

Shire of Koorda

AGENDA

NOTE:

Wednesday 17th July 2019
Ordinary Meeting 4.30pm



DISCLOSURE OF INTEREST

✦ WRITTEN

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

✦ VERBAL

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

✦ TO BE DISCLOSED

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



Shire of
Koorda

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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

A handwritten signature in black ink, appearing to read 'D J Simmons', is written over a light blue horizontal line.

D J Simmons
CHIEF EXECUTIVE OFFICER

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COUNCIL CALENDAR.....ERROR! BOOKMARK NOT DEFINED.

1 DECLARATION OF OPENING

2 ANNOUNCEMENT OF VISITORS

3 RECORD OF ATTENDANCE

- 3.1 *Record of Attendance:*
- 3.2 *Apologies:*
- 3.3 *Approved Leave of Absence: Cr P L McWha*

4 QUESTION TIME FOR THE PUBLIC

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

5 APPLICATIONS FOR LEAVE OF ABSENCE

6 DECLARATIONS OF INTEREST

7 PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS

On behalf of the Shire President, invitations to attend the meeting have been emailed to:

- 1. *Dr Emmanuel Awogun from Wyalkatchem Medical Centre for a 'meet and greet' and discuss local medical and health issues; and*
- 2. *Sgt Lily Unasa, Officer-in-Charge of Koorda Police for a 'meet and greet' and discuss local policing and community safety issues.*

8 CONFIRMATION OF MINUTES FROM PREVIOUS MEETINGS

8.1 ORDINARY MEETING HELD 19 June 2019

OFFICER RECOMMENDATION

That the Minutes of the Koorda Shire Council Ordinary Meeting held on the 19 June 2019, as circulated be confirmed and certified as a true and accurate record.

9 ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT DISCUSSION

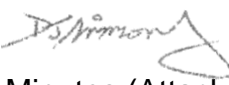
10 REPORTS OF COMMITTEES

11 CHIEF EXECUTIVE OFFICERS REPORT

11.1 Governance and Administration

**11.1.1 NEWROC COUNCIL MEETING
25th June 2019**

Section 5.23 – Applicability

Location: NEWROC Regions
Portfolio: **Governance, Administration and Finance**
Cr JM Stratford
File Reference: ADM 0105
Disclosure of Interest: No Interest declared by CEO
Author: Darren J Simmons, Chief Executive Officer
Signature of CEO 
Attachment: Minutes (Attachment pages 2 – 25)

Background:

Minutes of the NEWROC Council Meeting held on 25th June 2019 at Koorda.

Comment:

The following issues were discussed:

- Item 5.1 Income and Expenditure
- Item 5.2 NEWROC Budget 2019/20
- Item 6.1 NEWROC Strategic Planning
- Item 6.2 Telecommunications Project
- Item 6.3 Rural Health Forum
- Item 6.4 SEGRA Conference 2019
- Item 6.5 Childcare Services and REED
- Item 9.2 Secondary Freight Route
- Item 9.2 Local Government Week
- Item 9.3 CEACA

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

OFFICER RECOMMENDATION

That Council note and endorse the recommendations of the NEWROC meeting held at Koorda on 25th June 2019.

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

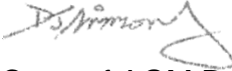
Voting Requirement:

Simple majority

OFFICER RECOMMENDATION

That Council note and endorse the recommendations of the GECZ Meeting held on 27 June 2019 in Merredin.

11.1.3 **WALGA AGM – 7 AUGUST 2019**

Section 5.23 – Applicability	
Location:	WALGA Region
Portfolio:	Governance, Administration and Finance Cr JM Stratford
File Reference:	ADM0066
Disclosure of Interest:	No Interest declared by CEO
Author:	Darren Simmons, Chief Executive Officer
Signature of CEO	
Attachment:	Copy of AGM Documents sent separately

Background:

The WALGA AGM will be held on 7 August 2019 at the Convention Centre in Perth. Due to attendance availability, the Shire President and CEO have been registered as the Shire of Koorda voting delegates.

Comment:

To inform the voting delegates of a preferred voting for the day, it may be advantageous to consider the items before the actual meeting. It should be noted that this should only be a general direction as information on the day may change the motions or provide further details. Therefore, the final determination of the vote should remain with the delegates.

Item 3.1 – Coastal Erosion

Seeking WALGA to advocate for more resources to be provided to Coastal Councils to manage coastal hazards and development of an intergovernmental agreement to develop a coordinated national approach to coastal issues.

