



Shire of Koorda



AGENDA

NOTE:

Wednesday 18th July 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

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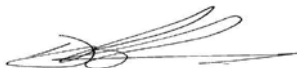
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In particular and without derogating in any way from the broad disclaimer above, in any discussion regarding any planning application or application for a license, and statement or intimation of approval made by a member or officer of the Shire of 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:	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 20 June 2018.....	1
9	ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT DISCUSSION	1
10	REPORTS OF COMMITTEES	1
11	CHIEF EXECUTIVE OFFICERS REPORT	2
	11.1 Governance and Administration	2
	11.1.1 NEWROC COUNCIL MEETING.....	2
	11.1.2 GECZ MEETING – KELLERBERRIN	4
	11.1.3 WALGA AGM – 1 st AUGUST 2018.....	6
	11.1.4 COUNCILLORS FEES AND ALLOWANCES	8
	11.1.5 STRATEGIC COMMUNITY PLAN 2018.....	10
	11.2 Finance.....	12
	11.2.1 MONTHLY FINANCIAL STATEMENTS	12
	11.2.2 ACCOUNTS PAID AS LISTED	14
	11.2.3 MONTHLY FINANCIAL POSITION	16
	11.2.4 INVESTMENT OF COUNCIL FUNDS.....	18
	11.2.5 BUDGET ADOPTION 2018/2019 FINANCIAL YEAR	20
	11.2.6 CONTRIBUTION TO KOORDA EMERGENCY SERVICES GOLF DAY	25
	11.2.7 2017/2018 INTERIM AUDIT	27
	11.3 Law, Order & Public Safety.....	30
	11.4 Health and Building.....	30
	11.5 Education & Welfare	30
	11.6 Housing.....	30
	11.7 Community Amenities.....	30
	11.8 Recreation and Culture.....	31
	11.8.1 PURCHASE RESERVE 18573	31
	11.9 Transport.....	33
	11.9.1 TENDER BITUMEN EMULSION/HOT BITUMEN SEALING PROGRAMME.....	33
	11.9.2 TENDER METAL AGGREGATE SEALING PROGRAMME.....	35
	11.10 Economic Services	37
	11.11 Other Property & Services.....	37
	11.12 Reserves	37
12	ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN..	37
13	NEW BUSINESS OF AN URGENT NATURE INTRODUCED.....	38
	13.1.1 RECREATION CENTRE UPGRADE	38

13.1.2 CEACA HOUSING DRAINAGE WORKS 41

14 MATTERS FOR WHICH MEETING MAY BE CLOSED 43

15 DATE OF NEXT MEETING..... 43

16 CLOSURE..... 43

OPEN FORUM SESSION..... 45

PORTFOLIO'S 47

COUNCIL CALENDAR..... 48

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:*

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

Linda Vernon and Glenys Bachelor from the Central Wheatbelt Biosecurity Group will be attending for a presentation on the Declared Species Rate that will be levied against Koorda Farms this year.

8 CONFIRMATION OF MINUTES FROM PREVIOUS MEETINGS

8.1 ORDINARY MEETING HELD 20 June 2018

OFFICER RECOMMENDATION

That the Minutes of the Koorda Shire Council Ordinary Meeting held on the 20 June 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

11 CHIEF EXECUTIVE OFFICERS REPORT

11.1 Governance and Administration

**11.1.1 NEWROC COUNCIL MEETING
26th June 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 26th June 2018 at Wyalkatchem.

Comment:

The following issues were discussed:

- Item 5.1 Income and Expenditure
- Item 5.2 Budget
- Item 5.3 NEWROC Audit 17/18 – Consideration of Auditors to reduce costs.
- Item 5.4 NEWROC Strategic Planning – Consideration of where to go with power supply issues and alternate energy supplies for a back-up system.
- Item 5.5 Telecommunications Project – Update on Shires joining service and promote.
- Item 5.6 NEWTravel – Information.
- Item 5.7 Local Government Week 2018 – Details of NEWROC Dinner, EO to attend conference on Wednesday and Thursday.
- Item 6.1 Literary Lunch – Information.
- Item 8.1 WALGA update – CRC Funding and opportunities.
- Item 8.2 NEWROC Number plate – Held at Wylie.

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

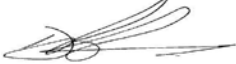
Voting Requirement:

Simple majority

OFFICER RECOMMENDATION

That Council note and endorse the recommendations of the NEWROC meeting held at Wyalkatchem on 26th June 2018.

11.1.2 GECZ MEETING – KELLERBERRIN
28th June 2018

Section 5.23 – Applicability	
Location:	GECZ Regions
Portfolio:	Governance, Administration and Finance
	Cr JM Stratford
File Reference:	ADM0092
Disclosure of Interest:	No Interest declared by CEO
Author:	David N Burton, Chief Executive Officer
Signature of CEO	
Attachment:	Copy of Minutes sent separately

Background:

Minutes of the GECZ WALGA Meeting held on 28th June 2018 in Kellerberrin.

Comment:

The following issues were discussed:

- Item 7.1 Wheatbelt Conference – General details from conference.
- Item 8 Zone Reports – Various reports of activities in the zone. Healthy Wheatbelt may be finishing.
- Item 9.1 State Councillors Report
- Item 9.2 WALGA Status Report
- Item 9.3 Review WALGA State Council Agenda
- Item 9.4 WALGA Matters for Noting
- Item 9.5 WALGA Organisational Reports
- Item 9.6 WALGA Policy Forum Reports
- Item 9.7 WALGA Presidents Report
- Item 10 Agency Reports – Department of Local Government and Communities DAFWA, MRWA, RDA Wheatbelt and Water Corp.

Consultation

Various

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 on 28th June 2018 in Kellerberrin.

11.1.3 **WALGA AGM – 1st AUGUST 2018**

Section 5.23 – Applicability	
Location:	WALGA Region
Portfolio:	Governance, Administration and Finance Cr JM Stratford
File Reference:	ADM0066
Disclosure of Interest:	No Interest declared by CEO
Author:	David N Burton, Chief Executive Officer
Signature of CEO	
Attachment:	Copy of AGM Documents sent separately.

Background:

The WALGA AGM will be held on the 1st August 2018 at the Convention Centre in Perth.

Comment:

To inform the voting delegates of a preferred voting for the day, it may be advantageous to consider the items before the actual meeting. It should be noted that this should only be a general direction as information on the day may change the motions or provide further details. Therefore, the final determination of the vote should remain with the delegates.

