

**2022**

# MINUTES

**Shire of Koorda**

**23/03/2022**

## CONTENTS

<b>1</b>	<b>DECLARATION OF OPENING .....</b>	<b>3</b>
<b>2</b>	<b>ANNOUNCEMENT OF VISITORS .....</b>	<b>3</b>
<b>3</b>	<b>RECORD OF ATTENDANCE .....</b>	<b>3</b>
	3.1 <i>Record of Attendance: .....</i>	3
	3.2 <i>Apologies: .....</i>	3
	3.3 <i>Approved Leave of Absence: .....</i>	3
<b>4</b>	<b>QUESTION TIME FOR THE PUBLIC .....</b>	<b>3</b>
	4.1 <i>Response to Previous Public Questions Taken on Notice .....</i>	3
	4.2 <i>Public Question Time Open .....</i>	3
	4.3 <i>Public Question Time Closed .....</i>	3
<b>5</b>	<b>APPLICATIONS FOR LEAVE OF ABSENCE .....</b>	<b>3</b>
<b>6</b>	<b>DECLARATIONS OF INTEREST .....</b>	<b>4</b>
<b>7</b>	<b>PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS.....</b>	<b>4</b>
<b>8</b>	<b>CONFIRMATION OF MINUTES FROM PREVIOUS MEETINGS .....</b>	<b>4</b>
	8.1 <i>ORDINARY MEETING HELD 23 February 2022 .....</i>	4
<b>9</b>	<b>ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT DISCUSSION.....</b>	<b>4</b>
<b>10</b>	<b>REPORTS OF COMMITTEES .....</b>	<b>5</b>
	10.1.1 <i>KOORDA BOWLING GREEN REPLACEMENT REQUEST .....</i>	5
	10.1.2 <i>KOORDA TOWNSCAPE ENHANCEMENT DRAFT FINAL REPORT .....</i>	7
	10.1.3 <i>LOCAL GOVERNMENT STATUTORY COMPLIANCE AUDIT RETURN 2021 .....</i>	8
	10.1.4 <i>2020/21 AUDIT - SECTION 7.12A (4) ACTION REPORT .....</i>	10
<b>11</b>	<b>CHIEF EXECUTIVE OFFICERS REPORT.....</b>	<b>15</b>
	11.1 <i>Governance and Administration .....</i>	15
	11.1.1 <i>CEACA MEETING .....</i>	15
	11.1.2 <i>GREAT EASTERN COUNTRY ZONE MEETING .....</i>	17
	11.1.3 <i>NEWTRAVEL MEETING .....</i>	19
	11.1.5 <i>ANNUAL ELECTORS MEETING HELD ON 16 MARCH 2022 .....</i>	21
	11.1.6 <i>OFFER TO PURCHASE SHIRE-OWNED PROPERTY AT LOT 11 (21) RAILWAY STREET, KOORDA.....</i>	23
	11.2 <i>Finance.....</i>	28
	11.2.1 <i>MONTHLY FINANCIAL STATEMENTS.....</i>	28
	11.2.2 <i>ACCOUNTS PAID AS LISTED.....</i>	30
	11.2.3 <i>REVIEW OF BUDGET PERFORMANCE.....</i>	32
	11.3 <i>Law, Order &amp; Public Safety.....</i>	35
	11.4 <i>Health and Building.....</i>	35
	11.5 <i>Education &amp; Welfare.....</i>	35
	11.6 <i>Housing.....</i>	35
	11.7 <i>Community Amenities.....</i>	35
	11.8 <i>Recreation and Culture .....</i>	35
	11.9 <i>Transport.....</i>	35
	11.10 <i>Economic Services.....</i>	35
	11.11 <i>Other Property &amp; Services.....</i>	35
	11.12 <i>Reserves .....</i>	35
<b>12</b>	<b>ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN .....</b>	<b>35</b>
<b>13</b>	<b>NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF THE MEETING.....</b>	<b>35</b>
<b>14</b>	<b>MATTERS FOR WHICH MEETING MAY BE CLOSED.....</b>	<b>35</b>
<b>15</b>	<b>DATE OF NEXT MEETING .....</b>	<b>36</b>
<b>16</b>	<b>CLOSURE .....</b>	<b>36</b>



# SHIRE OF KOORDA MINUTES

**FOR THE ORDINARY MEETING OF COUNCIL**  
Held in the Council Chambers, 10 Haig Street,  
Koorda, on Wednesday 23 March at 5.00pm

## 1 DECLARATION OF OPENING

The Presiding Person declared the meeting open at 5.00pm.

## 2 ANNOUNCEMENT OF VISITORS

## 3 RECORD OF ATTENDANCE

### 3.1 Record of Attendance:

CR JM Stratford	President
CR GW Greaves	Councillor
CR GL Boyne	Councillor
CR LC Smith	Councillor
CR NJ Chandler	Councillor

Miss Lana Foote ACEO

### 3.2 Apologies:

CR BG Cooper	Deputy President
Mr Darren Simmons	CEO

### 3.3 Approved Leave of Absence:

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

## 4 QUESTION TIME FOR THE PUBLIC

### 4.1 Response to Previous Public Questions Taken on Notice

### 4.2 Public Question Time Open

### 4.3 Public Question Time Closed

## 5 APPLICATIONS FOR LEAVE OF ABSENCE

## **6 DECLARATIONS OF INTEREST**

Cr JM Stratford disclosed an interest affecting impartiality in item 10.1.1 as she is a member of the Koorda Sports Club management committee.

