

**Comment:**

Initially, it was considered that if the houses were the same, the Shire could eliminate the tender process to keep the houses similar. Unfortunately, it has been several years since the construction of the original houses, so this option is no longer available. While this means additional steps, it does allow the Shire some movement in ensuring that the houses do meet the needs of GROH.

The GROH housing works on the basis that over a 10 year lease period, the cost of construction of the house is recouped from GROH as rental for the property. In this way, the Shire is able to build new housing with it only having a short term financial impact on the Reserve Funds of the Shire as the capital is recouped.

The process of the tender would allow for conditions to be placed on the property to keep the construction in similar lines to the original buildings (the Shire does not own the plans) while allowing any adjustments to meet the needs of GROH. Initially, GROH indicated the house being of 3 bedroom 2 bathroom design, but with most of our houses, we have gone 4 bedroom and 2 bathroom. GROH has given indications that this would be acceptable.

For the tender process, GROH must be given the opportunity to approve the building design before the tender can be accepted by the Shire. In this way, it is ensured that the building will meet the lease needs of GROH and guarantee occupancy.

The requirement of the house is due to GROH looking at the possibility of selling the house alongside the Police Station. This would be a private sale which may bring additional persons to Koorda.

At the moment, it is recommended that the Shire go through the Tender process for the housing. While this does incur some cost, it will enable the Shire to accurately gauge the cost of the house, and also ensure that it meets the needs of GROH and a rental agreement can be considered before the Shire commits to the expenditure of a house. The cost of running a tender would be considered minimal.

**Consultation:**

Debbie Barrington – GROH  
WALGA

**Statutory Environment:**

Nil

**Policy Implications:**

Nil

**Financial Implications:**

At the moment, the only consideration for cost is for the tender and staff time in developing the documents.

If the building is to go ahead, then the cost can be taken out of the Building Reserve and will be recouped through the rental agreement with GROH.

**Strategic Implications:**

- Develop a strategy to attract and retain skilled people in the local area
- 2.2.1 Advocate, promote and market the Shire as a place to live, work and visit
- 3.2.5 Develop and maintain sustainable assets and infrastructure

**Voting Requirement:**

Simple majority

**COUNCIL DECISION**  
**Officer Recommendation**

**Moved CR G Storer**

**Seconded CR PL McWha**

**That the Acting Chief Executive Officer begin the process of a tender for suitable housing for GROH needs for Lot 164 Lodge Street.**

**PUT & CARRIED: 6/0**  
**RESOLUTION NO: 111218**

<b>11.7</b>	<b>Community Amenities</b>
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*No items this month*

<b>11.8</b>	<b>Recreation and Culture</b>
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*No items this month*

<b>11.9</b>	<b>Transport</b>
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*No items this month*

<b>11.10</b>	<b>Economic Services</b>
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*No items this month*

<b>11.11</b>	<b>Other Property &amp; Services</b>
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*No items this month*

<b>11.12</b>	<b>Reserves</b>
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*No items this month*

<b>12</b>	<b>ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN</b>
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**13 NEW BUSINESS OF AN URGENT NATURE INTRODUCED**

**COUNCIL DECISION  
Officer Recommendation**

**Moved CR JM Stratford**

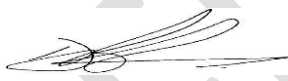
**Seconded CR PL McWha**

**That the late item 13.1.1: Audit Report – Regulation 17, be accepted to agenda for consideration.**

**PUT & CARRIED: 6/0  
RESOLUTION NO: 121218**

**13.1.1 AUDIT REPORT - REGULATION 17**

**Section 5.23 – Applicability**

**Location:** Shire of Koorda  
**Portfolio:** Governance, Administration and Finance  
Cr JM Stratford  
**File Reference:** ADM 0114  
**Disclosure Of Interest:** No interest declared by the CEO  
**Author:** David Burton, Chief Executive Officer  
**Signature of CEO**  
  
**Attachment:** Regulation 17 Report

**Background:**

**Annual Audit**

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.

*[Regulation 17 inserted in Gazette 8 Feb 2013 p. 868.]*



### **Comment**

This process was taken from the LGIS template that was provided two years ago. It is a comprehensive list of activities that are undertaken by Council and questions about what actions and documents are retained by the Shire.