Item 4.1 – Proposal to Amend WALGA Constitution

This has been passed around for consideration previously and the changes raised at Zones and other meetings.

Recommendation: Support motion.

Item 4.2 – Roadside Vegetation – Regulatory Amendments

This item recommends a change to the Environmental Protection (Clearing of Native Vegetation) Regulations 2004 to allow for clearing around property entrances to reduce the risk of vehicle accidents due to poor vision

Recommendation: Support motion.

Item 4.3 – GST Revenue Distribution Share for WA

The concern with the GST distribution has been on the Agenda for the current Federal Government for a while, but action is very slow. This item is for WALGA to advocate for a greater share of the GST for WA.

Recommendation: Support motion.

Item 4.4 Rural, Regional and Remote Community State Government Funding Cuts

Request for WALGA to raise concern with WA State Government regarding funding cuts to rural, regional and remote areas for services and infrastructure. The main concern is the current situation with the Moora Residential College and other funding cuts to regional and remote areas for services.

Recommendation: Support motion.

The direction of this item is only a suggestion for the AGM and should not be taken as an absolute as other considerations may possibly alter the motion. Therefore the final determination should be left at the discretion of the delegates on the day.

It is unlikely that motions will be accepted on the day as the voting delegates and executives would not have had the chance to research the item, however if anything does arise, it is suggested that the voting delegates just use their best judgement.

Consultation

Various

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

Voting Requirement:

Simple majority

OFFICER RECOMMENDATION

That the recommendations for the resolutions to be considered at the WALGA AGM be noted by the voting delegates, with the final determination to be decided by the delegates at the meeting.

11.1.4

COUNCILLORS FEES AND ALLOWANCES

Section 5.23 – Applicability	
Location:	Koorda Shire
Portfolio:	Governance, Administration and Finance
	Cr JM Stratford
File Reference:	CRS0329
Disclosure of Interest:	No Interest declared by CEO
Author:	David N Burton, Chief Executive Officer
Signature of CEO	
Attachment:	Nil

Background:

As part of the Budget process, an allowance is to be made for Councillors sitting fees and allowances.

Councillors Fees and Allowances must abide by the Salaries and Allowances Tribunal (SAT) determination which is sent out annually. This has a maximum and minimum for the Shire to consider.

Comment:

This year the SAT determination concluded the following:

37. The Tribunal has determined there will be no increase at this time in the remuneration, fees expenses or allowances ranges provided to CEOs and elected members in light of issues highlighted above.

38. The Tribunal notes that a majority of local governments retain the capacity to provide an increase within the current band parameters. While noting that the annual Consumer Price Index for December 2017 (the latest available figures) was 0.9%, each local government must satisfy itself and provide public justification for any increase within their allotted band in the current economic climate.

While the determination of SAT is for fees to remain as they are, the fees for Councillors for the Shire of Koorda have not been lifted for several years.

At previous budget meetings, it was suggested that the Meeting fees remain the same as in previous years. As such, no recommendation for change has been made.

Travel fees are charged as per Local Government Officers (Western Australia) Interim Award 2011

	Min	Max	Current	Budget 17/18
Council Meeting Fee (Councillor)	90.00	236.00	90.00	90.00
Council Meeting Fee (President)	90.00	485.00	170.00	170.00
Committee Meeting Fee	45.00	118.00	55.00	55.00
Annual Allowance for President	508.00	19,864.00	7,000.00	7,000.00
Annual Allowance for Deputy (25% Pres. Allow.)	127.00	4,966.00	1,500.50	1,500.50
Information and Communications / Technology	500.00	3,500.00	900.00	900.00
Travel Cost (Local Government Officers' Western Australia) Interim Award 2011 (cents/km)				
	>2600cc		99.01	99.01
	>1600cc - 2600cc		70.87	70.87
	<=1600cc		58.37	58.37
	Motor Cycle		32.55	32.55

Consultation

Nil

Statutory Environment:

Fees and Allowances are controlled by the Salaries and Allowances Tribunal determination.

Policy Implications:

Nil

Financial Implications:

Allocations for fees and allowances are included in the annual budget.

Strategic Implications:

Shire of Koorda Strategic Community Plan

C 1.1 - Enhance open and interactive communication between Council and the community.

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

Voting Requirement:

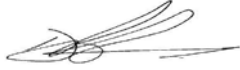
Absolute majority

OFFICER RECOMMENDATION

That the Councillors Fees and Allowances for 2018/2019 be set as follows;

Council Meeting Fee (Councillor)	\$90	per meeting
Council Meeting Fee (President)	\$170	per meeting
Committee Meeting Fee	\$55	per meeting
Annual Allowance for President	\$7,000	per annum
Annual Allowance for Deputy President	\$1,500.50	per annum
Information and Communication Allowance	\$900	per annum
Travel Costs >2600cc	\$0.9901	per km.
Travel Cost >1600cc – =2600cc	\$0.7087	per km.
Travel Cost <=1600	\$0.5837	per km.
Travel Cost Motor cycle	\$0.3255	per km.

11.1.5 **STRATEGIC COMMUNITY PLAN 2018**

Section 5.23 – Applicability	
Location:	Koorda
Portfolio:	Governance, Administration and Finance
	Cr JM Stratford
File Reference:	ADM0381 & ADM0443
Disclosure of Interest:	No Interest declared by CEO
Author:	David N Burton, Chief Executive Officer
Signature of CEO	
Attachment:	Copy of Plan in separate document.

Background:

As per the Local Government Act 1995, the Shire of Koorda is required to conduct a full review of the Strategic Community Plan.

A consultant, Mr Ron Back, has been used to assist with this process in completing the reviewed Strategic Community Plan based on information received from the general public. The Draft has been received and has been advertised for public comment over the last 2 months.

Comment:

During the time that the Draft Strategic Community Plan has been available, there has been little interest shown by the general public and only a few copies have been requested.

The timeframe for comments on the Strategic Community Plan have now finished and at the time of drafting the Agenda, no submissions had been received.

It is recommended that the Strategic Community Plan be adopted (with some minor typographical errors corrected) so that the follow on Plans can be arranged.

Consultation

Mr Ron Back
General Public

Statutory Environment:

Local Government Act 1995

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)

C 1.2 - Develop a policy framework to guide Council's decision making (short term, 2-4 years)

C 2.2 - Promote a culture of continuous improvement processes (ongoing)

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

Voting Requirement:

Simple majority

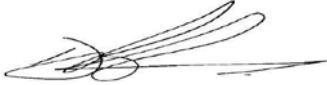
OFFICER RECOMMENDATION

That the Shire of Koorda Strategic Community Plan 2018 be adopted.