Recommendation: Support motion.

Item 3.2 – Department of Housing Leasing Residential Property to Charitable Organisations

This item recommends a change to the Department of Housing policy and practice of leasing housing assets to charitable not for profit organisations as it is eroding Local Governments' rate base.

Recommendation: Support motion.

Item 3.3 – Motorist Taxation Revenue and Spending in WA

Seeks a fair distribution of funding from motorists to road maintenance, congestion and road safety. Also calling for an inquiry into road user pricing.

Recommendation: Support motion.

Item 3.4 – Biosecurity Groups (RBGs)

Request for WALGA revokes its current policy position of not supporting the establishment and operations of Recognised Biosecurity Groups (RBGs) and that the decision on whether to support RBGs is to rest with individual Local Governments.

Recommendation: Support motion.

Item 3.5 – WALGA Members Support for Waste to Energy

Seeking support for the Waste Strategy: Western Australia's Waste Avoidance and Resource Recovery Strategy 2030 from WALGA Members and to seek firm commitments from the State Government as to how it will be achieved, including alternative options and incentives to reduce and eventually eliminate reliance on landfill.

Recommendation: Support motion.

Item 3.6 – Membership of Development Assessment Panels

It is proposed that WALGA advocate for increasing local government membership on Development Assessment Panels.

Recommendation: Support motion.

Item 3.7 – Review of the Mining Act 1978

Proposing a request for a State Government review of the Mining Act 1978 and the review address FIFO and DIDO and its impact on local communities. Further proposing MOUs with Councils is addressed as a compulsory part of the mining application process and such MOUs forms part of the Audit process of the relevant local government.

Recommendation: Support motion.

Item 3.8 – Financial Assistance Grant

That WALGA requests the Hon. Minister of Local Government and Communities David Templeman to assist all Local Governments to Lobby the Federal Government to retain the Financial Assistance Grant at one percent of the of Commonwealth Taxation Revenue.

Recommendation: Support motion.

Item 3.9 Third Party Appeal Rights

Seeking further amendments to the proposed Third Party Appeals Process Preferred Model.

Recommendation: Support motion.

The direction of this item is only a suggestion for the AGM and should not be taken as an absolute as other considerations may possibly alter the motion. Therefore, the final determination should be left at the discretion of the delegates on the day.

It is unlikely that motions will be accepted on the day as the voting delegates and executives would not have had the chance to research the item, however if anything does arise, it is suggested that the voting delegates just use their best judgement.

Consultation

Various

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

Voting Requirement:

Simple majority

OFFICER RECOMMENDATION

That the recommendations for the resolutions to be considered at the 2019 WALGA AGM be noted by the voting delegates, with the final determination to be decided by the delegates at the meeting.

11.2 Finance

**11.2.1 MONTHLY FINANCIAL STATEMENTS
As at 30 June 2019**

Section 5.23 – Applicability

Location:	Shire of Koorda
Portfolio:	Governance, Administration and Finance Cr JM Stratford
File Reference:	ADM448
Disclosure Of Interest:	No interest declared by CEO
Author:	Lana Foote, Manager of Finance & Administration
Signature of CEO	
Attachment:	Monthly Financial Statement (Attachment pages 50 – 70)

Background:

Submission of monthly Financial Statements for period ended 30 June 2019.

Comment:

Monthly Financial Statements for the period ended 30 June 2018 for Council's information and acceptance. The explanations for variances of \$10,000 and 10% or more are in Note 12 of the Financial Monthly Report.

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

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

Voting Requirement:

Simple majority

OFFICER RECOMMENDATION

That the monthly Financial Statements for the period ended 30 June 2019, as presented, be received and adopted.

11.2.2 **ACCOUNTS PAID AS LISTED**
As at 10 July 2019

Section 5.23 – Applicability	
Location:	Shire of Koorda
Portfolio:	Governance, Administration and Finance
	Cr JM Stratford
File Reference:	ADM448
Disclosure Of Interest:	No interest declared by CEO
Author:	Lana Foote, Manager of Finance & Administration
Signature of CEO	
Attachment:	Monthly Report List (Attachment pages 71 – 77)

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 30 June 2019, and to 10 July 2019 and are generally within budget guidelines and are of an operational nature. Payments for capital assets expenditure are:

V859	Orbit Fitness	\$37,935.58
V860	RB Motors	\$25,290.00
V861	Sermac Contracting	\$15,760.80
V862	Stallion Homes	\$2,118.60
V893	KTY Electrical Services	\$8,632.23
V904	T-Quip	\$26,400.00
V014	IT Vision	\$37,797.60
V025	Stallion Homes	\$135,204.91

Consultation:

Nil

Statutory Environment:

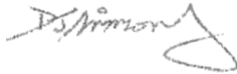
Local Government Act 1995, Section 5.42

Local Government (Financial Management) Regulations 1996 12(1) (a), 13(1), 13(3).

