



Shire of
Koorda

Drive in, stay awhile

AGENDA

Ordinary Council Meeting

To be held in Shire of Koorda Council Chambers

10 Haig Street, Koorda WA 6475

Wednesday 28 September 2022

Commencing 5.00pm

NOTICE OF MEETING

Dear Elected Members,

Notice is hereby given that the next Ordinary Meeting of Council of the Shire of Koorda will be held on Wednesday, 28 September 2022 in the Shire of Koorda Council Chambers, 10 Haig Street, Koorda. The format of the day will be:

4.00pm	Audit Committee Meeting
5.00pm	Council Meeting
Following conclusion of Council Meeting	Council Forum

Darren Simmons
Chief Executive Officer
21 September 2022

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



Darren Simmons
Chief Executive Officer

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**Shire of Koorda
Ordinary Council Meeting
5.00pm, Wednesday 28 September 2022**



1. Declaration of Opening

The Presiding person welcomes those in attendance and declares the meeting open at X.XXpm.

2. Record of Attendance, Apologies and Leave of Absence

Councillors:

Cr JM Stratford	President
Cr BG Cooper	Deputy President
Cr GW Greaves	
Cr LC Smith	
Cr NJ Chandler	

Staff:

Mr DJ Simmons	Chief Executive Officer
Miss L Foote	Deputy Chief Executive Officer

Members of the Public:

Apologies:

Cr GL Boyne

Visitors:

Snr Constable Steve Jaworski – Koorda Police

Approved Leave of Absence:

3. Public Question Time

4. Disclosure of Interest

5. Applications for Leave of Absence

Cr GL Boyne – for this meeting (application lodged 13th September 2022)

6. Petitions and Presentations

7. Confirmation of Minutes from Previous Meetings

7.1. Ordinary Council Meeting held on 17 August 2022

[Click here to view the previous minutes](#)

Voting Requirements Simple Majority Absolute Majority

Officer Recommendation

That, in accordance with Sections 5.22(2) and 3.18 of the *Local Government Act 1995*, the Minutes of the Ordinary Council Meeting held 17 August 2022, as presented, be confirmed as a true and correct record of proceedings.

7.2. Special Council Meeting held on 30 August 2022

[Click here to view the previous minutes](#)

Voting Requirements Simple Majority Absolute Majority

Officer Recommendation

That, in accordance with Sections 5.22(2) and 3.18 of the *Local Government Act 1995*, the Minutes of the Special Council Meeting held 30 August 2022, as presented, be confirmed as a true and correct record of proceedings.

8. Minutes of Committee Meetings to be Received

8.1. Great Eastern Country Zone Meeting Minutes for meeting held 29 August 2022

[Click here to view](#)

Voting Requirements Simple Majority Absolute Majority

Officer Recommendation

That, in accordance with Sections 5.22(2) and 3.18 of the *Local Government Act 1995*, Council receives the Minutes of GECZ Meeting held 29 August 2022, as tabled.

8.2. Rural Water Council of WA Meeting Minutes for meeting held 8 July 2022

[Click here to view](#)

Voting Requirements Simple Majority Absolute Majority

Officer Recommendation

That, in accordance with Sections 5.22(2) and 3.18 of the *Local Government Act 1995*, Council receives the Minutes of the Rural Water Council of WA Meeting held 8 July 2022, as tabled.

9. Recommendations from Committee Meetings for Council Consideration


10. Announcements by the President without Discussion

CEO decisions made under delegated authority since last Ordinary Meeting of Council

Applicant	Date received / Details of application	Address	Estimated project cost / Shire planning fee	Decision / Date

11. OFFICER'S REPORTS – CORPORATE & COMMUNITY

11.1. Monthly Financial Statements

Corporate and Community		
Date	20 September 2022	
Location	Not Applicable	
Responsible Officer	Lana Foote, Deputy Chief Executive Officer	
Author	As above	
Legislation	<i>Local Government Act 1995; Local Government (Financial Management) Regulations 1996</i>	
Disclosure of Interest	Nil	
Purpose of Report	<input type="checkbox"/> Executive Decision <input checked="" type="checkbox"/> Legislative Requirement <input type="checkbox"/> Information	
Attachments	July 2022 Financial Activity Statement	

Background:

This item presents the Statement of Financial Activity to Council for the period ending 31 July 2022.

Section 6.4 of the *Local Government Act 1995* requires a local government to prepare financial reports.