Cr Greaves disclosed an interest affecting impartiality in item 10.1.1 as he is a member of the Koorda Sports Club management committee.

Cr GL Boyne disclosed an interest affecting impartiality in item 10.1.1 as a family member is a member of the Koorda Sports Club management committee.

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

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

### **8.1 ORDINARY MEETING HELD 23 February 2022**

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

#### **COUNCIL DECISION**

#### **Officer Recommendation**

**Moved CR GL Boyne**

**Seconded CR LC Smith**

**That the Minutes of the Koorda Shire Council Ordinary Meeting held on the 23 February 2022, as circulated be confirmed and certified as a true and accurate record.**

**PUT & CARRIED: 5/0  
RESOLUTION NO: 010322**

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

Condolences to Dale & Bradley Styns and their families on the passing of Sandy.

Congratulations to Phil Gray, Cr Greaves & Mark Ward who were awarded Life Membership of the Wyalkatchem Cricket Association.

Congratulations to the Cougars Cricket Club who won the premiership over the weekend for the Wyalkatchem Cricket Association.

Bad luck to the Koorda Mens Bowls Club who were unsuccessful in finals over the weekend.

Lesley McNee is due to be presented with her OAM Medal at Government House on the 7<sup>th</sup> April, in which she has two family members accompanying her.

Acknowledgement of the Monthly CDO Report from the Koorda CRC.

## 10 REPORTS OF COMMITTEES

### 5.04pm SUSPEND STANDING ORDERS

Moved CR GL Boyne

Seconded CR GW Greaves

**That standing orders be suspended to discuss item 10.1.1 Koorda Bowling Green Replacement Request.**

**PUT & CARRIED: 5/0  
RESOLUTION NO: 020322**

Cr GW Greaves, being chair of the Works Committee, updated Council on the discussions held at the Committee meeting.

### 5.18pm RESUMPTION OF STANDING ORDERS

Moved CR GW Greaves

Seconded CR NJ Chandler

**That standing orders be resumed as per attendance register.**

**PUT & CARRIED: 5/0  
RESOLUTION NO: 030322**

Cr JM Stratford disclosed an interest affecting impartiality in item 10.1.1 as she is a member of the Koorda Sports Club management committee.

Cr Greaves disclosed an interest affecting impartiality in item 10.1.1 as he is a member of the Koorda Sports Club management committee.

Cr GL Boyne disclosed an interest affecting impartiality in item 10.1.1 as a family member is a member of the Koorda Sports Club management committee.

### 10.1.1 KOORDA BOWLING GREEN REPLACEMENT REQUEST

#### **Section 5.23 – Applicability**

**Location:**

**Portfolio:** Community Amenities, Environment, Recreation, Culture and Youth  
Cr LC Smith

**File Reference:** Project File

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

**Author:** Darren Simmons, Chief Executive Officer

**Signature of CEO**



**Attachment:**

1. Koorda Sports Club Letter with Quotes
2. Draft Recreation Upgrade Feasibility Study
3. Recreation Ground Drawings

For discussion.

**Voting Requirement:**

Simple majority

**COUNCIL DECISION**  
**Committee Recommendation**

**Moved CR GW Greaves**

**Seconded CR NJ Chandler**

**That the Koorda Sports Club be advised that Council is not in a position to accede to the request for an immediate refurbishment of the existing synthetic bowling green as further investigation is required in respect to future recreation needs and co-location options at the Koorda Recreation Ground.**

**PUT & CARRIED: 5/0**  
**RESOLUTION NO: 040322**

CONFIDENTIAL

## 10.1.2 KOORDA TOWNSCAPE ENHANCEMENT DRAFT FINAL REPORT

### Section 5.23 – Applicability

**Location:**

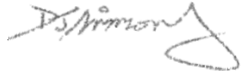
**Portfolio:** Economic, Other Property and Services and Reserves  
Cr NJ Chandler

**File Reference:** Project File

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

**Author:** Darren Simmons, Chief Executive Officer

**Signature of CEO**



**Attachment:** [Draft Report Plans](#)

For discussion.

**Voting Requirement:**

Simple majority

### COUNCIL DECISION

#### Committee Recommendation

Moved CR GW Greaves

Seconded CR LC Smith

**That Council:**

1. Receive the Koorda Townscape Enhancement Summary Report from Sally Malone Designs;

2. Adopt the Townscape Vision and Guiding Principles being:

*“Townscape Vision – That Koorda’s character as an active, enterprising and connected rural community is celebrated in its shared public places.*

***Guiding Principles -***

*Staying local – prioritize projects which benefit local residents and the Koorda farming community.*

*Managing the future – work towards successfully managing and capitalizing on change to build a sustainable community.*

*Playing to strengths – identify community and townsite assets, strengths and advantages and use these to lever benefits.”; and*

3. Refer the Koorda Townscape Enhancement Summary Report to staff to develop appropriate implementation strategies for future Council consideration.

