

# Shire of Koorda

# AGENDA

**Notice is hereby given that an Ordinary Meeting of Council will be held in Council Chambers, 10 Haig Street, Koorda commencing at 5.00pm on Wednesday, 21 April 2021.**



Darren Simmons  
Chief Executive Officer



# DISCLOSURE OF INTEREST

## ✦ WRITTEN

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

## ✦ VERBAL

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

## ✦ TO BE DISCLOSED

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



## SHIRE OF KOORDA

# DISCLAIMER

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

The Shire of Koorda disclaims any liability for any loss whatsoever and howsoever caused arising out of reliance by any person or legal entity on any such act, omission or statement or intimation occurring during Council or Committee meetings.

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

In particular and without derogating in any way from the broad disclaimer above, in any discussion regarding any planning application or application for a license, and statement or intimation of approval made by a member or officer of the Shire of Koorda during the course of any meeting is not intended to be and is not to be taken as notice of approval from the Shire of Koorda.

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

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

Signed



DJ Simmons  
**CHIEF EXECUTIVE OFFICER**

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**1 DECLARATION OF OPENING**

**2 ANNOUNCEMENT OF VISITORS**

**3 RECORD OF ATTENDANCE**

- 3.1 *Record of Attendance:*
- 3.2 *Apologies: CR BG Cooper*
- 3.3 *Approved Leave of Absence:*

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

**4 QUESTION TIME FOR THE PUBLIC**

- 4.1 *Response to Previous Public Questions Taken on Notice*
- 4.2 *Public Question Time Open*
- 4.3 *Public Question Time Closed*

**5 APPLICATIONS FOR LEAVE OF ABSENCE**

**6 DECLARATIONS OF INTEREST**

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

- 7.1 **CENTRAL WHEATBELT BIOSECURITY ASSOCIATION INC (CWBA)**  
Representatives of the CWBA will provide a presentation on its activities.

**8 CONFIRMATION OF MINUTES FROM PREVIOUS MEETINGS**

**8.1 ORDINARY MEETING HELD 17 March 2021**

**Officer Recommendation**

**That the Minutes of the Koorda Shire Council Ordinary Meeting held on the 17 March 2021, 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 DELEGATED AUTHORITIES REVIEW 2019-2021**

**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 0147
<b>Disclosure of Interest:</b>	No interest declared by the CEO
<b>Author:</b>	Darren Simmons, Chief Executive Officer
<b>Signature of CEO</b>	
<b>Attachment:</b>	<a href="#">Copy of Delegations</a>

**Background:**

Under the provisions of the Local Government Act 1995; it is necessary to review delegations at least annually.

Regrettably, with a change in CEO during 2019 and the impacts of the COVID-19 pandemic in 2020, these reviews were not undertaken.

Whilst this area of non-compliance was included in the Shire's 2021 Compliance Audit Return (CAR) that Council adopted at its meeting held on 17 March 2021, it was also outlined that the outstanding reviews would be presented to the April 2021 ordinary meeting of Council.

**Comment:**

A copy of Council's existing Delegations has been included in the attachments.

At this time, it is suggested that the current delegations remain appropriate and thus no changes are recommended.

However, it is envisaged that later in 2021 (following completion of the extensive programme of Council-approved construction projects and new finance system implementation, staff will present a newly formatted and contemporary policy manual and delegations register for Council consideration.

**Consultation:**

Deputy Chief Executive Officer

**Statutory Environment:**

Local Government Act 1995 – Section 5.42  
Local Government (Miscellaneous Provisions) Act 1960 – Section 374 (1b)  
Bushfires Act – Section 10  
Health Act – Section 26

**Policy Implications:**

Will be confirmed as Council’s ‘delegated authorities’ until next review or replacement, whichever is first.

**Financial Implications:**

Nil.

**Strategic Implications:**

Strategic Community Plan 2018  
4.2.1 - Promote a culture of continuous improvement processes  
4.2.3 - Use resources efficiently and effectively  
4.3.2 - Enhance the capacity and effectiveness of administrative processes

**Voting Requirement:**

Absolute majority

**Officer Recommendation**

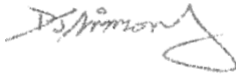
**That Council endorse the Delegated Authorities Review 2019-2021 noting that there are no changes to its existing delegations.**

**11.2 Finance**

**11.2.1 MONTHLY FINANCIAL STATEMENTS  
As at 31 March 2021**

**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, Deputy Chief Executive Officer  
**Signature of CEO** 

**Attachment:** [Monthly Financial Statement](#)

**Background:**

Submission of monthly Financial Statements for period ended 31 March 2021.

**Comment:**

Monthly Financial Statements for the period ended 31 March 2021 for Council's information and acceptance. The variances are mentioned on Note 14 of Statement of Financial Activity.

