



Shire of
Koorda

Drive in, stay awhile

MINUTES

Ordinary Council Meeting

Held in Shire of Koorda Council Chambers

10 Haig Street, Koorda WA 6475

Wednesday 13 September 2023

Commencing 5.00pm

CONFIRMED

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, 13 September 2023 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

Lana Foote
Acting Chief Executive Officer
8 September 2023

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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



Lana Foote
Acting Chief Executive Officer

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**Shire of Koorda
Ordinary Council Meeting
5.00pm, Wednesday 13 September 2023**



1. Declaration of Opening

The Presiding person welcomes those in attendance and declares the meeting open at 5.00pm.

2. Record of Attendance, Apologies and Leave of Absence

Councillors:

Cr JM Stratford	President
Cr BG Cooper	Deputy President
Cr GW Greaves	
Cr GL Boyne	
Cr LC Smith	

Staff:

Miss L Foote	Acting Chief Executive Officer
Mrs K Harrap	Governance Officer
Mr D West	Works Supervisor

Members of the Public:

Apologies:

Cr NJ Chandler

Visitors:

Mrs K Burrell Councillor Elect

Approved Leave of Absence:

3. Public Question Time

Nil.

4. Disclosure of Interest

Nil.

5. Applications for Leave of Absence

Nil.

6. Petitions and Presentations

Nil.

7. Confirmation of Minutes from Previous Meetings

7.1. Special Council Meeting held on 28 July 2023

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

Voting Requirements Simple Majority Absolute Majority

Officer Recommendation RESOLUTION 010923

Moved Cr GW Greaves

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 Special Council Meeting held 28 July 2023, as presented, be confirmed as a true and correct record of proceedings.

CARRIED 5/0

FOR: Cr JM Stratford, Cr BG Cooper, Cr GW Greaves, Cr GL Boyne and Cr LC Smith

8. Minutes of Committee Meetings to be Received

8.1. LEMC Meeting Minutes for meeting held 29 June 2023

[Click here to view](#)

Voting Requirements Simple Majority Absolute Majority

Officer Recommendation RESOLUTION 020923

Moved Cr GW Greaves

Seconded Cr LC Smith

That, in accordance with Sections 5.22(2) and 3.18 of the *Local Government Act 1995*, Council receives the Minutes of the LEMC meeting held 29 June 2023, as tabled.

CARRIED 5/0

FOR: Cr JM Stratford, Cr BG Cooper, Cr GW Greaves, Cr GL Boyne and Cr LC Smith

8.2. Audit Meeting Minutes for meeting held 28 July 2023

[Click here to view](#)

Voting Requirements Simple Majority Absolute Majority

Officer Recommendation
RESOLUTION 030923

Moved Cr BG Cooper

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 meeting held 28 July 2023, as tabled.

CARRIED 5/0

FOR: Cr JM Stratford, Cr BG Cooper, Cr GW Greaves, Cr GL Boyne and Cr LC Smith

5.03pm Mr D West entered the chambers.

9. Recommendations from Committee Meetings for Council Consideration

Nil.

10. Announcements by the President without Discussion

The President acknowledges and expresses condolences to the Shire of Kellerberrin, community and families for the tragic event that occurred last week.

Congratulations to the Koorda Ladies Hockey Club on their premiership win.

The President expressed condolences to the Johnson family on the passing of John.

11. OFFICER'S REPORTS – CORPORATE & COMMUNITY

11.1. Monthly Financial Statements

Corporate and Community		
Date	6 September 2023	
Location	Not Applicable	
Responsible Officer	Lana Foote, Acting 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 2023 Financial Activity Statement	

Background:

This item presents the Statement of Financial Activity to Council for the period ending 31 July 2023.

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:

All financial reports are required to be presented to Council within two meetings following the end of the month that they relate to.

These reports are prepared after all the end-of-month payments and receipts have been processed.

Consultation:

LG Best Practices

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
RESOLUTION 040923

Moved Cr LC Smith

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 31 July 2023, as presented.

CARRIED 5/0

FOR: Cr JM Stratford, Cr BG Cooper, Cr GW Greaves, Cr GL Boyne and Cr LC Smith

CONFIRMED

11.2. Monthly Financial Statements

Corporate and Community		
Date	7 September 2023	
Location	Not Applicable	
Responsible Officer	Lana Foote, Acting 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 2023 Financial Activity Statement	

Background:

This item presents the Statement of Financial Activity to Council for the period ending 31 August 2023.