Regulations 34 and 35 of the *Local Government (Financial Management) Regulations 1996* set out the form and content of the financial reports, which have been prepared and presented to Council.

Comment:

In order to fulfil statutory reporting requirements and provide Council with a synopsis of the Shire of Koorda's overall financial performance on a year-to-date basis, the following financial information is included in the Attachment.

Statements of Financial Activity – Statutory Reports by Nature or Type

The Statement of Financial Activity provide details of the Shire's operating revenues and expenditures on a year-to-date basis. The reports further include details of non-cash adjustments and capital revenues and expenditures, to identify the Shire's net current position.

Note 1 – Statement of Financial Activity

Notes supporting the Statement of Financial Activity by Program and by Nature and Type.

Note 2 – Cash and Financial Assets

This note provides Council with the details of the actual amounts in the Shire's bank accounts and/or investment accounts as at the reporting date.

Note 3 – Receivables

This note provides Council with both Rates Receivables and General Receivables outstanding as at the reporting date. This report has been expanded to further break down the detail of General Receivables.

Note 4 – Other Current Assets

This note provides details of other current assets that the Shire may hold.

Note 5 – Payables

This note provides details of Shire payables unpaid as at the reporting date. This Note is new to the financial statements.

Note 6 – Disposal of Assets

This note gives details of the capital asset disposals during the year.

Note 7 – Capital Acquisitions

This note details the capital expenditure program for the year.

Note 8 – Reserve Accounts

This note provides summary details of transfers to and from reserve funds, and associated interest earnings on reserve funds, on a year-to-date basis.

Note 9 – Other Current Liabilities

This note outlines any provisions the Shire has on hand relative to other current liabilities.

Note 10– Operating Grants and Contributions Received

This note provides information on operating grants received.

Note 11 – Non-Operating Grants and Contributions

This note provides information on non-operating grants received.

Note 12 – Explanation of Material Variances

Council adopted (in conjunction with the Annual Budget) a material reporting variance threshold of 10% and \$10,000. This note explains the reasons for any material variances identified in the Statements of Financial Activity at the end of the reporting period.

Consultation:

Darren Simmons, Chief Executive Officer.

Statutory Implications:

Council is required to adopt monthly statements of financial activity to comply with Regulation 34 of the *Local Government (Financial Management) Regulations 1996*.

Policy Implications:

Finances have been managed in accordance with the Shire of Koorda policies.

Strategic Implications:

Shire of Koorda Integrated Strategic Plan 2022

4.1.1 – Ensure the use of resources is effective, efficient and reported regularly.

Financial Implications:


Nil

Voting Requirements: Simple Majority Absolute Majority

Officer Recommendation

That Council, by Simple Majority, pursuant to Regulation 34 of the *Local Government (Financial Management) Regulations 1996*, receives the statutory Financial Activity Statement report for the period ending 31 July 2022, as presented.

11.2. Monthly Financial Statements

Corporate and Community		
Date	20 September 2022	
Location	Not Applicable	
Responsible Officer	Lana Foote, Deputy Chief Executive Officer	
Author	As above	
Legislation	<i>Local Government Act 1995; Local Government (Financial Management) Regulations 1996</i>	
Disclosure of Interest	Nil	
Purpose of Report	<input type="checkbox"/> Executive Decision <input checked="" type="checkbox"/> Legislative Requirement <input type="checkbox"/> Information	
Attachments	August 2022 Financial Activity Statement	

Background:

This item presents the Statement of Financial Activity to Council for the period ending 31 August 2022.

Section 6.4 of the *Local Government Act 1995* requires a local government to prepare financial reports.

Regulations 34 and 35 of the *Local Government (Financial Management) Regulations 1996* set out the form and content of the financial reports, which have been prepared and presented to Council.

Comment:

In order to fulfil statutory reporting requirements and provide Council with a synopsis of the Shire of Koorda's overall financial performance on a year-to-date basis, the following financial information is included in the Attachment.

Statements of Financial Activity – Statutory Reports by Nature or Type

The Statement of Financial Activity provide details of the Shire's operating revenues and expenditures on a year-to-date basis. The reports further include details of non-cash adjustments and capital revenues and expenditures, to identify the Shire's net current position.

Note 1 – Statement of Financial Activity

Notes supporting the Statement of Financial Activity by Program and by Nature and Type.

Note 2 – Cash and Financial Assets

This note provides Council with the details of the actual amounts in the Shire's bank accounts and/or investment accounts as at the reporting date.