**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:**

4.2.4 - Operate in a financially sustainable manner (ongoing)

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



**Voting Requirement:**

Simple majority

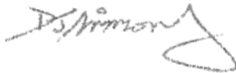
**OFFICER RECOMMENDATION**

**That the monthly Financial Statements for the period ended 31 March 2021 as presented, be received and adopted.**

**11.2.2**                      **ACCOUNTS PAID AS LISTED**  
**As at 15 April 2021**

**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, Deputy Chief Executive Officer  
**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 15 April 2021 and are generally within budget guidelines and are of an operational nature. Payments for capital assets expenditure are:

V607	RB Motors	\$17,985.00
V608	Sally Malone Designs	\$1,100.00
V611	Western Stabilisers Pty Ltd	\$32,590.80
V625	Grillex Pty Ltd	\$5,007.20
V628	KTY Electrical Services	\$10,723.90
V631	Northam Carpets Pty Ltd	\$8,909.00
V632	Planwest WA Pty Ltd	\$242.00
V633	RB Motors	\$15,335.00
V652	Dalwallinu Concrete Pty Ltd	\$1,232.00
V653	Koorda Ag Parts	\$34,864.44
V656	Michael Guest	\$3,425.40
V658	Steve's Transportables Group Pty Ltd	\$300,135.00
V659	WCS Concrete Pty Ltd	\$2,715.02

**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:**

4.2.4 - Operate in a financially sustainable manner (ongoing)

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

**Voting Requirement:**

Simple majority

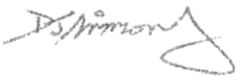
**OFFICER RECOMMENDATION**

**That accounts as listed being for period 9 March 2021 to 15 April 2021.**

<b>Municipal Vouchers No's V584 to V661</b>	<b>Totalling</b>	<b>\$ 741,821.68</b>
<b>Credit Card Transactions (V585,613,641)</b>	<b>Totalling</b>	<b>\$ 8,189.57</b>
	<b>Total</b>	<b>\$ 750,011.25</b>

**To be endorsed or passed for payment**

**11.2.3** **MONTHLY FINANCIAL POSITION**  
**As at 15 April 2021**

<b>Section 5.23 – Applicability</b>	
<b>Location:</b>	Shire of Koorda
<b>Portfolio:</b>	<b>Governance, Administration and Finance</b> <b>Cr JM Stratford</b>
<b>File Reference:</b>	ADM 0448
<b>Disclosure Of Interest:</b>	No interest declared by the CEO
<b>Author:</b>	Lana Foote, Deputy Chief Executive Officer
<b>Signature of CEO</b>	
<b>Attachment:</b>	<a href="#">Financial Position</a>

**Background:**

Current Monthly Financial position as at 15 April 2021 on various accounts.

**Comment:**

The Municipal Account’s financial position as at 15 April 2021 indicated at this time.

Monthly Financial Position	Municipal Account	\$ 312,759.57
	Reserve Account	\$ 5,748,350.90
	Trust Account	\$ 0.00

**Consultation:**

Monthly advice

**Statutory Environment:**

Local Government Act 1995, Section 6.4

**Policy Implications:**

Regulation

**Financial Implications:**

Shows current financial position

**Strategic Implications:**

4.2.4 - Operate in a financially sustainable manner (ongoing)

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

**Voting Requirement:**

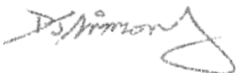
Simple majority

**OFFICER RECOMMENDATION**

**That the Financial Position as at 15 April 2021 as presented, be noted, received and adopted.**

**11.2.4 INVESTMENT OF COUNCIL FUNDS**  
**1 January 2021 - 31 March 2021**

**Section 5.23 – Applicability**

<b>Location:</b>	Shire of Koorda
<b>Portfolio:</b>	<b>Governance, Administration and Finance</b> <b>Cr JM Stratford</b>
<b>File Reference:</b>	ADM 0448
<b>Disclosure Of Interest:</b>	No interest declared by the CEO No interest declared by Councillors
<b>Author:</b>	Lana Foote, Deputy Chief Executive Officer
<b>Signature of CEO</b>	
<b>Attachment:</b>	<a href="#">Quarterly Report</a>

**Background:**

Quarterly Report for the period ended 31 March 2021.

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 31 March 2021.

**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:**

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

4.2.4 - Operate in a financially sustainable manner (ongoing)

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

**Voting Requirement**

Simple majority

**OFFICER RECOMMENDATION**

**That the Quarterly Report to Council on all current investments to 31 March 2021 as presented, be received and adopted.**

**11.3 Law, Order & Public Safety**

*No items this month*

**11.4 Health and Building**

*No items this month*

**11.5 Education & Welfare**

*No items this month*

**11.6 Housing**

*No items this month*

**11.7 Community Amenities**

*No items this month*

**11.8 Recreation and Culture**

*No items this month*

**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 BY DECISION OF THE MEETING**



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

**15 DATE OF NEXT MEETING**

Wednesday 19 May 2021 @ 5.00pm

**16 CLOSURE**

## **PORTFOLIO'S**

- ***Governance, Administration and Finance - Cr JM Stratford***
  
- ***Law, Order, Health and Building - Cr BG Cooper***
  
- ***Education, Welfare and Property – Cr GL Boyne***
  
- ***Community Amenities, Environment, Recreation and Culture - Cr LC Smith***
  
- ***Transport and Communication - Cr G Storer***
  
- ***Economic, Other Property and Services and Reserves - Cr PL McWha***