11.2 Finance

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

Section 5.23 – Applicability

Location:	Shire of Koorda
Portfolio:	Governance, Administration and Finance
	Cr JM Stratford
File Reference:	ADM448
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 30 June 2018.

Comment:

Monthly Financial Statements for the period ended 30 June 2018 for Council's information and acceptance. The explanations for variances of \$10,000 and 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 30 June 2018, as presented, be received and adopted.

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

Section 5.23 – Applicability	
Location:	Shire of Koorda
Portfolio:	Governance, Administration and Finance
	Cr JM Stratford
File Reference:	ADM448
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 30 June 2018, and to 11 July 2018 and are generally within budget guidelines and are of an operational nature. Payments for capital assets expenditure are:

V951	Mega Holdings	\$2,821.50
V957	Westrac	\$52,030.00
V979	CR & JB Rowles	\$2,904.00
V016	Quariading Earthmoving	\$3,245.00
V020	Solargain PV	\$5,260.00

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 15 June to 30 June 2018.

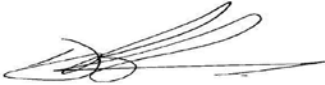
Municipal Vouchers No's V934 to V1001	Totalling	\$208,856.50
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That accounts as listed being for period 1 July to 13 July 2018.

Municipal Vouchers No's V001 to V024		\$104,484.71
Bendigo Credit Card (V001)		\$1,585.08
	Totalling	\$106,069.79

To be endorsed or passed for payment

11.2.3 MONTHLY FINANCIAL POSITION
As at 11 July 2018

Section 5.23 – Applicability	
Location:	Shire of Koorda
Portfolio:	Governance, Administration and Finance
	Cr JM Stratford
File Reference:	ADM 448
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 11 July 2018 on the various accounts.

Comment:

The Municipal Account's financial position as at 11 July 2018 indicated at this time. In comparison to this time last year, Council's monthly financial position is \$380,000 more. The pre-payment of the 2018/19 Federal Assistance Grant was received on 22nd June 2018 which is included in the financial position.

Monthly Financial Position	Municipal Account	\$987,745.85
	Reserve Account	\$5,582,936.02
	Trust Account	\$44,021.40

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

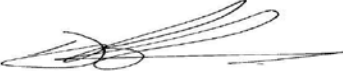
Voting Requirement:

Simple majority

OFFICER RECOMMENDATION

That the Financial Position, as at 11 July 2018, as presented, be noted, received and adopted.

11.2.4 INVESTMENT OF COUNCIL FUNDS
As at 30 June 2018

Section 5.23 – Applicability	
Location:	Shire of Koorda
Portfolio:	Governance, Administration and Finance
	Cr JM Stratford
File Reference:	ADM 448
Disclosure Of Interest:	No interest declared by the CEO No interest declared by Councillors
Author:	Lana Foote, Manager of Finance & Administration
Signature of CEO	
Attachment:	Quarterly Report

Background:

Quarterly Report for the period ended 30 June 2018.

The Quarterly Report to Council gives details of all current investments showing place of investment, term of investment, interest rate, name of funds invested and transactions for the period.

Comment:

The attached breakdown is for your information and the position as at 30 June 2018.

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:

Finance Policy No. 1

Financial Implications:

Budgetary considerations, amendments and cash flow requirements.

Strategic Implications:

Shire of Koorda Strategic Community Plan

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

Will assist in Councils longer term financial planning strategies and meet 'compliance' issues as required.

Voting Requirement

Simple majority

OFFICER RECOMMENDATION

That the Quarterly Report to Council on all current investments to 30 June 2018, as presented, be received and adopted.

11.2.5

BUDGET ADOPTION 2018/2019 FINANCIAL YEAR

Section 5.23 – Applicability

Location:

Portfolio:

Governance, Administration and Finance
Cr JM Stratford

File Reference:

ADM 0044

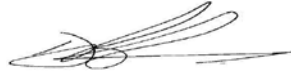
Disclosure Of Interest:

No interest declared by the CEO
No interest declared by Councillors

Author:

Lana Foote, Manager of Finance & Administration

Signature of CEO



Attachment:

Final Draft 2018/19 Budget (Statutory & Detail)

Background:

The draft 2018/2019 budget has been compiled based on the principles contained in the Strategic Community Plan and Plan for the Future. The 2018/2019 draft budget has been prepared in accordance with the presentations made to Councillors in the budget workshop and June Council Meeting.

Comment:

The draft 2018/2019 budget continues to deliver on other strategies adopted by the council and maintains a high level of service across all programs while ensuring an increased focus on road and associated infrastructure as well as on renewing all assets at sustainable levels.

The budget has been prepared to include information required by Local Government Act 1995, Local Government (Financial Management) Regulations 1996 and Australia Accounting Standards. The main features of the draft budget are included below and the Statutory budget and detailed information is attached for Council's consideration, endorsement and acceptance;

- ❖ The budget has been prepared with a 2.5% rate increase. Although not in line with forward financial plans contained in the Plan for the future (maintaining a 5% increase each year), consideration from Council has reduced the increase to better reflect hardships seen with the agricultural seasons.
- ❖ Fees and charges have generally increased by 3%. Some fees and charges have been compared with surrounding shires, Local Business and activity cost centres to ensure the Shire of Koorda are charging relevant fees and charges for services etc.
- ❖ The recurrent operating budget generally includes an overall increase of 3% and continues to focus on the improved service delivery to the community. Individual line items may vary from this due to a thorough expenditure review over previous financial years, significant changes were explained to councillors in the budget work shop.

- ❖ A Capital works programme totalling of \$4.77m for investment in infrastructure, land and buildings, plant and equipment and furniture and equipment is planned. Expenditure on road infrastructure is the major component of this (\$1.19m) in line with Council's strategy to maintain an efficient, safe and quality road network. An amount of \$2.68m is included for the upgrade of the Recreation Facility; however this project is pending funding from the BBRF. If this funding is unsuccessful, the project will be downscaled to reflect the costs to demolish the visitors change rooms and build new home team change rooms and a gymnasium.
- ❖ An estimated surplus of \$1.37m is anticipated to be bought forward from 30 June 2018. However this is unaudited and may change. Any change will be addressed as part of the future budget review. Please note a prepayment of the 2018/19 Federal Assistance Grant is included in the estimated surplus, \$898,500 was paid in late June 2018. \$470,000 is the estimate surplus if the pre-payment is excluded.
- ❖ Principal additional grant funding for the year is estimated from;
 - Grants Commission (untied) (half pre-paid) \$1,180,000
 - Grants Commission (roads) (half pre-paid) \$617,000
 - Regional Road Group \$344,000
 - Roads to Recovery \$277,000
 - Main Roads – Direct Grant \$85,000
 - Rec Ground Upgrade Grants (BBRF/CSRFF/Lotterywest) \$1,680,794

Consultation:

While no specific consultation has occurred on the 2018/19 budget, community consultation and engagement has previously occurred during the development of the Strategic Community Plan from which the Corporate Business Plan was developed. Extensive internal consultation has occurred between the below parties through briefings and workshops.