**PUT & CARRIED: 5/0  
RESOLUTION NO: 050322**

## 10.1.3 LOCAL GOVERNMENT STATUTORY COMPLIANCE AUDIT RETURN 2021

### Section 5.23 – Applicability

**Location:**

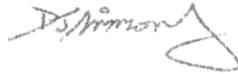
**Portfolio:** Governance, Administration and Finance  
Cr JM Stratford

**File Reference:** ADM 0121

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

**Author:** Darren Simmons, Chief Executive Officer

**Signature of CEO**



**Attachment:** [Compliance Audit Return 2021](#)

### Background:

Each local government is to carry out a Compliance Audit return for the period 1 January to 31 December against certain requirements included within a Compliance Audit Return (CAR) provided by the Department of Local Government.

The CAR, once completed, is to be presented to the Audit Committee and then a report is to be presented to Council for adoption of the return. A copy of the completed CAR is included as an attachment for this item.

The Audit Committee has been requested to review the CAR for 2021 at a meeting immediately preceding Council's Annual General Meeting of Electors and, if so resolved, present to Council for adoption so the CAR may be submitted prior to 31 March 2022.

### Comment:

The Compliance Audit Return for 2021 has been completed as required;

- Care was taken when completing the Compliance Audit Return to endeavour to ensure all items were adequately addressed in accordance with the 'Audit of Compliance' per Section 7.13(i) of the Local Government Act 1995.

The Compliance Audit Return is:-

- Now presented to Council for adoption,
- Should be received by the Department of Local Government by 31 March 2022.

The Compliance Audit Return has endeavoured to cover various aspects of Statutory Compliance as required by the Local Government Act and various regulations, to include statutory requirements listed in the Local Government (Audit) Regulations in the return.

There is a possible interpretation on completion of the "Compliance Audit" and the requirement that a Local Government is to complete this Compliance Audit Return. These are matters that are the responsibility of the Auditor to verify compliance. It is noted that the Compliance Audit Return does not contain several the provisions of the Local Government (Financial Management) Regulations 1996.

### Consultation:

Nil



**Statutory Environment:**

Local Government Act 1995, Section 7.13(i)  
Audit Regulations 13, 14, 15.

**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:**

Absolute majority

**COUNCIL DECISION**

**Committee Recommendation**

**Moved CR LC Smith**

**Seconded CR GL Boyne**

**That the Compliance Audit Return for the 2021 calendar year, as presented, be adopted.**

**PUT & CARRIED ABSOLUTE MAJORITY: 5/0  
RESOLUTION NO: 060322**

**10.1.4 2020/21 AUDIT - SECTION 7.12A (4) ACTION REPORT**

**Section 5.23 – Applicability**

**Location:**

**Portfolio:** Governance, Administration and Finance  
 Cr JM Stratford

**File Reference:** ADM 0114

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

**Author:** Darren Simmons, Chief Executive Officer

**Signature of CEO**



**Attachment:** Nil

**Background:**

In accordance with s7.12A (4) of the Local Government Act 1995, a local government must —

- (a) prepare a report addressing any matters identified as significant by the auditor in the audit report, and stating what action the local government has taken or intends to take with respect to each of those matters; and
- (b) give a copy of that report to the Minister within 3 months after the audit report is received by the local government.

By way of summary, the items of concern raised through the 2020/21 Audit process are listed as follows:

INDEX OF FINDINGS	RATING		
	Significant	Moderate	Minor
1. Compliance with procurement policies	✓		
2. Review of financial management systems	✓		
3. Annual review of Corporate Business Plan and workforce plan	✓		
4. Risk management policies and risk register	✓		
5. Asset management policy		✓	
6. Rates reconciliation and rate notices		✓	
7. Audit committee terms of reference		✓	
8. User logout due to inactivity		✓	

INDEX OF FINDINGS	RATING		
	Significant	Moderate	Minor
1. Untimely review of journals		✓	
2. Disposal of asset		✓	
3. Compliance with procurement policies - Delegated authority		✓	

## KEY TO RATINGS

The Ratings in this management letter are based on the audit team's assessment of risks and concerns with respect to the probability and/or consequence of adverse outcomes if action is not taken. We give consideration to these potential adverse outcomes in the context of both quantitative impact (for example financial loss) and qualitative impact (for example inefficiency, non-compliance, poor service to the public or loss of public confidence).

- Significant** - Those findings where there is potentially a significant risk to the entity should the finding not be addressed by the entity promptly. A significant rating may be reported as a matter of non-compliance in the audit report in the current year, or in a subsequent reporting period if not addressed. However, even if the issue is not likely to impact the audit report, it should be addressed promptly.
- Moderate** - Those findings which are of sufficient concern to warrant action being taken by the entity as soon as practicable.
- Minor** - Those findings that are not of primary concern but still warrant action being taken.

### Comment:

As required under s7.12A (4) of the Act, this report relates to the significant matters identified in the 2020/21 auditor's report as provided below in blue text with the black text being the management comment and recommended action. It is further recommended that the CEO report to the Audit Committee on the outcome of action taken by 30 June 2022.

