Shire of Koorda Ordinary Meeting of Council Minutes – 27<sup>th</sup> August 2019

2019

# MINUTES

**Shire of Koorda** 

27/08/2019

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# SHIRE OF KOORDA MINUTES

FOR THE ORDINARY MEETING OF COUNCIL Held in the Council Chambers, Allenby Street, Koorda, Tuesday 27<sup>th</sup> August at 4.31pm

1 DECLARATION OF OPENING

The Presiding Person declared the meeting open at 4.31pm

2 ANNOUNCEMENT OF VISITORS

#### 3 RECORD OF ATTENDANCE

3.1 Record of Attendance:

CR FJ Storer
CR BG Cooper
CR LC Smith
CR JM Stratford
CR RDG Cooper
CR GW Greaves

President
Councillor
Councillor
Councillor
Councillor
Councillor

Darren Simmons CEO Lana Foote MoFA

- 3.2 Apologies:
- 3.3 Approved Leave of Absence: Cr PL McWha

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

A Leave of Absence request for the September 2019 Meeting has been received from Cr G Storer.

#### **COUNCIL DECISION**

Moved CR JM Stratford

**Seconded CR GW Greaves** 

That Cr G Storer be granted Leave of Absence for the September 2019 Ordinary Meeting of Council.

PUT & CARRIED: 6/0 RESOLUTION NO: 010819

#### 6 DECLARATIONS OF INTEREST

Cr GW Greaves declared an impartiality interest in Item 13.1.2 Quote for Aggregate 2019/2020 as a family member's business responded to request for quote.

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

Official opening of new Recreation Facilities: On behalf of Council, I am very proud of new facilities and how they have turned out. Would like to pass on a huge thank to all staff members who have contributed to the process, especially CEO Darren and MoFA Lana. We received many positive comments on how the building turned out.

#### 8 CONFIRMATION OF MINUTES FROM PREVIOUS MEETINGS

#### 8.1 ORDINARY MEETING HELD 17 July 2019

COUNCIL DECISION
Officer Recommendation

**Moved CR GW Greaves** 

**Seconded CR BG Cooper** 

That the Minutes of the Koorda Shire Council Ordinary Meeting held on the 17 July 2019, as circulated be confirmed and certified as a true and accurate record.

PUT & CARRIED: 6/0 RESOLUTION NO: 020819

#### 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 EXECUTIVE COUNCIL MEETING** 

23 July 2019

Section 5.23 - Applicability

Location: **NEWROC Regions** 

Portfolio: Governance, Administration and Finance

Cr JM Stratford

ADM 0105 File Reference:

Disclosure of Interest: No Interest declared by CEO

Darren Simmons, Chief Executive Officer Author: DSNimon

Signature of CEO

Attachment: Minutes

#### Background:

Minutes of the NEWROC Executive Meeting held on 23 July 2019 at Mukinbudin.

#### **Comment:**

The following issues were discussed:

Item 6.1	Income.	Expenditure	and F	Prof	fit ai	nd	Loss

Item 7.1 NEWROC Strategic Planning - Project Updates

Item 7.2 **Telecommunications Project** 

Item 7.3 **NEWTravel** 

Item 7.4 Rural Health Forum

Item 7.5 NEWROC EA Contract Review

Item 9.1 Flammable Aluminium Cladding

**Auditor General Trust** Item 9.2

Item 9.3 WALGA - Anne Banks McAllister

Item 9.4 NEWROC Local Government Week Dinner 2019

#### Consultation

Nil

#### **Statutory Environment:**

Nil

#### **Policy Implications:**

Nil

#### **Financial Implications:**

Nil

#### Strategic Implications:

Shire of Koorda Strategic Community Plan

- 4.1.7 Develop successful and collaborative partnerships
- 4.2.2 Facilitate resource sharing on a regional basis

**Voting Requirement:** 

Simple majority

**COUNCIL DECISION Officer Recommendation** 

**Moved CR BG Cooper** 

**Seconded CR JM Stratford** 

That Council note and endorse the recommendations of the NEWROC Executive meeting held in Mukinbudin on 23 July 2019.

PUT & CARRIED: 6/0 RESOLUTION NO: 030819

11.1.2 **NEWTRAVEL MEETING** 

25 July 2019

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:** Darren Simmons, Chief Executive Officer

Signature of CEO

Attachment: Minutes

#### **Background:**

Minutes of the NEWTRAVEL Meeting held on 25 July 2019 at Westonia.