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:

All financial reports are required to be presented to Council within two meetings following the end of the month that they relate to.

These reports are prepared after all the end-of-month payments and receipts have been processed.

Consultation:

LG Best Practices

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
RESOLUTION 050923

Moved Cr GW 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 31 August 2023, as presented.

CARRIED 5/0

FOR: Cr JM Stratford, Cr BG Cooper, Cr GW Greaves, Cr GL Boyne and Cr LC Smith

CONFIRMED

11.3. List of Accounts Paid

Corporate and Community		
Date	14 July 2023	
Location	Not Applicable	
Responsible Officer	Lana Foote, Acting 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 (01/07/2023 - 11/08/2023) List of Accounts Paid (12/08/2023 - 07/09/2023)	

Background:

This item presents the List of Accounts Paid, paid under delegated authority, for the period 1 July 2023 to 7 September 2023.

Comment:

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

Consultation:

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 2023/2024 Budget.

Voting Requirements: Simple Majority Absolute Majority

**Officer Recommendation
RESOLUTION 060923**

Moved Cr GL Boyne

Seconded Cr BG Cooper

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 Acting 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 1 July 2023 to 11 August 2023.

Municipal Voucher V001 to V090	Totalling \$ 369,555.24
Credit Card Transaction (V060)	Totalling \$ 1,243.46
	Total \$ 703,935.15

For the period 12 August 2023 to 7 September 2023.

Municipal Voucher V091 to V150	Totalling \$ 313,644.31
Credit Card Transaction (V117)	Totalling \$ 1,364.14
	Total \$ 315,008.45

CARRIED 5/0


FOR: Cr JM Stratford, Cr BG Cooper, Cr GW Greaves, Cr GL Boyne and Cr LC Smith

12. OFFICER'S REPORTS – GOVERNANCE & COMPLIANCE

Nil.

13. OFFICER'S REPORTS – WORKS & ASSETS

13.1. Purchase of New Grader and Amendment to 2023/2024 Plant Replacement Program

Works and Assets		
Date	8 September 2023	
Location	Not Applicable	
Responsible Officer	Lana Foote, Acting 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 checked="" type="checkbox"/> Executive Decision <input type="checkbox"/> Legislative Requirement <input type="checkbox"/> Information	
Attachments	Confidential Report – document provided to Councillors under separate email cover	

Background:

As part of the 2023/2024 Budget considerations, Council approved the replacement P19 Volvo G930 Grader (P019) for the 2023/2024 financial year.

The current P19 grader was manufactured in 2012 and has travelled 10,000 hours.

Comment:

The purchase quotes were called using the WALGA's eQuotes system, which has a list of preferred suppliers. Quotes were received from the below suppliers and a confidential pricing report has been provided to Councillors under separate email cover;

- Afagri Equipment,
- Komatsu, and
- WesTrac

As Council already own two Caterpillar graders, the Works Supervisor has preference over the WesTrac Cat Grader.

The allocation for new grader as per the 2023/2024 Plant Program was \$325,000, with a budgeted trade in amount of \$100,000, leaving \$225,000 change over costings.

The preferred grader came in over budget, being \$455,000, which working off the \$100,000 trade in, requires a \$355,000, which is an increase of \$130,000.

It is recommended that the budgeted P009 Semi Side Tipper changeover allocation of \$100,000 be transferred to the purchase of the new grader, and an additional transfer of \$30,000 from the Plant Reserve is made to cover the cost of the new Grader.

It is also recommended that the P009 Semi Side Tipper changeover is pushed back to the 2025/2026 year.

The Works Supervisor is confident that we will receive more than the budgeted \$100,000 for the sale of the old 2012 Volvo Grader, however a transfer of funds is suggested to ensure the purchase is covered in case a higher sale price isn't achieved.

Consultation:

Darren West, Works Supervisor

Statutory Implications:

Local Government Act 1995 S.3.57

Local Government (Functions and General) Regulations 1996. Division 2 of the Regulations details in the tender requirements for the provision of goods and services.

Policy Implications:

The Purchasing Policy has been followed.