Note 3 – Receivables

This note provides Council with both Rates Receivables and General Receivables outstanding as at the reporting date. This report has been expanded to further break down the detail of General Receivables.

Note 4 – Other Current Assets

This note provides details of other current assets that the Shire may hold.

Note 5 – Payables

This note provides details of Shire payables unpaid as at the reporting date. This Note is new to the financial statements.

Note 6 – Disposal of Assets

This note gives details of the capital asset disposals during the year.

Note 7 – Capital Acquisitions

This note details the capital expenditure program for the year.

Note 8 – Reserve Accounts

This note provides summary details of transfers to and from reserve funds, and associated interest earnings on reserve funds, on a year-to-date basis.

Note 9 – Other Current Liabilities

This note outlines any provisions the Shire has on hand relative to other current liabilities.

Note 10– Operating Grants and Contributions Received

This note provides information on operating grants received.

Note 11 – Non-Operating Grants and Contributions

This note provides information on non-operating grants received.

Note 12 – Explanation of Material Variances

Council adopted (in conjunction with the Annual Budget) a material reporting variance threshold of 10% and \$10,000. This note explains the reasons for any material variances identified in the Statements of Financial Activity at the end of the reporting period.

Consultation:

Darren Simmons, Chief Executive Officer.

Statutory Implications:

Council is required to adopt monthly statements of financial activity to comply with Regulation 34 of the *Local Government (Financial Management) Regulations 1996*.

Policy Implications:

Finances have been managed in accordance with the Shire of Koorda policies.

Strategic Implications:

Shire of Koorda Integrated Strategic Plan 2022

4.1.1 – Ensure the use of resources is effective, efficient and reported regularly.

Financial Implications:

Nil

Officer Recommendation

That Council, by Simple Majority, pursuant to Regulation 34 of the *Local Government (Financial Management) Regulations 1996*, receives the statutory Financial Activity Statement report for the period ending 31 August 2022, as presented.

11.3. List of Accounts Paid

Corporate and Community		
Date	20 September 2022	
Location	Not Applicable	
Responsible Officer	Lana Foote, Deputy Chief Executive Officer	
Author	As above	
Legislation	<i>Local Government Act 1995; Local Government (Financial Management) Regulations 1996</i>	
Disclosure of Interest	Nil	
Purpose of Report	<input type="checkbox"/> Executive Decision <input checked="" type="checkbox"/> Legislative Requirement <input type="checkbox"/> Information	
Attachments	List of Accounts Paid	

Background:

This item presents the List of Accounts Paid, paid under delegated authority, for the period 17 August to 19 September 2022.

Comment:

The List of Accounts Paid as presented has been reviewed by the Chief Executive Officer.

Consultation:

Darren Simmons, Chief Executive Officer
Finance Team

Statutory Implications:

Regulation 12 and 13 of the *Local Government (Financial Management) Regulations 1996* requires that a separate list be prepared each month for adoption by Council showing creditors paid under delegate authority.

Policy Implications:

Finances have been managed in accordance with the Shire of Koorda policies. Payments have been made under delegated authority.

Strategic Implications:

Shire of Koorda Integrated Strategic Plan 2022

4.1.1 - Ensure the use of resources is effective, efficient and reported regularly. (e.g. Financial Management)

Financial Implications:

Funds expended are in accordance with Council's adopted 2022/2023 Budget.

Voting Requirements: Simple Majority Absolute Majority

Officer Recommendation


That Council, by Simple Majority, pursuant to Section 6.8(1)(a) of the *Local Government Act 1995* and Regulation 12 & 13 of the *Local Government (Financial Management) Regulations 1996*, receives the report from the Chief Executive Officer on the exercise of delegated authority in relation to creditor payments from the Shire of Koorda Municipal Fund, as presented in the attachment, and as detailed below:

For the period 17 August 2022 to 19 September 2022

Municipal Voucher V058 to V141	Totalling \$ 511,416.01
Credit Card Transaction (V097, V098 & V141)	Totalling \$ 2,178.00
	Total \$ 513,594.01

12. OFFICER'S REPORTS – GOVERNANCE & COMPLIANCE

12.1 Renewal of Lease Agreement for Koorda Health Centre

Governance and Compliance		
Date	21 September 2022	
Location	Not applicable	
Responsible Officer	Darren Simmons, Chief Executive Officer	
Author	As above	
Legislation	<i>Local Government Act 1995</i>	
Disclosure of Interest	Nil	
Purpose of Report	<input checked="" type="checkbox"/> Executive Decision <input type="checkbox"/> Legislative Requirement <input type="checkbox"/> Information	
Attachments	New Agreement with Western Australian Country Health Service	

Background:

The Lease agreement with Western Australian Country Health Services (WACHS) for use of the Koorda Health Centre will expire on 31 January 2023.