In accordance with the Local Government (Audit) Regulations 1996 I report that:

- (i) The following material matters indicating non-compliance with Part 6 of the Act, the Regulations or applicable financial controls of any other relevant written law were identified during the course of my audit:
  - a) The Shire has not reported the Asset Renewal Funding Ratio for 2019 in the annual financial report as required by section 50(1) of the FM Regulations, as management could not confirm the reliability of the available information on planned capital renewals and required capital expenditure in the long-term financial plan and asset management plan respectively.

The management team supported the finding and recommendation and engaged specialist external consultants in the 2019/2020 FY to assist staff in developing and maintaining a new combined asset management and long-term financial plan in order to provide the verifiable information and see the development of reasonable assumptions to support an accurate and robust calculation of the asset renewal funding ratio for the 2019/2020 and future financial years.

Shire action:  
Noted.

- b) For approximately 7% of purchase transactions we sampled, there was no evidence that a sufficient number of quotations were obtained to test the market. We also noted two of the purchase orders we sampled were dated after the dates of the corresponding supplier invoices. In addition, we noted three invoices were approved for payments above the approver's delegated limit. For one invoice, there was no evidence of approval for payment. These practices increase the risk of fraud or favouritism of suppliers, not obtaining value for money in procurement, and inappropriate or unnecessary purchases.

**Shire action:**

As part its 1 July 2021 financial management system (IT Vision's SynergySoft) installation, staff will develop and implement appropriate procedures and processes to ensure compliance.

- c) A review of the appropriateness and effectiveness of the Shire's financial management systems and procedures was last completed in 2015. Regulation 5(2)(c) of the FM Regulations requires a review to take place at least once in every three financial years.

**Shire action:**

In noting the finding and agreeing with the recommendation, Council's decision to procure and implement a new financial management system (IT Vision's SynergySoft) from 1 July 2021 as a result of previous audit concerns of the prevailing financial management system, the CEO is of the view that it would be more practical and beneficial to undertake a review of the financial management systems and procedures of the local government following the installation and implementation of SynergySoft.

- d) The Corporate Business Plan and Workforce Plan were last reviewed in 2016 and 2015 respectively. Section 19DA(4) of the Local Government (Administration) Regulations requires the corporate business plan to be reviewed every year. Matters relating to resources, which includes workforce planning, are developed and integrated with the corporate business plan, as per Section 19DA(3)(c).

**Shire action:**

Due to the COVID-19 Pandemic, the review of the Shire's integrated planning and reporting (IPR) documents scheduled for 2020 was delayed and is now part of the DLGSC/ LG Professionals WA and NEWROC pilot IPR programme currently underway.

Council has engaged an external consultant to assist with community consultation (undertaken in late 2021) and IPR document preparation with it anticipated that draft IPR documentation will be presented to Council for adoption in May 2022.

- e) There were no written comprehensive risk management policies, and the risk register has not been reviewed since 2018.

**Shire Action:**

Management will develop suitable and comprehensive risk management policies and ensure the risk register is updated, reflecting the material risks relevant to the Shire's activities and functions for Audit Committee consideration by 30 June 2022.

**Consultation:**

Nil

**Statutory Environment:**

Local Government Act 1995

### **7.12A. Duties of local government with respect to audits**

- (1) A local government is to do everything in its power to —
  - (a) assist the auditor of the local government to conduct an audit and carry out the auditor's other duties under this Act in respect of the local government; and
  - (b) ensure that audits are conducted successfully and expeditiously.
- (2) Without limiting the generality of subsection (1), a local government is to meet with the auditor of the local government at least once in every year.
- (3) A local government must —
  - (aa) examine an audit report received by the local government; and
  - (a) determine if any matters raised by the audit report, require action to be taken by the local government; and
  - (b) ensure that appropriate action is taken in respect of those matters.
- (4) A local government must —
  - (a) prepare a report addressing any matters identified as significant by the auditor in the audit report, and stating what action the local government has taken or intends to take with respect to each of those matters; and
  - (b) give a copy of that report to the Minister within 3 months after the audit report is received by the local government.
- (5) Within 14 days after a local government gives a report to the Minister under subsection (4)(b), the CEO must publish a copy of the report on the local government's official website.

[Section 7.12A inserted: No. 49 of 2004 s. 8; amended: No. 5 of 2017 s. 19.]

### **Local Government (Audit) Regulations 1996**

#### **16. Functions of audit committee**

An audit committee has the following functions —

- (a) to guide and assist the local government in carrying out —
  - (i) its functions under Part 6 of the Act; and
  - (ii) its functions relating to other audits and other matters related to financial management;
- (b) to guide and assist the local government in carrying out the local government's functions in relation to audits conducted under Part 7 of the Act;
- (c) to review a report given to it by the CEO under regulation 17(3) (the *CEO's report*) and is to —
  - (i) report to the council the results of that review; and
  - (ii) give a copy of the CEO's report to the council;
- (d) to monitor and advise the CEO when the CEO is carrying out functions in relation to a review under —
  - (i) regulation 17(1); and
  - (ii) the *Local Government (Financial Management) Regulations 1996* regulation 5(2)(c);
- (e) to support the auditor of the local government to conduct an audit and carry out the auditor's other duties under the Act in respect of the local government;
- (f) to oversee the implementation of any action that the local government —

- (i) is required to take by section 7.12A(3); and
- (ii) has stated it has taken or intends to take in a report prepared under section 7.12A(4)(a); and
- (iii) has accepted should be taken following receipt of a report of a review conducted under regulation 17(1); and
- (iv) has accepted should be taken following receipt of a report of a review conducted under the *Local Government (Financial Management) Regulations 1996* regulation 5(2)(c);
- (g) to perform any other function conferred on the audit committee by these regulations or another written law.