#### Comment:

The following issues were discussed:

Item 3 Financial Report

Item 4 NEWROC Tourism Officer March – July 2019 Report

Item 5.1 Quarterly Statistics

Item 6.1 Strategic Plan

Item 6.2 Joint Marketing Project – Marketing Panel and Funding Opportunities

Item 6.3 19/20 NEWTravel Marketing Plan

Item 6.4 Dowerin Field Days
Item 7 Shire Reports

#### Consultation

Nil

#### **Statutory Environment:**

Nil

#### **Policy Implications:**

Nil

#### **Financial Implications:**

Nil

#### **Strategic Implications:**

Shire of Koorda Strategic Community Plan

4.1.7 - Develop successful and collaborative partnerships

4.2.2 - Facilitate resource sharing on a regional basis

#### **Voting Requirement:**

Simple majority

**COUNCIL DECISION Officer Recommendation** 

**Moved CR LC Smith** 

**Seconded CR G Storer** 

That Council note and endorse the recommendations of the NEWTravel meeting held in Westonia on 25 July 2019.

PUT & CARRIED: 6/0 RESOLUTION NO: 040819

11.2 Finance

11.2.1 MONTHLY FINANCIAL STATEMENTS

As at 31 July 2019

Section 5.23 – Applicability

Location: Shire of Koorda

Portfolio: Governance, Administration and Finance

Cr JM Stratford

File Reference: ADM 0448

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

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

Signature of CEO

Attachment: Monthly Financial Statement

#### Background:

Submission of monthly Financial Statements for period ended 31 July 2019.

#### Comment:

Monthly Financial Statements for the period ended 31 July 2019 for Council's information and acceptance. The explanations for variances of \$10,000 and 10% or more are noted in the Monthly Financial Statements.

#### **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

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

#### **Voting Requirement:**

Simple majority

**COUNCIL DECISION Officer Recommendation** 

**Moved CR GW Greaves** 

**Seconded CR G Storer** 

That the monthly Financial Statements for the period ended 31 July 2019, as presented, be received and adopted.

PUT & CARRIED: 6/0 RESOLUTION NO: 050819

10

#### 11.2.2 ACCOUNTS PAID AS LISTED

As at 23 August 2019

Section 5.23 – Applicability

**Location:** Shire of Koorda

Portfolio: Governance, Administration and Finance

Cr JM Stratford

File Reference: ADM 0448

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

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

Signature of CEO

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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 from 15 July 2019 to the 23 August 2019 and are generally within budget guidelines and are of an operational nature. Payments for capital assets expenditure are:

V051	RB Motors	\$35,520.00
V052	Ricochet Transport	\$55,000.00
V085	Stallion Homes	\$100,199.00

#### 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

4.3.3 - 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 from 15 July 2019 to 23 August 2019.

**Municipal Vouchers No: V037 to V129** 

Totalling

\$614,851.26

**Credit Card Transactions** 

Total

\$2,591.70 \$617,442.96

To be endorsed or passed for payment

PUT & CARRIED: 6/0

**RESOLUTION NO: 060819** 

11.2.3 MONTHLY FINANCIAL POSITION

As at 23 August 2019

Section 5.23 – Applicability

**Location:** Shire of Koorda

Portfolio: Governance, Administration and Finance

Cr JM Stratford

File Reference: ADM 0448

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

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

PSAmon

Signature of CEO

Financial Position

**Background:** 

Attachment:

Current Monthly Financial position as at 23 August 2019 on the various accounts.

Comment:

The Municipal Account's financial position as at 23 August 2019 indicated at this time.

Monthly Financial Position Municipal Account \$1,299,180.44

Reserve Account \$5,623,121.66 Trust Account \$5,604.46

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

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

#### **Voting Requirement:**

Simple majority

**COUNCIL DECISION Officer Recommendation** 

**Moved CR GW Greaves** 

**Seconded CR BG Cooper** 

That the Financial Position, as at 23 August 2019, as presented, be noted, received and adopted.