David Burton – Chief Executive Officer
Darren West – Works Supervisor
Moore Stephens – Accounting Services
Councillors

Statutory Environment:

Local Government Act 1995 - Section 6.2 requires that not later than 31 August in each financial year, or such extended time as the Minister allows, each local government is to prepare and adopt (Absolute Majority required) in the form and manner prescribed, a budget for its municipal fund for the financial year ending on the next following 30 June.

Divisions 5 and 6 of Part 6 of the *Local Government Act 1995* refer to the setting of the budgets and raising of rates and charges. The *Local Government (Financial Management) Regulations 1996* details the form and content of the budget. The draft 2018/2019 budget as presented is considered to meet statutory requirements.

Policy Implications:

The budget is based on the principles contained in the Plan for the Future and Corporate Business Plan.

The annual budget has an effect on the majority of Council's current policies.

Financial Implications:

Specific financial implications are as outlined in the Detail section of this report and as itemised in the draft 2018/2019 budget attached for adoption.

Strategic Implications:

Shire of Koorda Strategic Community Plan

B 1.5 - Develop and maintain sustainable assets and infrastructure

C 2.5 - Operate in a financially sustainable manner

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

Council's Strategic Community Plan and the Long Term Financial Plan is utilised as a baseline for the budget document.

Voting Requirement:

Absolute majority (4)

OFFICER RECOMMENDATION

That:

Part A – Municipal Fund Budget for 2018/2019

Pursuant to the provisions of Section 6.2 of the *Local Government Act 1995* and Part 3 of the *Local Government (Financial Management) Regulations 1996*, that Council adopt the Municipal Fund Budget as contained in the Attachment of this agenda and the minutes, for the Shire of Koorda for the 2018/2019 financial year which includes the following;

- Statement of Comprehensive Income by Nature and Type on page 5 showing a net result for that year of \$231,985
- Statement of Comprehensive Income by Program on page 7 showing a new result for that year of \$231,985
- Statement of Cash Flows on page 9
- Rate Setting Statement on page 10 showing an amount required to be raised by rates of \$1,049,928
- Notes to and forming Part of the Budget on pages 11 to 77
- Budget Program Schedules as detailed in pages 78 to 91
- Transfers to/from Reserve Accounts as detailed in page 22 (Note 7)

Part B – General and Minimum Rates, Instalment Payment Arrangements

1. For the purpose of yielding the deficiency disclosed by the Municipal Fund Budget adopted as Part A above, council pursuant to Sections 6.32, 6.33, 6.34 and 6.35 of the *Local Government Act 1995* impose the following general rates and minimum payments on Gross Rental and Unimproved Values.
 - 1.1. General Rates
 - Residential (GRV) 11.0670 cents in the dollar
 - Industrial (GRV) 11.0670 cents in the dollar
 - Commercial (GRV) 11.0670 cents in the dollar
 - Special Rural (GRV) 11.0670 cents in the dollar
 - Rural (UV) 2.0347 cents in the dollar
 - Mining (UV) 2.0347 cents in the dollar
 - 1.2. Minimum Payments
 - Residential (GRV) \$395.00
 - Industrial (GRV) \$395.00
 - Commercial (GRV) \$395.00
 - Special Rural (GRV) \$395.00
 - Vacant (GRV) \$395.00
 - Rural (UV) \$395.00
 - Mining (UV) \$395.00
2. Pursuant to Section 6.45 of the *Local Government Act 1995 and Regulation 64(2) of the Local Government (Financial Management) Regulations 1996*, Council nominates the following due dates for the payment in full and in full by instalments

Option 1 (Pay in full by due date)	7 th September 2018
Option 2 (Pay in full by instalments)	
Instalment One	7 th September 2018
Instalment Two	16 th November 2018
Instalment Three	17 th January 2019
Instalment Four	21 st March 2019
3. Pursuant to Section 6.46 of the *Local Government Act 1995*, Council offers a discount of 10% (on rates charge only) who have paid their rates in full, including arrears, waste and service charges, on or before 24th August 2018.
4. Pursuant to Section 6.45 of the *Local Government Act 1995* and regulation 68 of the *Local Government (Financial Management) Regulations 1996*, Council adopts a 0% interest rate

where an owner has elected to pay the rates and service charges through an instalment option.

5. Pursuant to Section 6.51(1) and subject to Section 6.51(4) of the *Local Government Act 1995* and Regulation 70 of the *Local Government (Financial Management) Regulations 1996*, Council adopts an interest rate of 11% for rates (and service charges) and costs of proceedings to recover such charges that remains unpaid after becoming due and payable.

Part C – General Fees and Charges for 2018/2019

Pursuant to Section 6.16 of the *Local Government Act 1995*, council adopts the Fees and Charges included at pages 36 to 77 inclusive of the draft 2018/2019 budget included as an attachment of this agenda and minutes.

Sewerage Charges as shown in the schedule of fees and charges; on page 52 of the draft 2018/2019 budget. That Council impose the following sewerage charges and minimum payments on Gross Rental Values where applicable.

- GRV Properties 10.147 cents in the dollar
- Minimum GRVs \$350.00

Part D – Statutory Fees 2018/2019

1. Pursuant to Section 53 of the *Cemeteries Act 1995*, council adopts the Fees and Charges for the Koorda and Cowcowing Cemeteries included on pages 54 and 55 of the draft 2018/2019 budget included as an attachment of this agenda and minutes.
2. Pursuant to Section 67 of the *Waste Avoidance and Resources Recovery Act 2007*, council adopts the following charges for the removal and deposit of domestic and commercial waste:
 - Refuse Collection, per bin \$180.00pa
 - Refuse Collection, per bin (aged pensioner) \$75.00pa
 - Recycling Collection, per bin \$150.00pa
 - Recycling Collection, per bin (aged pensioner) \$75.00pa

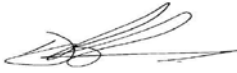
Part E – Material Variance Reporting for 2018/2019

In accordance with regulation 34(5) of the *Local Government (Financial Management) Regulations 1996*, and *AASB 1031 Materiality*, the level to be used in statements of financial activity in 2018/2019 for reposting material variance shall be \$10,000 and 10%.