The LGIS Report looked at Risk Management and Internal Controls. To review Legislative Compliance, the consideration of the Annual Compliance Audit was used (also considered in the process). As this report has not shown any breaches for several years, it is considered that the Shires practices for legislative compliance are appropriate and effective.

The Manager of Finance and Administration and staff have been working on documentation which was the main item missing from the previous return. As a result, we have had an increase in our performance for the review.

This review will be presented to the Audit Committee/Council every two years are required under the Audit Regulations.

### **Consultation:**

Lana Foote – Manager of Finance and Administration.

### **Statutory Environment:**

Local Government (Audit) Regulations 1996 – Reg 17

### **Policy Implications:**

Nil

### **Financial Implications:**

Nil

### **Strategic Implications:**

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

C 3.2 - Enhance the capacity and effectiveness of administrative processes (short term)

C 3.3 - Provide reporting processes in a transparent, accountable and timely manner (short term)

**Voting Requirement:**

Simple majority

**COUNCIL DECISION**  
**Officer Recommendation**

**Moved CR BG Cooper**

**Seconded CR PL McWha**

**That the Review be noted and the Chief Executive Officer take corrective action as required to ensure best practice for the Shire of Koorda.**

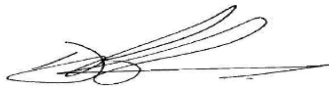
**PUT & CARRIED: 6/0**  
**RESOLUTION NO: 131218**

CONFIRMED

**14 MATTERS FOR WHICH MEETING MAY BE CLOSED**

**14.1.1 CITIZEN OF THE YEAR NOMINATION**

**Section 5.23 – Applicability**

<b>Location:</b>	Shire of Koorda
<b>Portfolio:</b>	<b>Recreation &amp; Culture</b> Cr PL McWha
<b>File Reference:</b>	ADM 0099
<b>Disclosure Of Interest:</b>	No interest declared by CEO
<b>Author:</b>	David Burton, Chief Executive Officer
<b>Signature of CEO</b>	
<b>Attachment:</b>	Applications (Attachments page 92 - 94)

**\*\*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

**COUNCIL DECISION**  
**Officer Recommendation**

**Moved CR JM Stratford**

**Seconded CR LC Smith**

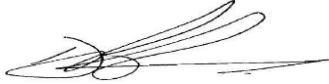
**That the nominations for Citizen of the Year and Community Group of the Year for the 2019 Australia Day Celebrations be accepted and awarded as presented.**

**PUT & CARRIED: 6/0**  
**RESOLUTION NO: 141218**

CONFIRMED

**7.36pm: CEO & MoFA declared an impartiality interest as it concerned their leave and withdrew from the chambers.**

## **14.1.2 ANNUAL LEAVE ACCRUALS**

<b>Section 5.23 – Applicability</b>	
<b>Location:</b>	Shire of Koorda
<b>Portfolio:</b>	<b>Governance, Administration and Finance</b> Cr JM Stratford
<b>File Reference:</b>	Personal files
<b>Disclosure Of Interest:</b>	Impartiality interest declared by the CEO
<b>Author:</b>	David Burton, Chief Executive Officer
<b>Signature of CEO</b>	
<b>Attachment:</b>	Staff Leave Listing (Attachments page 95)

**\*\*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

**COUNCIL DECISION**  
**Officer Recommendation**

**Moved CR JM Stratford**

**Seconded CR G Storer**

**That the Annual Leave Accruals be noted and every effort made by the Chief Executive Officer to keep the leave at acceptable levels.**

**PUT & CARRIED: 6/0**  
**RESOLUTION NO: 151218**

**7.51pm: CEO & MoFA rejoined the meeting and the presiding person advised them of the outcome of motion 14.1.2: Annual Leave Accruals**

**15**                      **DATE OF NEXT MEETING**

Wednesday 20 February 2019 @ 4.30pm

**16**                      **CLOSURE**

The President thanked Councillors for the participation and closed the meeting at 7.53pm

Signed .....

Presiding person at the meeting at which the minutes were confirmed

Date: 20 February 2019

CONFIRMED