[Regulation 16 inserted: Gazette 26 Jun 2018 p. 2386-7.]

**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:**

Absolute majority

**COUNCIL DECISION**

**Committee Recommendation**

**Moved CR GL Boyne**

**Seconded CR NJ Chandler**

**That the action report under section 7.12A (4) of the Local Government Act 1995 for the Shire of Koorda's 2020/2021 audit, as presented, be adopted.**

**PUT & CARRIED ABSOLUTE MAJORITY: 5/0  
RESOLUTION NO: 070322**

## 11 CHIEF EXECUTIVE OFFICERS REPORT

### 11.1 Governance and Administration

#### 11.1.1 CEACA MEETING 28 February 2022 at Merredin

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

**Location:**

**Portfolio:**

**Governance, Administration and Finance**

Cr JM Stratford

**File Reference:**

ADM 0237

**Disclosure of Interest:**

No Interest declared by CEO

**Author:**

Darren Simmons, Chief Executive Officer

**Signature of CEO**



**Attachment:**

[Minutes](#)

##### **Background:**

Minutes of the CEACA Meeting held on 28 February 2022 at Merredin.

##### **Comment:**

The following issues were discussed:

Item 3.4 Minutes of the Management Committee Meeting – 8 November 2021

Item 4.1 Approval of Policies

Item 4.2 Allocations Matrix Review & Application and Allocations Process

Item 4.3 Shire of Nungarin Request for Land Transfer

Item 5.1 CEACA Executive Officer Report

Item 5.2 CEACA Operations Manager Report

##### **Consultation:**

Nil

##### **Statutory Environment:**

Nil

##### **Policy Implications:**

Nil

##### **Financial Implications:**

Nil

**Strategic Implications:**

Shire of Koorda Strategic Community Plan

2.1.3 - Support processes that will enhance local business access to professional services and advice

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 NJ Chandler**

**Seconded CR LC Smith**

**That Council note and endorse the recommendations of the CEACA meeting held at Merredin on 28 February 2022.**

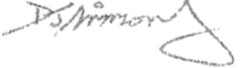
**PUT & CARRIED: 4/1  
RESOLUTION NO: 080322**

**Cr GW Greaves voted against the motion.**



**11.1.2 GREAT EASTERN COUNTRY ZONE MEETING**  
**14 February 2022 via MS Teams**

**Section 5.23 – Applicability**

**Location:** GECZ Regions  
**Portfolio:** **Governance, Administration and Finance**  
Cr JM Stratford  
**File Reference:** ADM 0092  
**Disclosure of Interest:** No Interest declared by CEO  
**Author:** Daren Simmons, Chief Executive Officer  
**Signature of CEO**   
**Attachment:** [Minutes](#)

**Background:**

Minutes of the GECZ Meeting held on 14 February 2022 at Kellerberrin.

**Comment:**

The following business issues were discussed:

- Item 5 Guest Speaker/Deputations: Covid-19, WALGA Update & Regional Subsidiaries
- Item 7 Agency Reports
- Item 8 Minutes
- Item 9 Zone Business
- Item 10 Various Zone Reports
- Item 11 WALGA Business
- Item 12.1 Roadworks During a Total Fire Ban

**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 GW Greaves**

**Seconded CR GL Boyne**

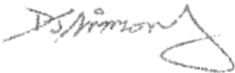
**That Council note and endorse the recommendations of the GECZ Meeting held via MS Teams on 14 February 2022.**

**PUT & CARRIED: 5/0**  
**RESOLUTION NO: 090322**

CONFIRMED

### 11.1.3 **NEWTRAVEL MEETING** 23 February 2022 at Westonia

#### **Section 5.23 – Applicability**

<b>Location:</b>	NEWTRAVEL Regions
<b>Portfolio:</b>	<b>Governance, Administration and Finance</b> Cr JM Stratford
<b>File Reference:</b>	ADM 0142
<b>Disclosure of Interest:</b>	No Interest declared by CEO
<b>Author:</b>	Lana Foote, Deputy Chief Executive Officer
<b>Signature of CEO</b>	
<b>Attachment:</b>	<a href="#">Minutes</a>

#### **Background:**

Minutes of the NEWTRAVEL General Meeting held on 23 February 2022 at Westonia.