11.2.6

CONTRIBUTION TO KOORDA EMERGENCY SERVICES GOLF DAY

Section 5.23 – Applicability

Location:	Shire of Koorda
Portfolio:	Governance, Administration and Finance Cr JM Stratford
File Reference:	ADM0149
Disclosure Of Interest:	No interest declared by CEO
Author:	David N Burton, Chief Executive Officer
Signature of CEO	
Attachment:	Nil

Background:

The Shire of Koorda has previously contributed each year to the Annual Police Golf Day held in Koorda in August.

This year, we have been advised that the Police unfortunately will not be able to organise a day due to workloads and resources, however the Koorda Golf Club has indicated that it would like to retain the day and have an event to raise funds for Emergency Services for Koorda. This can include Fire, Ambulance, RFDS or any other emergency service for the area.

Last year the Shire provided a contribution of \$500.00 to the annual Police Golf Day event to assist with prizes.

Comment:

The day is an annual fun day with all proceeds from the day going towards Emergency Services for the town and the Royal Flying Doctor Service which is vital for emergencies in this area. As such, any contribution to the Emergency Services Day, will be contributing to the welfare of the community.

As the day is usually well supported from various sponsors, it is recommended that a contribution of \$500.00 be allocated to the Emergency Services Golf Day which to the organisers discretion can either be used as a cash prize or equipment/gift. It would also be preferable for the prize to be equipment rather than alcohol.

Statutory Environment:

Nil

Policy Implications:

Nil

Financial Implications:

Council does have a donations budget for the 2018/2019 year.

Strategic Implications:

Shire of Koorda Strategic Community Plan

S 1.2 - Partner with the community to support the creation of community driven activity centres

Voting Requirement:

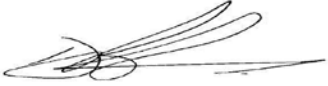
Simple majority

OFFICER RECOMMENDATION

That an amount of \$500.00 be donated to the Koorda Emergency Services Golf Day to be used for a cash prize or equipment/gift prize (not alcohol) at the organising members' discretion.

11.2.7

2017/2018 INTERIM AUDIT

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

Background:

In May 2018, the Interim Audit for 2017/2018 was conducted by Butler Settineri on behalf of the Auditor General's Office.

As part of the Audit, 3 items were highlighted as issues for corrective action. It was also requested that these items be brought to Councils attention.

Comment:

The items of concern raised through the Interim Audit process were:

1. 3 staff of 24 tested did not have a letter of engagement of contract on file.
2. Annual increment increase letters had not been issued for 2017/2018.
3. No tender was called for aggregate purchases which exceeded \$150,000.

Item 1

Generally, when staff are employed, a letter of engagement is drafted and signed stating the conditions of employment, levels and other relevant data. This is fairly standard practice. For a standard letter of engagement (only a few employees are on contract) the letter is drafted by the Payroll Officer from details provided by the CEO or relevant Officer.

It is not known how the letter process was missed for 3 employees, but it has been corrected and made part of the process of setting up new employees that a contract or letter of engagement must be retained in the persons personnel file prepared by the Payroll Officer. Senior Staff have also been advised of this requirement and to include it in the processes.

This process will be monitored over the next 12 months to ensure best practice.

Item 2

Annual incremental or award increase letters are general generated by the payroll officer as part of the processes before the first payroll in the new financial year or when the increase occurs. Due to the changes in payroll officer mid last year, this letter was not drafted. It has now been noted as a process by the payroll officer and included as part of the office compliance calendar. Letters for the current year have already been drafted and sent to employees for signing.

With these processes in place, this should not be an issue again.

Item 3

When we looked at the annual aggregate purchase, the initial quotes came in at about \$140,000 (less with GST discounted) and would have been under the tender threshold of \$150,000. We also allow a small variance as when purchasing aggregate, the amount loaded is not always exactly as requested due to truck sizes and other issues, but we still believed that it would be under the tender threshold. The initial purchase of aggregate was only \$149,844 GST inclusive (under tender threshold).

When the program was being completed, a concern was raised about the works finishing on a 'bad bit of road' and so the works was extended to cover this as well. Unfortunately, this meant additional aggregate (\$6,700 GST inclusive), which then put us over the tender purchase threshold.

It should also be noted that these totalling \$156,544.96 are GST inclusive. The purchase, less GST, is only for \$142,314. Our Purchasing Policy which is based on the WALGA template specifies amount as being GST exclusive:

Where the value of procurement (*excluding GST*) for the value of the contract over the full contract period (including options to extend) is, or is expected to be:-

Amount of Purchase	Model Policy
Up to \$999	No quotes required, items purchased from most suitable supplier.
\$1,000 to \$10,000	Direct purchase from suppliers requiring only two verbal quotations.
\$10,001 - \$19,999	Obtain at least two verbal or written quotations if possible – see Note 1
\$20,000 - \$39,999	Obtain at least three written quotations
\$40,000 - \$149,000	Obtain at least three written quotations containing price and specification of goods and services (with procurement decision based on all value for money considerations).
\$150,000 and above	Conduct a public tender process.

We have spoken with WALGA and confirmed their belief that the consideration does not include GST as part of the purchase.

If the consideration is to be considered exclusive of GST, then no breach has been made and the Purchasing Policy is correct. This matter is currently being referred to the Auditors.

In any event, a buffer of \$15,000 will be added to the consideration of the Purchasing Policy for staff to consider the appropriateness of the tender process if the purchase is likely to be in excess of

\$135,000. This will make an allowance where there is a risk of the purchase breaching Tender Regulations.

Consultation:

Tony Brown – WALGA
Robert Hall - Butler Settineri
Staff

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 3.2 - Enhance the capacity and effectiveness of administrative processes (short term)
C 3.3 - Provide reporting processes in a transparent, accountable and timely manner

Voting Requirement:

Simple majority

OFFICER RECOMMENDATION

That Council note the issues raised in the Interim Audit and corrective action taken.

