



*Shire of*  
**Koorda**

*Drive in, stay awhile*

# MINUTES

## Ordinary Council Meeting

To be held in Shire of Koorda Council Chambers

10 Haig Street, Koorda WA 6475

Wednesday 18 May 2022

Commencing 5.00pm

UNCONFIRMED

## 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 18 May 2022 in the Shire of Koorda Council Chambers, 10 Haig Street, Koorda.

The format of the day will be:

5.00pm	Council Meeting
Following conclusion of Council Meeting	Council Forum

Darren Simmons  
Chief Executive Officer  
13 May 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

## Table of Contents

1. Declaration of Opening .....	4
2. Record of Attendance, Apologies and Leave of Absence .....	4
3. Public Question Time.....	4
4. Disclosure of Interest.....	4
5. Applications for Leave of Absence .....	5
6. Petitions and Presentations.....	5
7. Confirmation of Minutes from Previous Meetings .....	5
7.1. Ordinary Council Meeting held on 20 April 2022.....	5
8. Minutes of Committee Meetings to be Received .....	5
8.1. Audit Committee Minutes for meeting held 20 April 2022 .....	5
Click here to view .....	5
8.2. Great Eastern Country Zone Minutes for meeting held 26 April 2022 .....	6
9. Recommendations from Committee Meetings for Council Consideration.....	6
9.1. Audit Committee Meeting 20 April 2022.....	6
10. Announcements by the President without Discussion .....	6
11. OFFICER'S REPORTS – CORPORATE & COMMUNITY .....	8
11.1. Monthly Financial Statements .....	8
11.2. List of Accounts Paid.....	11
12. OFFICER'S REPORTS – GOVERNANCE & COMPLIANCE.....	13
13. OFFICER'S REPORTS – WORKS & ASSETS.....	14
13.1. Proposed Leasing Arrangements by CBH for Lots 402 and 32 Price Street, Koorda .....	14
14. Urgent Business Approved by the Person Presiding or by Decision.....	16
15. Elected Members' Motions .....	16
16. Matters Behind Closed Doors .....	16
17. Closure .....	16

**Shire of Koorda  
Ordinary Council Meeting  
5.00pm, Wednesday 18 May 2022**



**1. Declaration of Opening**

The Presiding person welcomed those in attendance and declared the meeting open at 5.01pm.

**2. Record of Attendance, Apologies and Leave of Absence**

**Councillors:**

Cr JM Stratford	President
Cr BG Cooper	Deputy President
Cr GL Boyne	
Cr NJ Chandler	
Cr GW Greaves	

**Staff:**

Mr DJ Simmons	Chief Executive Officer
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**Members of the Public:**

**Apologies:**

Cr LC Smith	
Miss L Foote	Deputy Chief Executive Officer

**Approved Leave of Absence:**

Nil

**3. Public Question Time**

**4. Disclosure of Interest**

The following Councillors have disclosed an interest in item 13.1 - *Proposed Leasing Arrangements by CBH for Lots 402 and 32 Price Street, Koorda.*

Cr Jannah Stratford

Financial – A shareholder in CBH Ltd (CBH) (as grower member/farmer) who holds one share valued at \$2.00 in CBH, a non-distributing co-operative governed under the Co-operatives Act 2009, and which is also a registered charity.

Cr Gina Boyne

Financial – Closely associated (spouse) with a shareholder in CBH Ltd (CBH) (as grower member/farmer) who holds one share valued at \$2.00 in CBH, a non-distributing co-operative governed under the Co-operatives Act 2009, and which is also a registered charity.

Cr Nicholas Chandler

Financial – Employee of CBH.

Cr Gary Greaves

Financial – A shareholder in CBH Ltd (CBH) (as grower member/farmer) who holds one share valued at \$2.00 in CBH, a non-distributing co-operative governed under the Co-operatives Act 2009, and which is also a registered charity.

## 5. Applications for Leave of Absence

## 6. Petitions and Presentations

## 7. Confirmation of Minutes from Previous Meetings

### 7.1. Ordinary Council Meeting held on 20 April 2022

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

**Voting Requirements**       Simple Majority       Absolute Majority

#### Officer Recommendation Resolution 010522

Moved CR NJ Chandler

Seconded CR GL Boyne

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 20 April 2022, as presented, be confirmed as a true and correct record of proceedings.

**CARRIED 5/0**

## 8. Minutes of Committee Meetings to be Received

### 8.1. Audit Committee Minutes for meeting held 20 April 2022

[Click here to view](#)

**Voting Requirements**       Simple Majority       Absolute Majority

#### Officer Recommendation Resolution 020522

Moved CR NJ Chandler

Seconded CR GW Greaves

That, in accordance with Sections 5.22(2) and 3.18 of the *Local Government Act 1995*, Council receives the Minutes of the Audit Committee Meeting (unconfirmed) held on 20 April 2022, as presented.