#### **Comment:**

The following issues were discussed:

- Item 3 Financial Report
- Item 4 NEWTRAVEL Tourism Officer Report
- Item 5.1 Quarterly Statistics
- Item 5.2 Social Media and Marketing Report
- Item 6.1 AGO Partnership Opportunity
- Item 6.2 NEWTRAVEL Strategic Plan
- Item 6.3 Heyscape – Tiny Accommodation Opportunity
- Item 6.3 Storytowns
- Item 6.4 2022 Perth Caravan and Camping Show
- Item 6.4 RAC Pitch
- Item 7.1 Member 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 NJ Chandler**

**Seconded CR GL Boyne**

**That Council note and endorse the recommendations of the NEWTRAVEL Meeting held at Westonia on 23 February 2022.**

**PUT & CARRIED: 5/0**  
**RESOLUTION NO: 100322**

CONFIRMED

## 11.1.5 ANNUAL ELECTORS MEETING HELD ON 16 MARCH 2022

### **Section 5.23 – Applicability**

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

**File Reference:** ADM 0023

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

**Author:** Lana Foote, Deputy Chief Executive Officer

**Signature of CEO**



**Attachment:** [Minutes of Annual Electors Meeting held 16 March 2022](#)

### **Background:**

Presentation of the Minutes of the Annual Meeting of Electors held on Wednesday 16 March 2022 at the Shire Council Chambers.

### **Comment:**

The Annual Electors Meeting was attended by 6 Elected Members, 1 staff and 2 members of the public.

The meeting was conducted later than the traditional November/December timeframe due to a hold up with the signing off of the Annual Financial Statements and the issuing of the Independent Auditors report, which was received by Council in February 2022.

All reports included in the Annual Report for 2020/2021 were accepted by resolution at the meeting.

During General Business, several questions were raised by the Public. These were answered at the time or will be considered as part of processes in the future.

No matters required a decision of Council.

### **Consultation:**

Nil

### **Statutory Environment:**

Local Government Act 1995 – Section 5.33

#### **5.33. Decisions made at electors' meetings**

(1) All decisions made at an electors' meeting are to be considered at the next ordinary council meeting or, if that is not practicable —

(a) at the first ordinary council meeting after that meeting; or

(b) at a special meeting called for that purpose,

whichever happens first.

(2) If at a meeting of the council a local government makes a decision in response to a decision made at an electors' meeting, the reasons for the decision are to be recorded in the minutes of the council meeting.

### **Policy Implications:**

Nil

### **Financial Implications:**

Nil

### **Strategic Implications:**

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

### **Voting Requirement:**

Simple majority

### **COUNCIL DECISION Officer Recommendation**

**Moved CR GL Boyne**

**Seconded CR GW Greaves**

**That Council note and accept the Minutes of the Annual Electors Meeting held on 16 March 2022.**

**PUT & CARRIED: 5/0  
RESOLUTION NO: 110322**

**11.1.6 OFFER TO PURCHASE SHIRE-OWNED PROPERTY AT LOT 11 (21)  
RAILWAY STREET, KOORDA**

**Section 5.23 – Applicability**

**Location:** Shire of Koorda  
**Portfolio:** Governance & Administration  
Cr JM Stratford

**Disclosure Of Interest:** Nil

**Author:** Darren Simmons, CEO

**Signature of CEO**



**Attachment:** [Copy of Public Notice](#)

**Background:**

The Shire owns the property at Lot 11 (21) Railway Street, Koorda (a former bank branch) which is currently leased to Tyza Pty Ltd (trading as TEK AG) until 31 October 2023.

The administration has recently been contacted by Mr Tyrone Henning, for and on behalf of Tyza Pty Ltd with an offer to purchase Lot 11 (21) Railway Street, Koorda, as follows:

“Good afternoon Darren.

I would like to make a formal offer on 21 Railway Street of \$18,500 ex gst.

This is to include everything as is where is. There are a couple of items that are not wanted such as a folio cabinet, clothing booth and contents of garden shed - so they can be taken by whoever wants them.

I would like to make a larger offer, but would prefer to put those funds into setting up the building for the next 20 years of service.

Offer expires 4pm Friday 25th of February 2022.

Settlement before 4pm Friday 24th of June 2022.

Feel free to call if you wish to discuss.

Cheers

Ty”

In a subsequent email communication, the offer expiry has been extended by Mr Henning to 5.00pm on 25 March 2022.

At its meeting held on 23 February 2022. Council resolved:

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

**Moved CR GL Boyne**

**Seconded CR GW Greaves**

**That Council;**

**1. Subject to S3.58 (3) Local Government Act 1995, determine to dispose of the following Shire-owned property:**

- **Lot 11 (21) Railway Street, Koorda;**

**2. Subject to S3.58 (3) Local Government Act 1995 direct the Chief Executive Officer to give local public notice that it is the intention of the Shire to dispose of the following Shire-owned property:**

- **Lot 11 (21) Railway Street, Koorda**

**With a market valuation of \$25,000 (as at 21 February 2022) for \$18,500 excluding GST, subject to any public comment; and**

**3. Direct the Chief Executive Officer to present any public comments along with a final recommendation relating to disposal of the Lot 11 (21) Railway Street, Koorda to the March 2022 Ordinary Meeting of Council.**

**PUT & CARRIED BY ABSOLUTE MAJORITY: 6/0  
RESOLUTION NO: 090222**

**Comment:**

In accordance with statutory requirements and Council's resolution #090222, the proposed disposition was advertised locally from 1 to 16 March 2022 for public information and comment.