11.3	Law, Order & Public Safety
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No items this month

11.4	Health and Building
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No items this month

11.5	Education & Welfare
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No items this month

11.6	Housing
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No items this month

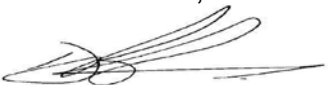
11.7	Community Amenities
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No items this month

11.8 Recreation and Culture

11.8.1 PURCHASE RESERVE 18573

Section 5.23 – Applicability

Location:	Shire of Koorda
Portfolio:	Economic, Other Property and Services and Reserves Cr G Storer
File Reference:	Lot 42 Allenby
Disclosure Of Interest:	No interest declared by CEO
Author:	David Burton, Chief Executive Officer
Signature of CEO	
Attachment:	Email

Background:

An email has been received from the Department of Planning, Lands and Heritage (DPLH) for consideration of the purchase of Reserve 18573, the Old Church Site currently being used as an Art Gallery.

Comment:

The Shire of Koorda has two options to consider for taking over the Reserve. We can either have the property under a Management Order as a Reserve, which will be renewed every 21 years, or we can have it as a freehold property in which the Shire takes on full responsibility of the property.

Option 1 – Management Order

The Lease agreement and Management Order would only be for a period of 21 years and would then be subject to review and renewal. It would be unlikely that this would change, and the use would continue with the renewal process being only a minor administrative concern.

If the Shire was to look at selling the building or using it for another purpose, it would require similar issues to transferring the land to the Shire and may be a hindrance if not used for recreational purposes, but once again, this is not a likely scenario in the near future.

Option 2 – Purchase of land to Freehold

The cost of the land as advised by the DPLH would be the Current Unimproved Market Value which is \$6,000 with administrative costs in completing the settlement and transferring the property. This would be consistent with land values in the area considering the size of the block.

The freehold title to the property would give the Shire free will to change the use of 11.8.1the property or seel it at a later date without going back to DPLH for approval. This would make any further action on the property, a little easier.

While the issues of a Managed Lease Agreement are only minimal, the cost of the land is fairly minimal also and we have funds available in the Building Reserve to cover the costs of the purchase if required. The significant difference is that the Shire will have complete autonomy with the property once it is taken freehold.

Consultation:

Department of Planning Land and Heritage

Statutory Environment:

Nil

Policy Implications:

Nil

Financial Implications:

The cost of the land would be \$6,000 which is not included in the 2018/2019 Annual Budget, however sufficient funds are available in the Building Reserve if required

Strategic Implications:

Shire of Koorda Strategic Community Plan

S 1.2 - Partner with the community to support the creation of community driven activity centres

S 4.2 - Develop, maintain and support appropriate recreation facilities throughout the Shire (ongoing)

S 4.2 - Partner with stakeholders to achieve greater community participation in recreational facilities and services

E 1.4 - Facilitate and create sustainable business and community partnerships

E 5.4 - Provide and support local festivals and tourist events

E 5.5 - Facilitate the development of tourism activities associated with the Shire's diverse natural, social and built heritage

B 1.6 - Maintain and protect heritage buildings and sites

Voting Requirement:

Absolute majority

OFFICER RECOMMENDATION

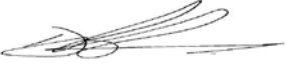
That the:

- a) **Chief Executive Officer be authorised to purchase the land on Reserve 18573, Lot 42 Allenby Street, Koorda, for the Shire for the amount of \$6,000 with funding to be transferred from the Building Reserve if required; and**
- b) **Items be included in the Budget as part of the Review process later this financial year.**

11.9 Transport

11.9.1 TENDER BITUMEN EMULSION/HOT BITUMEN SEALING PROGRAMME

Section 5.23 – Applicability

Location:	Various sites throughout Koorda Shire
Portfolio:	Transport and Communication Cr GW Greaves
File Reference:	TEN
Disclosure Of Interest:	No interest declared by the CEO
Author:	David N Burton, Chief Executive Officer
Signature of CEO	
Attachment:	Nil

Background:

The requirement to call tenders for the supply and spraying of Bitumen Emulsion/Hot Bitumen, for the Shires 2018/2019 Road Sealing Program.

Comment:

In previous years, the Shire of Koorda has used the Tender process to gain quotes for the emulsions for the sealing program. Last year we used the WALGA Preferred Supplier listing which was a simpler process.

As all the suppliers we use are part of the WALGA Preferred supplier listing, we would like to use this process in preference to the tender process as it will guarantee a good price through the bargaining power of WALGA and is less administration work and advertising costs than the tender process.

The different process will not change any of the works schedules, but will be easier for staff to ensure that we get the best price.

Requirements for this year are currently being calculated and should be available for the meeting.

Consultation:

Darren West – Works Manager

Statutory Environment:

Local Government Act 1995, section 3.57(1) (2)

Local Government Act (Functions in General) Regulations 1996 - Part 4 - Tenders for providing goods and services 11.

11. Tenders to be invited for certain contracts

- (1) Tenders are to be publicly invited according to the requirements of this Division before a local government enters into a contract for another person to supply goods or services if the

consideration under the contract is, or is expected to be, more, or worth more, than \$150 000 unless sub regulation (2) states otherwise.

- (2) Tenders do not have to be publicly invited according to the requirements of this Division if —
- (b) the supply of the goods or services is to be obtained through the Council Purchasing Service of WALGA;

Policy Implications:

Nil

Financial Implications:

2018/2019 Budget Provision

Strategic Implications:

Shire of Koorda Strategic Community Plan

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

Voting Requirement:

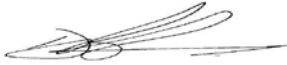
Simple majority

OFFICER RECOMMENDATION

That Council authorise the Chief Executive Officer to purchase Bitumen Emulsion/Hot Mix for the 2018/2019 road sealing program through the Council Purchasing Services of WALGA.

11.9.2 TENDER METAL AGGREGATE SEALING PROGRAMME

Section 5.23 – Applicability

Location:	Various sites throughout Koorda Shire
Portfolio:	Transport and Communication Cr GW Greaves
File Reference:	TEN
Disclosure Of Interest:	No interest declared by the CEO
Author:	David N Burton, Chief Executive Officer
Signature of CEO	
Attachment:	Nil

Background:

The requirement to call tenders for Metal Aggregate for the Shires 2018/2019 Sealing Program.

Comment:

In previous years, the Shire of Koorda has used the Tender process to gain quotes for the aggregate for the sealing program. Last year the Shire used WALGA Preferred suppliers for the aggregate and a local contractor for the transporting of the aggregate.