As per the Shire Purchasing Policy; for purchases over \$250,000 the purchasing requirement is listed; *Tender Exempt arrangements (i.e. WALGA PSA, CUA or other tender exemption under F&G Reg.11(2)) require at least three (3) written responses from suppliers by invitation under a formal Request for Quotation in accordance with the Supplier Order of Priority detailed in the prior section.*

Strategic Implications:

Shire of Koorda Integrated Strategic Plan 2022

3.1.1 - Manage Shire Assets sustainably using the Strategic Resourcing Plan.

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

Financial Implications:

It is recommended that funds be transferred from P009 Purchase to increase P019 budget and that an additional \$30,000 is allocated from the Plant Reserve to cover the additional change over funds.

Voting Requirements:

Simple Majority Absolute Majority

**Officer Recommendation
RESOLUTION 070923**

Moved Cr GW Greaves

Seconded Cr GL Boyne

That Council, by absolute majority,


- 1. Note the quotations received for the new Grader,**
- 2. Award the E-Quote VP372405 to Westrac Equipment for a Caterpillar 140 Grader at the quoted price of \$455,000 (exc GST),**
- 3. Transfer the budget changeover allocation of \$100,000 for the replacement of P009 Side Tipper to P019 Grader replacement,**
- 4. Increase the Plant Reserve transfers by \$30,000 to cover the additional change over cost for P019 Grade, and**
- 5. Authorise the Acting Chief Executive Officer to dispose of P019 2012 Volvo G930 Grader to the highest and best price through Auction and advise Council of the price received.**

CARRIED BY ABSOLUTE MAJORITY 5/0

FOR: Cr JM Stratford, Cr BG Cooper, Cr GW Greaves, Cr GL Boyne and Cr LC Smith

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

14.1. Fourth Quarterly Reporting of Integrated Strategic Plan and Workforce Plan

Governance and Compliance		
Date	7 September 2023	
Location	Not Applicable	
Responsible Officer	Lana Foote, Acting Chief Executive Officer	
Author	As above	
Legislation	<i>Local Government Act 1995; Local Government (Administration) Regulations 1996</i>	
Disclosure of Interest	Nil	
Purpose of Report	<input checked="" type="checkbox"/> Executive Decision <input checked="" type="checkbox"/> Legislative Requirement <input type="checkbox"/> Information	
Attachments	Fourth Quarterly Scorecard July to September 2023	

Background:

This report is to inform the Committee and Council of its obligations in relation to the integrated planning and reporting (IPR) requirements under the Local Government Act 1995, the Local Government (Administration) Regulations 1996.

Following the Committee's recommendation of 28 September 2022, the quarterly scorecard reporting document approach was adopted by Council on 26 October 2022.

Comment:

Council adopted its Integrated Strategic Plan and Workforce Plan at its meeting held on 20 April 2022.

To assist Council to meet its IPR requirements under the Local Government Act 1995, the Local Government (Administration) Regulations 1996, Shire staff have prepared draft quarterly reporting documents (provided as confidential attachment) for the Committee to consider and, if appropriate, recommend to Council that the fourth quarterly scorecard be adopted and the Integrated Strategic Plan and Workforce Plan components be endorsed for publication.

Consultation:

Nil.

Statutory Implications:

Local Government Act 1995 and relevant subsidiary legislation.

Policy Implications:

Nil

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:

Nil

Voting Requirements: Simple Majority Absolute Majority

Officer Recommendation
RESOLUTION 080923

Moved Cr GL Boyne

Seconded Cr BG Cooper

That the Audit Committee recommends:

That Council:


- 1. Adopts the fourth quarterly reporting documents (July to September 2023) as presented to the Audit Committee meeting held on 13 September 2023; and**
- 2. Endorses the publication of the Integrated Strategic Plan and Workforce Plan components for community information.**

CARRIED 5/0

FOR: Cr JM Stratford, Cr BG Cooper, Cr GW Greaves, Cr GL Boyne and Cr LC Smith

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14.2. Review of Financial Management, Risk Management, Legislative Compliance and Internal Controls

Governance and Compliance		
Date	7 September 2023	
Location	Not Applicable	
Responsible Officer	Lana Foote, Acting Chief Executive Officer	
Author	As above	
Legislation	<i>Local Government Act 1995 Section 7.13 (i)</i> <i>Local Government (Audit) Regulations 1996 – Reg 13, 14 and 15</i>	
Disclosure of Interest	Nil	
Purpose of Report	<input type="checkbox"/> Executive Decision <input checked="" type="checkbox"/> Legislative Requirement <input type="checkbox"/> Information	
Attachments	FMR Action Plan - September 2023	

Background:

The Review of Financial Management, Risk Management, Legislative Compliance and Internal Controls helps an organisation accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control, and governance.