At the close of the public comment period (being 3.00pm on Wednesday, 16 March 2022), no submissions have been received.

On the basis of the initial Council resolution, absence of any public submissions and the fair price offered when the current property condition is considered, it is recommended that Council ratify the sale, as proposed.

**Consultation:**

Please see s3.58 (3) under the Statutory Environment heading of this report. Local public notice from 1 to 16 March 2022 on the Shire's website, Facebook page, noticeboard and 'Narkal Notes' of 1,8, and 15 March 2022).

**Statutory Environment:**

Local Government Act 1995 (as amended)

*3.58. Disposing of property*



*(1) In this section —*

*dispose includes to sell, lease, or otherwise dispose of, whether absolutely or not;*

*property includes the whole or any part of the interest of a local government in property, but does not include money.*

*(2) Except as stated in this section, a local government can only dispose of property to —*

*(a) the highest bidder at public auction; or*

*(b) the person who at public tender called by the local government makes what is, in the opinion of the local government, the most acceptable tender, whether or not it is the highest tender.*

*(3) A local government can dispose of property other than under subsection (2) if, before agreeing to dispose of the property —*

*(a) it gives local public notice of the proposed disposition —*

*(i) describing the property concerned; and*

*(ii) giving details of the proposed disposition; and*

*(iii) inviting submissions to be made to the local government before a date to be specified in the notice, being a date not less than 2 weeks after the notice is first given;*

*and*

*(b) it considers any submissions made to it before the date specified in the notice and, if its decision is made by the council or a committee, the decision and the reasons for it are recorded in the minutes of the meeting at which the decision was made.*

*(4) The details of a proposed disposition that are required by subsection (3)(a)(ii) include —*

*(a) the names of all other parties concerned; and*

*(b) the consideration to be received by the local government for the disposition; and*

*(c) the market value of the disposition —*

*(i) as ascertained by a valuation carried out not more than 6 months before the proposed disposition; or*

*(ii) as declared by a resolution of the local government on the basis of a valuation carried out more than 6 months before the proposed disposition that the local government believes to be a true indication of the value at the time of the proposed disposition.*

*(5) This section does not apply to —*

*(a) a disposition of an interest in land under the Land Administration Act 1997 section 189 or 190; or*

*(b) a disposition of property in the course of carrying on a trading undertaking as defined in section 3.59; or*

*(c) anything that the local government provides to a particular person, for a fee or otherwise, in the performance of a function that it has under any written law; or*

*(d) any other disposition that is excluded by regulations from the application of this section.*

*[Section 3.58 amended: No. 49 of 2004 s. 27; No. 17 of 2009 s. 10.]*

**Policy Implications:**

Nil

**Financial Implications:**

Due to the age and condition of the property significant building maintenance expense will be incurred by the Shire.

Processing of sale proceeds from disposal of property.

**Strategic Implications:**

Shire of Koorda Strategic Community Plan

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 LC Smith**

**That Council;**

- 1. Subject to S3.58 of the Local Government Act 1995, and noting that no public submissions were received, resolves to dispose of the Lot 11 (21) Railway Street, Koorda by way of transfer to Tyza Pty Ltd (Mr Tyrone Henning) for the sum of \$18,500 (ex GST);**
- 2. Direct the proceeds from the sale be transferred to the Council Building Reserve; and**
- 3. Direct the Chief Executive Officer to make the necessary arrangements to effect the sale of Lot 11 (21) Railway Street, Koorda and authorise the execution of relevant documentation including use of the Common Seal as necessary.**

**PUT & CARRIED ABSOLUTE MAJORITY: 5/0  
RESOLUTION NO: 120322**

**11.2 Finance**

**11.2.1 MONTHLY FINANCIAL STATEMENTS  
As at 28 February 2022**

**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 28 February 2022.

**Comment:**

Monthly Financial Statements for the period ended 28 February 2022 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:**

Shire of Koorda Strategic Community Plan

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

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

**Moved CR NJ Chandler**

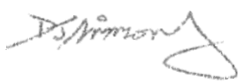
**Seconded CR GL Boyne**

**That the monthly Financial Statements for the period ended 28 February 2022, as presented, be received and adopted.**

**PUT & CARRIED: 5/0**  
**RESOLUTION NO: 130322**

CONFIRMED

**11.2.2**                      **ACCOUNTS PAID AS LISTED**  
**As at 17 March 2022**

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

**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 17 March 2022 and are generally within budget guidelines and are of an operational nature. Payments for capital assets expenditure are:

V489	Haulmore Trailer Rentals Pty Ltd	\$126,024.40
V501	Reinforced Concrete Pipes	\$2,904.00
V508	Boekeman Toyota Wongan Hills	\$581.10

**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

4.2.4 - Operate in a financially sustainable manner

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

**Voting Requirement:**

Simple majority

**COUNCIL DECISION**

**Officer Recommendation**

**Moved CR NJ Chandler**

**Seconded CR GW Greaves**

**That accounts as listed being for period 16 February 2022 to 17 March 2022.**

**Municipal Vouchers No's V to V583**

**Totalling \$361,358.12**

**Credit Card Transaction (V509)**

**Totalling \$ 2,127.60**

**Total \$363,485.72**

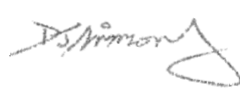
**To be endorsed or passed for payment**