As all the suppliers we use are part of the WALGA Preferred supplier listing, we would like to use this process in preference to the tender process as it will guarantee a good price through the bargaining power of WALGA and is less administration work and advertising costs than the tender process.

The different process will not change any of the works schedules, but will be easier for staff to ensure that we get the best price.

The process will be broken up again with regards to supply and transporting to allow the Shire to obtain the aggregate at the best price for transport and materials. This will also allow locals to be approached with regards to the carting as the carting will be under the tender threshold.

Requirements for the 2018/2019 year are currently being calculated and should be available for the meeting.

The current program for 2018/2019 is less than last year, therefore it is not likely to require a tender process, but this will be considered if the quotes are close to tender amount.

Consultation:

Darren West – Works Manager

Statutory Environment:

Local Government Act 1995, section 3.57(1) (2)

Local Government Act (Functions in General) Regulations 1996 - Part 4 - Tenders for providing goods and services 11.

11. Tenders to be invited for certain contracts

- (1) Tenders are to be publicly invited according to the requirements of this Division before a local government enters into a contract for another person to supply goods or services if the consideration under the contract is, or is expected to be, more, or worth more, than \$150 000 unless sub regulation (2) states otherwise.
- (2) Tenders do not have to be publicly invited according to the requirements of this Division if —
 - (b) the supply of the goods or services is to be obtained through the Council Purchasing Service of WALGA;

Policy Implications:

Nil

Financial Implications:

2018/2019 Budget Provision

Strategic Implications:

Shire of Koorda Strategic Community Plan

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

Voting Requirement:

Simple majority

OFFICER RECOMMENDATION

That Council authorise the Chief Executive Officer to purchase the supply of metal aggregate for the 2018/2019 road sealing program through the Tender or Council Purchasing Services of WALGA if required and/or quotes if applicable and quotes for the transporting costs.

11.10	Economic Services
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No items this month

11.11	Other Property & Services
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No items this month

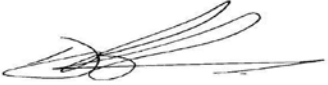
11.12	Reserves
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No items this month

12	ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN
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13.1.1 RECREATION CENTRE UPGRADE

Section 5.23 – Applicability

Location:	Shire of Koorda
Portfolio:	Economic, Other Property and Services and Reserves
	Cr G Storer
File Reference:	Recreation Centre
Disclosure Of Interest:	No interest declared by CEO
Author:	David Burton, Chief Executive Officer
Signature of CEO	
Attachment:	Email

Background:

The Shire of Koorda has applied for National Stronger Regions Funding (NSRF) once and Building Better Regions Funding (BBRF) twice in order to obtain funding for the upgrading of the Recreation Centre. These applications for funding have not been approved, however the Shire has received funding from Community Sports and Recreation Facilities Fund (CSRFF) for the Change Rooms and Gymnasium.

Previously at public meetings, we have advised the general public that if we were not successful with the BBRF which was for the whole project, then it would be staged with the lesser funding.

Comment:

While there is another round of BBRF currently available, it is questionable if we are likely to receive funding in time to be able to complete our obligations towards the BBRF and the CSRFF as the CSRFF will need to be completed by June next year. As such, it is recommended that the commencement of the project for the Change rooms and Gymnasium be completed as stage one of the project and then look at additional funding when the Shire is ready to look at stage 2, which is the main building.

For Stage One, the steps will be as follows:

1. Engage Architect for full set of drawings
2. Go to tender for building development
3. Demolition of old change rooms (after winter sports and Koorda Show)
4. Accept tender for building.
5. New Building to commence by December
6. Completions of building by April – May (Winter sports may need adjusting)
7. Opening of Building in June 2019.

Once we have completed this, we can then look at our funding situation and consider where to for the other changes to the Recreation Centre is required and what funding is available. Funding may be the biggest issue as it is difficult to get funding for a kitchen and bar area.

We have also received funding from Lotterywest for the set up of the Kitchen in the new centre. This was for the approximate amount of \$70,000. I will be contacting Lotterywest to see if we can transfer this amount to the purchase of the Gymnasium equipment and other items for the Gym, if we are successful, this will reduce our costs. Otherwise, the funding may need to be returned and reapplied for when we are ready to do the Kitchen.

The Architectural costs have been estimated at approximately \$30,000 with an additional allowance of \$30,000 for engineering details. As this is under tender limits, we can start this process as soon as possible. This will enable more details to go into the tender and may make it easier to decide a builder.

Consultation:

Department of Planning Land and Heritage

Statutory Environment:

Nil

Policy Implications:

Nil

Financial Implications:

The Budget allowed for the full works for the Recreation Ground. As we are only doing part of the works, it can be reduced at Budget Review time.

Strategic Implications:

Shire of Koorda Strategic Community Plan

S 4.2 - Develop, maintain and support appropriate recreation facilities throughout the Shire (ongoing)

S 4.2 - Partner with stakeholders to achieve greater community participation in recreational facilities and services

Voting Requirement:

Absolute majority

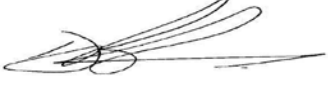
OFFICER RECOMMENDATION

That:

- a) Council note the Building Better Regions Funding not being received;**
- b) The construction of the change rooms and gymnasium be done as Stage 1 in the 2018/2019 financial year;**
- c) The Chief Executive Officer engages an Architect for finalising the building plans;**
- d) Tenders be called as early as possible for the construction of the building;**
- e) Public notice be given of Councils intention to proceed with the change rooms and Gymnasium; and**
- f) The Budget be altered at time of Budget Review to reflect the change in expenditure.**

13.1.2

CEACA HOUSING DRAINAGE WORKS

Section 5.23 – Applicability	
Location:	Shire of Koorda
Portfolio:	Economic, Other Property and Services and
Reserves	
	Cr G Storer
File Reference:	Recreation Centre
Disclosure Of Interest:	No interest declared by CEO
Author:	David Burton, Chief Executive Officer
Signature of CEO	
Attachment:	Email

Background:

A request has been received from Central Eastern Aged Care Alliance Inc. (CEACA) for a co-contribution for stormwater management for the Aged Units being constructed in Greenham Street.

This was a consideration that was mentioned to the CEO a short while ago and when discussed with the President (as an indication was required as soon as possible) it was felt that the Shire could make a contribution to assist the project being that it is a Shire initiative.