**CARRIED 5/0**

## 8.2. Great Eastern Country Zone Minutes for meeting held 26 April 2022

[Click here to view](#)

**Voting Requirements**     Simple Majority     Absolute Majority

### Officer Recommendation Resolution 030522

Moved CR BG Cooper

Seconded CR GL Boyne

That, in accordance with Sections 5.22(2) and 3.18 of the *Local Government Act 1995*, Council receives the Minutes of the Great Eastern Country Zone Meeting held 26 April 2022, as tabled.

**CARRIED 5/0**

## 9. Recommendations from Committee Meetings for Council Consideration

### 9.1. Audit Committee Meeting 20 April 2022

**Voting Requirements**     Simple Majority     Absolute Majority

### Committee Recommendation Resolution 040522

Moved Cr NJ Chandler

Seconded CR BG Cooper

That Council:

1. Acknowledge the Audit Entrance Meeting, held 20 April 2022; and
2. Acknowledge the summarised audit scope and strategy to be undertaken by the Office of the Auditor General, and the OAG's sub-contractors Butler Settineri, for the 2021/22 annual financial report and accounts.

**CARRIED 5/0**

## 10. Announcements by the President without Discussion

Integrated Strategic Plan – No submissions were received. As per resolution 060422, the Integrated Strategic Plan presented at the April 2022 Council Meeting is now adopted.

### 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
Nil.				


Condolences are offered to Tracey McMiles and family on the passing of her mother, Mary Parsons.

Acknowledgement of Koorda CRC CDO Report

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## 11. OFFICER'S REPORTS – CORPORATE & COMMUNITY

### 11.1. Monthly Financial Statements

Corporate and Community		
<b>Date</b>	13 May 2022	
<b>Location</b>	Not Applicable	
<b>Responsible Officer</b>	Lana Foote, Deputy Chief Executive Officer	
<b>Author</b>	As above	
<b>Legislation</b>	<i>Local Government Act 1995; Local Government (Financial Management) Regulations 1996</i>	
<b>Disclosure of Interest</b>	Nil	
<b>Purpose of Report</b>	<input type="checkbox"/> Executive Decision <input checked="" type="checkbox"/> Legislative Requirement <input type="checkbox"/> Information	
<b>Attachments</b>	<a href="#">April 2022 Financial Activity Statement</a>	

#### Background:

This item presents the Statement of Financial Activity to Council for the period ending 30 April 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 Program and Nature or Type

The Statements 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 – Rate Revenue

This note provides details of rates levied during the year.

Note 7 – Disposal of Assets

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

Note 8 – Capital Acquisitions

This note details the capital expenditure program for the year.

Note 9 – Cash Reserves

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 10 – Other Current Liabilities

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

Note 11 – Operating Grants and Contributions Received

This note provides information on operating grants received.

Note 12 – Non-Operating Grants and Contributions

This note provides information on non-operating grants received.

Note 13 – Trust Fund

This note provides information on trust items received and paid.

Note 14 – Budget Amendments

This note provides detail of adopted budget amendments.

Note 15 – 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 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

**Financial Implications:**

Nil

**Voting Requirements:**     Simple Majority     Absolute Majority

**Officer Recommendation**  
**Resolution 050522**

**Moved CR CW Greaves**


**Seconded CR GL Boyne**

**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 30 April 2022, as presented.**

**CARRIED 5/0**

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## 11.2. List of Accounts Paid

<b>Corporate and Community</b>		
<b>Date</b>	13 May 2022	
<b>Location</b>	Not Applicable	
<b>Responsible Officer</b>	Lana Foote, Deputy Chief Executive Officer	
<b>Author</b>	As above	
<b>Legislation</b>	<i>Local Government Act 1995; Local Government (Financial Management) Regulations 1996</i>	
<b>Disclosure of Interest</b>	Nil	
<b>Purpose of Report</b>	<input type="checkbox"/> Executive Decision <input checked="" type="checkbox"/> Legislative Requirement <input type="checkbox"/> Information	
<b>Attachments</b>	<a href="#">List of Accounts Paid</a>	

### Background:

This item presents the List of Accounts Paid, paid under delegated authority, for the period 13 April 2022 to 13 May 2022.

### Comment:

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

### Consultation:

Darren Simmons, Chief Executive Officer  
Tracey McMiles, Finance Officer

### 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 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

### Financial Implications:

Funds expended are in accordance with Council's adopted 2021/2022 Budget.