**PUT & CARRIED: 5/0  
RESOLUTION NO: 140322**

CONFIDENTIAL

### 11.2.3 **REVIEW OF BUDGET PERFORMANCE** As at 28 February 2022

#### **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 0044
<b>Disclosure Of Interest:</b>	No interest declared by the CEO and DCEO
<b>Author:</b>	Lana Foote, Deputy Chief Executive Officer
<b>Signature of CEO</b>	
<b>Attachment:</b>	<a href="#">2021/2022 Budget Review</a>

#### **Background:**

Council is required to conduct a budget review annually between 1 January and 31 March and as such, a budget review document has been prepared and attached, it is a summary of the outcomes. Council adopted a 10% and \$10,000 minimum for reporting material variances to be used in the statement of financial activity and the annual budget review.

#### **Comment:**

With the change of accounting system and chart of account (COA) structure in the 2021/2022 year, the practical day to day workings of each was unknown, and although the 2021/2022 budget reflected the new COA account codes and structure, the back-end workings were unknown.

The overall income and expenditure has generally been as anticipated, however with the amendment to the COA structure, there have been changes to some “nature and type (N&T)” allocations. (eg; insurance expenses code was budgeted as \$64,500, however actual to February 2022 is \$124,000). Our insurance bill hasn’t increased by this much, however the new COA structure has an “insurance” N&T code for all insurance aspects, rather than having one N&T code for one account, they are now multi-faceted and allow multiple N&T codes per account.

The 2021/2022 budget review has mainly looked to change capital programs only. Staff will use the 2021/2022 figures throughout the operating accounts to base the upcoming 2022/2023 budget on, in a hope that accounts and nature and type allocations more accurately reflect the actual income and expenditure.

#### **OPENING FUNDING SURPLUS/(DEFICIT)**

The variance in the Opening Funding Surplus (Deficit) is a result of Audited Annual Financial Statements.

Initial Opening Surplus	\$ 574,677
Audited Opening Surplus	<u>\$ 751,670</u>
Amendment	<b>\$ 176,993</b>



## Capital Expenses

Project updates for each capital item can be found in the February 2022 [Monthly Financial Statement](#) from Item 11.2.1, on pages 17 and 18 (note 8), the following will just include changes requested as per the budget review.

### Plant and Equipment

Approval is requested for the below plant items in addition to the 2021/22 budget allocations.

- The old P04 water truck has been written off by our insurance company and Council have received a discharge offer of approx. \$20,000. A second-hand replacement water truck has been found online which is around \$130,000 and the budget allocation allows for the purchase of a new tank to install on the truck, approx. \$30,000.
- The existing sewerage trailer needs urgent replacing. Quotes have been sought and majority of the funds can come out of the surplus, with any additional funds required coming from the Plant reserve.
- The trailer for the bobcat is also in need of replacement and a request is made to allow for the purchase of a replacement trailer for \$11,000.

Budgeted Expenditure	\$ 765,000
<i>P04 Isuzu Truck</i>	+ \$160,000
<i>P12 Sewerage Trailer</i>	+ \$30,000
<i>P33 Plant Trailer</i>	+ \$11,000
Revised Expenditure	<u>\$ 966,000</u>
Amendment	<b>\$ 201,000</b>

## **FINANCING**

### Transfer to and from Reserves

An additional \$4,007 is required to be transferred from the Plant Reserve to balance out the budget review balance. The reserve transfers will be monitored closely at year end to determine which transactions need to take place.

### **Consultation:**

Darren Simmons, Chief Executive Officer  
Darren West, Works Supervisor  
Shire of Koorda Councillors

### **Statutory Environment:**

Local Government Act 1995  
Local Government (Financial Management) Regulations 1996

### **Policy Implications:**

Nil

### **Financial Implications:**

Variances have been noted with changes required. The general financial impact of the review will reduce Councils carry forward surplus, which has been a topic of conversations in previous discussions during budgeting time and during the Strategic Resourcing Plan adoption workshop.

**Strategic Implications:**

Shire of Koorda Strategic Community Plan

4.2.3 - Use resources efficiently and effectively (ongoing)

4.2.4 - Operate in a financially sustainable manner (ongoing)

**Voting Requirement:**

Absolute majority

**COUNCIL DECISION**

**Officer Recommendation**

**Moved CR GW Greaves**

**Seconded CR GL Boyne**

**That Council note the Budget changes and adopt the amended Budget, as presented.**

**PUT & CARRIED ABSOLUTE MAJORITY: 5/0  
RESOLUTION NO: 150322**

CONFIDENTIAL

**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 20 April 2022 @ 5.00pm

**16**                    **CLOSURE**

The Presiding Person thanked Councillors and Staff for their attendance and declared the meeting closed at 6.05pm

Signed .....

Presiding Person at the meeting at which the minutes were confirmed

Date: 20 April 2022

CONFIRMED