Comment:

The request from CEACA is for a co contribution of 50% of the cost of the storm water drainage for the units to be channelled to Scott Street. With the clay content of the soil in the area, it is not possible to have soak wells on the property and to drain the water to Greenham Street would require an excessive amount of landfill to create a down flow to the street.

Consideration was initially for the pipe to cross the lot alongside the CEACA units, but it was pointed out that this land is Crown Land and therefore cannot be annexed. A further solution was considered for putting the drainage down the Right of Way at the back of the property which is Council controlled land.

Being the location of the land and the issues with drainage, this was seen as the best low cost solution for the development.

In most developments, the owner is responsible for the management of storm water drainage, however as the CEACA Units are a Shire initiative (although not owned by the Shire), it is believed that it would be acceptable for the Shire to make a contribution to the development as any cost overruns will ultimately be worn by the Shires, but conditions may want to be placed on this agreement.

Initial concerns with Ralton Benn (Project Co-ordinator – Access Housing) was for the Shire to take ownership of the pipe as it will be on Shire land. This is a concern as any future works for the pipe would be done by the Shire, but it will not be Shire housing.

Other considerations for this item are that it should be noted that if there are any cost over runs for the project, then the co-contribution should be seen as a contribution of the Shire when any additional costing are allocated out. Also, if there are any savings from the completed works, then a refund should be allocated to the Shire to reimburse the co-contribution.

The cost of the work should be able to be completed for about \$20,000

Consultation:

Ralton Benn – Access Housing
Darren West

Statutory Environment:

Nil

Policy Implications:

Nil

Financial Implications:

No budget allowance has been made for this. Funding would need to be taken from the Building Reserve.

Strategic Implications:

Shire of Koorda Strategic Community Plan

Voting Requirement:

Absolute majority

OFFICER RECOMMENDATION

That the Shire of Koorda make a equal co-contribution for the drainage works for the CEACA Development with the following conditions:

- a CEACA Inc. retains ownership and responsibility for the pipe maintenance;**
- b The Shire will grant CEACA Inc (or their contractor) access to the Right of Way for any works of the drain;**
- c If additional funding is required form the Shires for the CEACA Project, this co-contribution be taken into account as a contribution from the Shire of Koorda; and**
- d If the CEACA Inc. development has any savings at finalising of the project, that the Shire of Koorda is reimbursed the cost of the co-contribution.**
- e Funding be taken from the Building Reserve for the co-contribution.**

14	MATTERS FOR WHICH MEETING MAY BE CLOSED
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15	DATE OF NEXT MEETING
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Wednesday 15 August 2018 @ 4.30pm

16	CLOSURE
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Items for Discussion

Bren Gun Carrier for display purposes.

A while ago, Cr Greaves brought a Bren Gun Carrier into town, which was being looked at by Mr. Tony Clarke and Mr. Ashley Weymouth for restoration and display at the Koorda Memorial Hall with the idea that it could be displayed at the War Memorial.

Cr Greaves is wanting to look at the possibility of gifting the Carrier to the Shire, if the Shire is willing to restore it to a suitable display and set it up as a static display at the War Memorial, with the idea that if the Shire does not want to retain it or display it, it is to be returned to the Greaves Family and the Shire reimbursed the restoration costs.

While the item does not have significance to the Shire, it would have been used in the area and would also add to the display at the Memorial. It would also be easier for the Shire to apply for funding for the restoration rather than a single family.

Estimated costs to bring it up to a displayable item is between \$5,000 to \$10,000 (most likely higher end) pending on level of display. The cost to bring the vehicle up to a functioning state would be a lot more and therefore not considered.

This may set precedence for other items to be brought to the Shire, but each would have to be assessed on a case by case consideration.

Before spending too much time looking into this, I wanted to raise it to see if Council is willing to look at the undertaking.

Police Licensing

Recently, we have begun to notice that there is very little 'free time' in the administration office to do all the tasks that need to be done, but are not pressing. This includes jobs such as archiving or disposing of old records, etc.

As we are looking into an electronic records management system, the issue of staff time is likely to be put further under pressure to install the new system and for staff to get used to the processes. We are also in the process of creating a procedure manual to reduce risks of items not being completed or steps not being completed creating increased risk to the Shire as part of the Financial Management Regulation 17 which will be considered again later this year.

At the moment, we are looking at how much time the staff are spending on Police Licensing, to look at the possibility of this maybe shifting to the CRC if it is possible. This would have the benefit of alleviating staff time, and also giving the CRC a little more income through the commissions. We will also look at the cost to Council if we lose the commissions.

OPEN FORUM SESSION

Bar Duties – CR GW Greaves

General discussion on issues

- To be raised at future meeting
- Relevant to Council or Community
- Relevant to good governance
- Not Works or Service issues (Use request forms)

GOVERNANCE & ADMINISTRATION Cr JM Stratford

FINANCE Cr JM Stratford

LAW, ORDER & PUBLIC SAFETY Cr BG Cooper

HEALTH Cr BG Cooper

EDUCATION & WELFARE Cr LC Smith

HOUSING Cr LC Smith

COMMUNITY AMENITIES Cr PL McWha

RECREATION & CULTURE Cr PL McWha

TRANSPORT & COMMUNICATION Cr GW Greaves

ECONOMIC SERVICES Cr G Storer

OTHER PROPERTY & SERVICES & RESERVES Cr G Storer

OTHER:

PORTFOLIO'S

- *Governance, Administration and Finance* - **Cr JM Stratford**

- *Law, Order, Health and Building* - **Cr BG Cooper**

- *Education, Welfare and Property* - **Cr LC Smith**

- *Community Amenities, Environment, Recreation and Culture* - **Cr PL McWha**

- *Transport and Communication* - **Cr GW Greaves**

- *Economic, Other Property and Services and Reserves* - **Cr G Storer**

Council Calendar

July

Tuesday 24th

NEWROC Executive - Koorda

Thursday 26th

NEWTRAVEL General Meeting - Wyalkatchem

August

Wednesday 1st

WALGA AGM

Wednesday 1st

Local Government Week

Thursday 2nd

Local Government Week

Friday 3rd

Local Government Week

Friday 3rd

Drive - In

Thursday 23rd

GECZ - Merredin

Friday 28th

NEWROC Council - Koorda

September

Saturday 1st

Koorda Show

Saturday 15th

Drive - In

Wednesday 19th

Ordinary Meeting of Council

Tuesday 25th

NEWROC Executive - Mt Marshall

October

Wednesday 17th

Ordinary Meeting of Council

Tuesday 23rd

NEWOC Council - Mt Marshall