PUT & CARRIED: 6/0 RESOLUTION NO: 070819

11.3 Law, Order & Public Safety

No items this month

11.4 Health and Building

No items this month

11.5 Education & Welfare

No items this month

11.6 Housing

No items this month

11.7 Community Amenities

No items this month

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11.8 Recreation and Culture

11.8.1 TENDER 01-1920

Management and Operation of the Shire of Koorda Aquatic Centre

Section 5.23 – Applicability

**Location:** Shire of Koorda

Portfolio: Recreation & Culture

Cr PL McWha

File Reference: TEN 01-1920

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

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

Signature of CEO

Attachment: Draft Contract

#### **Background:**

As part of the business case study, Council resolved at the March 2018 Council Meeting to change the business model of the Aquatic Centre from an employment basis to a managed contract. Council opted to test the contract model for a season and make all necessary steps to facilitate the change.

The 2018/2019 pool season was successfully run through a managed contract and as part of the resolution staff made necessary steps to facilitate the change further and called for tenders for the management and operation of the Koorda Aquatic Centre for the 2019/2020 pool season and beyond.

Tenders closed at 12.00noon Monday 19th August 2019. A Tender was received from:

Contract Aquatic Services

An additional tender from Mr Brock Hargreaves Tieland was received after the abovementioned deadline and therefore has not been considered.

#### Comment:

Whilst Council is in receipt of just one tender, it was received from the contractor who provided the aquatic management and operation for the previous season efficiently and effectively. It is recommended that Council award the contract as per tendered base rate.

#### Consultation:

Darren Simmons - Chief Executive Officer

#### **Statutory Environment:**

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

Local Government Act (Functions in General) Regulation 1996 – Part 4 – Tenders for providing goods and services 11(1)

#### **Policy Implications:**

Nil

#### **Financial Implications:**

2019/2020 Budget Provisions

#### Strategic Implications:

Shire of Koorda Strategic Community Plan

1.1.4 Develop, maintain and support appropriate recreation facilities

Voting Requirement:

Simple majority

# **COUNCIL DECISION Officer Recommendation**

**Moved CR G Storer** 

Seconded CR LC Smith

#### **That Council;**

- 1) Accept the tender for the Management and Operation of the Shire of Koorda Aquatic Centre from Contract Aquatics for a term of 3 years from 1 October 2019 to 30 September 2022 with an option to extend for a further two seasons (to 30 September 2024) for the price at a base rate of \$70,000 exc GST per annum.
- 2) Authorises the President and Chief Executive Officer to finalise the contract and apply the Common Seal.
- 3) Advise VacSwim that the Koorda Aquatic Centre is available for use for swimming lessons during the January school holidays.

PUT & CARRIED: 6/0 RESOLUTION NO: 080819

Due to public concern regarding Vacswim, item 3 was added to the council resolution

11.9 Transport

#### No items this month

11.10 Economic Services

#### No items this month

11.11 Other Property & Services

#### No items this month

11.12 Reserves

#### No items this month

12 ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

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

#### **COUNCIL DECISION**

Moved Cr G Storer Seconded Cr GW Greaves

That Late Items 13.1.1, 13.1.2 and 13.1.3 be accepted

PUT & CARRIED: 6/0 RESOLUTION NO: 090819

13.1.1 QUOTES FOR SUPPLY AND SPRAY OF BITUMEN AND EMULSION 2019/2020

Section 5.23 – Applicability

**Location:** Shire of Koorda

Portfolio: Transport and Communication

Cr GW Greaves

File Reference: Quote: Bitumen and Emulsion 2019/2020

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

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

JS Nimor

Signature of CEO

Attachment: \*CONFIDENTIAL Report\*

#### **Background:**

As per the purchasing policy and 2019/2020 adopted budget, the purchase of the emulsion for the 2019/2020 road works was once again completed through WALGA purchasing services.

Quotes closed at 2.00pm Friday 16 August 2019. Quotes were received from

- Colas Western Australia
- Fulton Hogan
- Boral Asphalt
- Bitutek Pty Ltd

#### Comment:

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

#### Consultation:

Darren Simmons – Chief Executive Officer Darren West – Works Supervisor

#### **Statutory Environment:**

Local Government Act 1995

Local Government (Financial Management Regulations) 1996

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

#### **Policy Implications:**

Nil

#### **Financial Implications:**

2019/2020 Budget Provisions

#### Strategic Implications:

Shire of Koorda Strategic Community Plan

- 2.3.1 Facilitate transport services and infrastructure with key stakeholders
- 2.3.2 Maintain an efficient, safe and quality local road network
- 2.3.3 Advocate for the provision of regional transportation links, including rail, air and bus services.
- 4.2.3 Use resources efficiently and effectively
- 4.2.4 Operate in a financially sustainable manner