Email correspondence has been received from WACHS requesting the option of an extension from the 1 February 2023 to 31 January 2025 with options for extending for two options for two years each.

Comment:

The Agreement is a remake of the current agreement with changing of dates.

The contribution Agreement allows two options for extensions. These are:

Option 1:

1 February 2025 expiring 31 January 2027

Option 2:

1 February 2027 expiring 31 January 2029

The options for the extensions can allow for the continuance of the agreement without creating a new agreement.

The facility is currently rented for \$130 per week, however it is suggested that this be increased to \$150 per week to allow for inflation. This can be increased further with the renewal options. WA Country Health Service has indicated that they would be happy with \$150 per week.

Consultation:

WACHS

Deputy Chief Executive Officer

Statutory Implications:

Local Government Act 1995

Policy Implications:

Nil.

Strategic Implications:

Shire of Koorda Integrated Strategic Plan (2022)

1.1.1 - Maintain strong working relationships with State Agencies. (e.g. WAPOL, Department of Education and WACHS)

Financial Implications:

Annual income of \$7,800 will offset the costs of the Shire's agreement obligations such as building insurance, cleaning, and facility maintenance.

Voting Requirements: Simple Majority Absolute Majority

Officer Recommendation

That Council accept the offer from WA Country Health Services for the Contribution Agreement for the Koorda Health Centre from 1 February 2023 to 31 January 2025 with options to extend through to 31 January 2027 and 31 January 2029 with weekly rent to be started at \$150 per week.

13. OFFICER'S REPORTS – WORKS & ASSETS


14. Urgent Business Approved by the Person Presiding or by Decision

15. Elected Members' Motions

16. Matters Behind Closed Doors

16.1. CEO Employment Contract

In accordance with Section 5.23 (2) (a) of the *Local Government Act 1995*, Council will close the meeting to the public to discuss a matter affecting an employee.

Governance and Compliance		 Shire of Koorda <small>Drive in, stay awhile</small>
Date	20 September 2022	
Location	Not Applicable	
Responsible Officer	President Cr Jannah Stratford and Deputy President Cr Buster Cooper	
Author	Deputy President Cr Buster Cooper	
Legislation	<i>Local Government Act 1995; Local Government (Administration) Regulations 1996</i>	
Disclosure of Interest	CEO Darren Simmons discloses a financial interest in item 16.1 – CEO Employment Contract as it relates to his employment with the Shire	
Purpose of Report	<input checked="" type="checkbox"/> Executive Decision <input checked="" type="checkbox"/> Legislative Requirement <input type="checkbox"/> Information	
Attachments	Confidential draft employment contract provided to Councillors by the Deputy President prior to the meeting.	

Voting Requirements: Simple Majority Absolute Majority

Officer Recommendation

That Council close the meeting to the public at X.XXpm in accordance with section 5.23 (2) (a) of the Local Government Act 1995 as the matter relates to an employee.

The matter of whether Council is satisfied with the provisions of the proposed CEO employment contract (in accordance with section 5.36 (2) (b) of the *Local Government Act 1995*) will be discussed, and a resolution (by an absolute majority vote) made.

Voting Requirements: Simple Majority Absolute Majority

Officer Recommendation

That Council re-open the meeting to the public at X.XXpm.

17. Date of next meeting

Whilst the next ordinary meeting of Council is scheduled for Wednesday, 19 October 2022, it is suggested that this meeting be re-scheduled to **Thursday, 13 October 2022 commencing at 5.00pm** to allow consideration of any tenders received for the Koorda Recreation Centre upgrade and for Shire representatives to attend the Department of Fire and Emergency Services 2022-23 Bushfire Pre-season Forum being held at the Koorda Recreation Centre from 5.30pm to 8.30pm on Wednesday, 19 October 2022.

Officer Recommendation

That Council re-schedule its October 2022 ordinary meeting to Thursday, 13 October 2022 commencing at 5.00pm in Council Chambers.

18. Closure