**Voting Requirements:**     Simple Majority     Absolute Majority

**Officer Recommendation  
Resolution 060522**

**Moved CR GW Greaves**

**Seconded CR NJ Chandler**

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 13 April 2022 to 13 May 2022

Municipal Voucher V574 to V625  
Credit Card Transaction (V598)

Totalling \$ 553,712.88  
Totalling \$ 776.13  
Total \$ 554,489.01

**CARRIED 5/0**

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## 12. OFFICER'S REPORTS – GOVERNANCE & COMPLIANCE

Nil

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### 13. OFFICER'S REPORTS – WORKS & ASSETS

The following Councillors have disclosed an interest in item 13.1 - *Proposed Leasing Arrangements by CBH for Lots 402 and 32 Price Street, Koorda.*

#### Cr Jannah Stratford

Financial – A shareholder in CBH Ltd (CBH) (as grower member/farmer) who holds one share valued at \$2.00 in CBH, a non-distributing co-operative governed under the Co-operatives Act 2009, and which is also a registered charity.

#### Cr Gina Boyne

Financial – Closely associated (spouse) with a shareholder in CBH Ltd (CBH) (as grower member/farmer) who holds one share valued at \$2.00 in CBH, a non-distributing co-operative governed under the Co-operatives Act 2009, and which is also a registered charity.

#### Cr Nicholas Chandler

Financial – Employee of CBH.


#### Cr Gary Greaves

Financial – A shareholder in CBH Ltd (CBH) (as grower member/farmer) who holds one share valued at \$2.00 in CBH, a non-distributing co-operative governed under the Co-operatives Act 2009, and which is also a registered charity.

**Due to the number of Councillors disclosing a financial interest in item 13.1, and as participation approval under s5.69 (3) of the Local Government Act 1995 (as amended) has not been obtained prior to the meeting, the CEO has withdrawn item 13.1 from the agenda for want of a quorum.**

**The matter will be presented to a future meeting of Council once statutory participation approval has been granted so that the meeting quorum requirements are met.**

#### 13.1 Proposed Leasing Arrangements by CBH for Lots 402 and 32 Price Street, Koorda

<b>Works and Assets</b>		
<b>Date</b>	12 April 2022	
<b>Location</b>	Not applicable	
<b>Responsible Officer</b>	Darren Simmons, Chief Executive Officer	
<b>Author</b>	As above	
<b>Legislation</b>	<i>Local Government Act 1995</i>	
<b>Disclosure of Interest</b>	Nil	
<b>Purpose of Report</b>	<input checked="" type="checkbox"/> Executive Decision <input checked="" type="checkbox"/> Legislative Requirement <input type="checkbox"/> Information	
<b>Attachments</b>	Proposed Lease Agreement (Confidential to Councillors only)	

#### **Background:**

At its special meeting held on 30 August 2021, Council resolved, inter alia, as follows

**That Council:**

...

- 4. Agrees to lease Lots 402 and 32 Price, Street, Koorda for emergency grain storage from 1 September 2021 to 30 April 2022 and authorises the Chief Executive Officer to sign the 'Agreement to Lease' document between the Shire of Koorda and Co-operative Bulk Handling Limited (CBH) on the condition that CBH supply the Shire with a traffic management plan to the satisfaction of the Chief Executive Officer.**

On 30 November 2021, a lease agreement was executed between CBH and the Shire, with the lots subsequently used for the 2021 harvest for emergency open bulkhead (OBH) grain storage.

Due to the record 2021 harvest grain is still being stored onsite and with similar expectations for the 2022 harvest, CBH have now requested that the leasing of Lots 402 and 32 Price Street, Koorda continue until 30 April 2023.

**Comment:**

As grain is still being stored onsite and with Shire staff unaware of any issues arising, it is recommended that Council agree to CBH's request to lease lots 402 and 32 Price Street, Koorda for another year.

**Consultation:**

Aaron Grant – CBH Specialist, Property and Land

**Statutory Implications:**

Section 3.58 of the Local Government Act. (As CBH is a registered charity, there is an exemption to the disposal of property provisions of section 3.58)

**Policy Implications:**

Nil

**Strategic Implications:**

Nil

**Financial Implications:**

Annual lease consideration of \$6,500 exclusive of GST

**Voting Requirements:**     Simple Majority     Absolute Majority

**WITHDRAWN FROM AGENDA (NOT DISCUSSED OR CONSIDERED)**

**Officer Recommendation**

~~That Council agrees to continue leasing Lots 402 and 32 Price, Street, Koorda to Co-operative Bulk Handling Limited (CBH) for emergency grain storage from 1 May 2022 to 30 April 2023 and authorises the Chief Executive Officer to sign the 'Agreement to Lease' document between the Shire of Koorda and CBH on the condition that CBH supply the Shire with a traffic management plan to the satisfaction of the Chief Executive Officer.~~

**CARRIED**

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

**15. Elected Members' Motions**

**16. Matters Behind Closed Doors**

**17. Closure**

The Presiding Person thanked Councillors and the CEO for their attendance and declared the meeting closed at 5.22pm.

**Signed:** \_\_\_\_\_

**Presiding Person at the meeting at which the minutes were confirmed.**

**Date: 15 June 2022**