Voting Requirement:

Simple majority

## COUNCIL DECISION Officer Recommendation

**Moved Cr GW Greaves** 

**Seconded Cr BG Cooper** 

That Council accept the quote for bitumen and emulsion for the 2019/2020 Road Works program from Colas Western Australia for \$266,201.30

PUT & CARRIED: 6/0 RESOLUTION NO: 100819

# Cr GW Greaves declared an impartiality interest in Item 13.1.2 Quote for Aggregate 2019/2020 as a family member's business responded to request for quote

#### **13.1.2 QUOTES FOR AGGREGATE 2019/2020**

Section 5.23 - Applicability

**Location:** Shire of Koorda

Portfolio: Transport and Communication

Cr GW Greaves

File Reference: Quote: Aggregate 2019/2020

Disclosure Of Interest: No interest declared by the CEO

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

Signature of CEO

Attachment: \*CONFIDENTIAL Report\*

#### Background:

As per the purchasing policy and 2019/2020 adopted budget, the purchase of the aggregate and cartage services for the 2019/2020 road works program were sought through request for quotes.

Quotes for aggregate were received from

BGC Quarries

Mineral Crushing Services WA Pty Ltd

DMB Quarries (7mm only)

Quotes for cartage were received from

BGC Quarries

Boyne Brothers

BTR Haulage

#### Comment:

The Shire has used both BGC Quarries and DMB Quarries in the past. DMB Quarries are only able to supply 7mm aggregate and as per officer recommendation, it is recommended that DMB quarries quote be accepted for the supply of the 7mm aggregate and the quote from BGC quarries for 10mm and 14mm aggregate supply only be accepted and that BTR Haulage quote for cartage be accepted.

#### Consultation:

Darren Simmons – Chief Executive Officer Darren West – Works Supervisor

#### **Statutory Environment:**

Local Government Act 1995

Local Government (Financial Management Regulations) 1996

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

#### **Policy Implications:**

Nil

#### **Financial Implications:**

2019/2020 Budget Provisions

#### Strategic Implications:

Shire of Koorda Strategic Community Plan

- 2.3.2 Maintain an efficient, safe and quality local road network
- 4.2.3 Use resources efficiently and effectively
- 4.2.4 Operate in a financially sustainable manner

#### **Voting Requirement:**

Simple majority

# **COUNCIL DECISION Officer Recommendation**

**Moved Cr JM Stratford** 

Seconded Cr G Storer

#### **That Council**;

- 1) Accept the quote for the supply only of the 10mm and 14mm aggregate for the 2019/2020 Road Works program from BGC Quarries for \$53,789.50
- 2) Accept the quote for the supply only of the 7mm aggregate for the 2019/2020 Road Works program from DMB Quarries for \$11,250.00
- 3) Accept the quote for the cartage of all aggregate for the 2019/2020 Road Works program from BTR Haulage for \$50,926.70

PUT & CARRIED: 6/0 RESOLUTION NO: 110819

#### 13.1.3 TENDER & QUOTES FOR PLANT REPLACEMNT AND DISPOSAL

Disposal of P44: Champion Grader 710A Series III

**Disposal of P31: Bosich Low Loader** 

**Purchase of P44: Grader** 

Section 5.23 - Applicability

**Location:** Shire of Koorda

Portfolio: Transport and Communication

Cr GW Greaves

File Reference: P44 & P31

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

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

Signature of CEO

Attachment: \*CONFIDENTIAL Report\*

#### **Background:**

As per the 2019/2020 adopted budget, P19, the Volvo Grader, was up for renewal. The budget allowed for a changeover of \$275,000. (\$345,000 being allocated to the new grader and a trade in figure estimated at \$70,000). It was decided at Council rather than disposing of the 2012 Grader (P19: Volvo) it would be more economical to dispose of the 1993 Grader (P44: Champion) to keep plant fleet newer and up to date and retain the 2012 grader in appose to the 1993 one.