At the May 2023 Audit Committee Meeting, the Review of Financial Management, Risk Management, Legislative Compliance and Internal Controls was presented for consideration with the below committee recommendation being resolved at the May 2023 Council Meeting.

Committee Recommendation RESOLUTION 050523

Moved CR GW Greaves

Seconded CR BG Cooper

That Council:

1. Receives Moore's Review of Financial Management, Risk Management, Legislative Compliance and Internal Controls report, dated April 2023 (Attachment A);
2. Directs the CEO to provide a report, on a quarterly basis, to the Audit Committee to enable the Committee to monitor the Shire's progress in addressing the recommendations, pursuant to Regulation 16 (d) of the Local Government (Audit) Regulations 1996; and
3. Directs the CEO at the first quarterly review to provide proposed actions, including expected completion dates, to the recommendations identified in the report.

CARRIED BY ABSOLUTE MAJORITY 6/0

Comment:

This report has been presented to the audit committee as the committee has a role in supporting Council in fulfilling its governance and oversight responsibilities and provide the audit committee with the opportunity to raise any issues that the document has identified or ask any other questions, they may have in relation to our risk management and compliance activities.

An initial report was tabled at the June 2023 Audit Committee Meeting and the attached Action Plan is an update on actions that have been taken within the past quarter to align with the quarterly reporting on the Integrated Strategic Plan.

Consultation:

Administration Staff

Statutory Implications:

Regulation 16 of the Local Government (Audit) Regulations 1996 prescribes the functions of an Audit Committee which includes;

“16 (c) to review a report given to it by the CEO under regulation 17(3) 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.”*

“16 (d) to monitor and advise the CEO when the CEO is carrying out functions in relation to a review under –

- (i) Regulations 17 (1); and*
- (ii) The Local Government (Financial Management) Regulations 1996 regulation 5(2)(c).”*

Regulation 17 of the Local Government (Audit) Regulations 1996 reads as follows;

“(1) The CEO is to review the appropriateness and effectiveness of a local government’s systems and procedures in relation to —

- a) risk management; and*
- b) internal control; and*
- c) legislative compliance.*

(2) The review may relate to any or all of the matters referred to in subregulation (1)(a), (b) and (c), but each of those matters is to be the subject of a review not less than once in every 3 financial years.

(3) The CEO is to report to the audit committee the results of that review.”

Regulation 5 (2) (c) of the Local Government (Financial Management) Regulations 1996 states that -

“the CEO is to undertake reviews of the appropriateness and effectiveness of the financial management systems and procedures of the local government regularly (and not less than once in every 3 financial years) and report to the local government the results of those reviews.”

Policy Implications:

The review recommended some potential improvement opportunities to some of the Council’s policy. These will be considered separately by the Policy Review Committee and Council at the completion of the review process. Comments made in the FM Review relating to specific Policies and Procedures will be taken on-board as part of the review process.

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)

4.1.2 - Identify business improvement opportunities to enhance operational effectiveness.

Financial Implications:

Nil.

Voting Requirements: Simple Majority Absolute Majority

Officer Recommendation
RESOLUTION 090923

Moved Cr BG Cooper

Seconded Cr LC Smith

That the Audit Committee recommends;

That Council as per the quarterly report document (to September 2023) as attached to this item, notes and endorses the actions taken to the identified improvements highlighted in the Financial Management, Risk Management, Legislative Compliance and Internal Controls review.

CARRIED 5/0

FOR: Cr JM Stratford, Cr BG Cooper, Cr GW Greaves, Cr GL Boyne and Cr LC Smith

CONFIRMED

15. Elected Members' Motions

Nil.

16. Matters Behind Closed Doors

Nil.

17. Closure

The Presiding Person thanked those present for their attendance and declared the meeting closed at 5.32pm.

Signed: *Stratford*

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

Date: 18 October 2023