The budget for the new float allowed for a changeover of \$30,000. This was made up of \$40,000 cost for the new float and \$10,000 estimated as a trade/disposal of the old float. The new float was purchased in July for \$50,000 and as per current item to Council, staff hope to dispose of the old float as per below.

Tenders for the disposal of P44 (Grader) & P31 (Low Loader) closed at 2.00pm, Friday 23 August 2019.

Quotes for P19 (Grader) disposal were received from;

- Tek Ag
- Smith Broughton & Sons
- Nicholls Family Trust
- GW & N Fuchsbichler
- Gray Eisdell Timms (WA) Pty Ltd
- B K Trading Aust Pty Ltd

Quotes for P31 (Low Loader) disposal were received from;

- Warra Farms
- Smith Broughton & Sons
- Nylund House Transporters
- Nicholls Family Trust
- Gray Eisdell Timms (WA) Pty Ltd
- Boyne Holdings Pty Ltd
- B K Trading Aust Pty Ltd

Tenders for the acquisition of a new P44 (Grader) closed at 2.00pm, Friday 23 August 2019.

Quotes for P44 (Grader) acquisition were received from;

- WesTrac 120M (smaller and no grade control)
- WesTrac 12M (grade control)
- Komatsu GD555-5 (additional \$10,000 for grade control)
- John Deere 620GP

#### **Comment:**

As per officer recommendation, it is advised that both items of plant be disposed to the highest bidder.

For the purchase of the new Grader, the Works Supervisor has recommended the purchase of the WesTrac 12M (with grade control). As the Shire already have a Caterpillar grader, there is a feel of familiarity with the Cat Graders. The Works Supervisor also noted some issues with the Komatsu grader in the attached confidential report.

As seen in the recommendation, the estimated disposal of the old grader has come in at \$37,727.00exc GST and if Council resolve to purchase the 12M WesTrac Grader for \$358,000exc GST, additional funds from the plant reserve/opening surplus are required to be transferred to cover the lower trade/disposal cost. As per the 2019/2020 budget an allocation of \$275,000 was made for the changeover of P19, the actual figures, given Council accept the below recommendation equate to \$320,000 and therefore it is also recommended an additional \$45,000 be allocated to the plant changeover and that funds are either absorbed from the opening surplus or transferred from the Plant Reserve at year end.

#### Consultation:

Darren Simmons – Chief Executive Officer Darren West – Works Supervisor WALGA – Procurement Services

#### **Statutory Environment:**

Local Government Act 1995

Local Government (Financial Management Regulations) 1996

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

#### **Policy Implications:**

Nil

#### **Financial Implications:**

2019/2020 Budget Provisions

#### Strategic Implications:

Shire of Koorda Strategic Community Plan

- 2.3.2 Maintain an efficient, safe and quality local road network
- 3.2.5 Develop and maintain sustainable assets and infrastructure
- 4.2.3 Use resources efficiently and effectively
- 4.2.4 Operate in a financially sustainable manner

#### **Voting Requirement:**

Absolute majority

## **COUNCIL DECISION Officer Recommendation**

#### **Moved Cr GW Greaves**

**Seconded Cr BG Cooper** 

#### **That Council;**

- 1) Accept the offered price for the disposal of P44: Champion Grader 710A Series III from GW & N Fuchsbichler for \$37,727.00 exc GST
- 2) Accept the offered price for the disposal of P31: Bosich Low Loader from Smith Broughton & Sons for \$16,363.63 exc GST
- 3) Increase and amend the changeover costs for the P19/P44 (Grader) replacement by \$45,000 which will be absorbed from the opening surplus or transferred from the Plant Reserve at year end and note the change in the Plant Replacement program to dispose and replace P44 in appose to P19
- 4) Accept the tender for the purchase of a new grader to replace P44 from WesTrac Pty Ltd for the 12M Grader for \$358,000.00 exc GST

PUT & CARRIED ABSOLUTE MAJORITY: 6/0 RESOLUTION NO: 120819

It is noted that council support the CEO's decision to present at the Local Government Professionals "R U Okay Metro Forum"

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

#### 15 DATE OF NEXT MEETING

Wednesday 18th September 2019 @ 4.30pm

#### 16 CLOSURE

The President thanked Councillors for the participation and closed the meeting at 5.38pm

Signed									
Signed	 • • •	 	 	 	٠.	 	 	 	

Presiding person at the meeting at which the minutes were confirmed

Date: 18 September 2019