Policy Implications:

Nil

11.2.3 MONTHLY FINANCIAL POSITION
As at 11 July 2019

Section 5.23 – Applicability	
Location:	Shire of Koorda
Portfolio:	Governance, Administration and Finance Cr JM Stratford
File Reference:	ADM 448
Disclosure Of Interest:	No interest declared by the CEO
Author:	Lana Foote, Manager of Finance & Administration
Signature of CEO	
Attachment:	Financial Position (Attachment pages 78)

Background:

Current Monthly Financial position as at 11 July 2019 on the various accounts.

Comment:

The Municipal Account's financial position as at 11 July 2019 indicated at this time.

Monthly Financial Position	Municipal Account	\$948,338.58
	Reserve Account	\$5,623,121.66
	Trust Account	\$44,106.61

Consultation:

Monthly advice

Statutory Environment:

Local Government Act 1995, Section 6.4

Policy Implications:

Regulation

Financial Implications:

Shows current financial position

Strategic Implications:

Shire of Koorda Strategic Community Plan

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

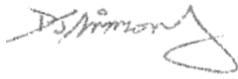
Voting Requirement:

Simple majority

OFFICER RECOMMENDATION

That the Financial Position, as at 11 July 2019, as presented, be noted, received and adopted.

11.2.4 INVESTMENT OF COUNCIL FUNDS
As at 30 June 2019

Section 5.23 – Applicability	
Location:	Shire of Koorda
Portfolio:	Governance, Administration and Finance Cr JM Stratford
File Reference:	ADM 448
Disclosure Of Interest:	No interest declared by the CEO No interest declared by Councillors
Author:	Lana Foote, Manager of Finance & Administration
Signature of CEO	
Attachment:	Quarterly Report (Attachment pages 79 – 80)

Background:

Quarterly Report for the period ended 30 June 2019.

The Quarterly Report to Council gives details of all current investments showing place of investment, term of investment, interest rate, name of funds invested and transactions for the period.

Comment:

The attached breakdown is for your information and the position as at 30 June 2019.

Consultation:

Nil

Statutory Environment:

Local Government Act 1995, Section 6.4

Local Government (Financial Management) Regulations 1996- 34.1(2) as amended 2005

Policy Implications:

Finance Policy No. 1

Financial Implications:

Budgetary considerations, amendments and cash flow requirements.

Strategic Implications:

Shire of Koorda Strategic Community Plan

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

Voting Requirement


Simple majority

OFFICER RECOMMENDATION

That the Quarterly Report to Council on all current investments to 30 June 2019, as presented, be received and adopted.

11.2.5 2018/2019 INTERIM AUDIT

Section 5.23 – Applicability

Location:	Shire of Koorda
Portfolio:	Governance, Administration and Finance
	Cr JM Stratford
File Reference:	ADM
Disclosure Of Interest:	No interest declared by CEO
Author:	Lana Foote, Manager of Finance & Administration
Signature of CEO	
Attachment:	Letter (Attachment pages 81 – 83)

Background:

In May 2019, the Interim Audit for 2018/2019 was conducted by Byfields on behalf of the Auditor General's Office. As part of the Audit, 1 "minor" item was highlighted as an issue for corrective action. Minor rating: those findings that are not of primary concern but still warrant action being taken.

Comment:

The item of concern raised through the Interim Audit process was:

1. User Access Levels

Auditor Comment:

Finding

We reviewed the user access levels within the Shire's financial management system (Quickbooks) and noted that 3 out of 5 users have access rights to all of the following areas:

- *Sales and Accounts Receivable*
- *Purchasing and Accounts Payable*
- *Payroll and Employees*
- *Sensitive Accounting Activities (e.g. creating and posting general journal entries)*
- *Sensitive Financial Report (e.g. generate and view all financial and payroll related reports)*
- *Changing or Deleting Transactions (e.g. ability to stop other users from changing or deleting any transactions in the current period or closed period)*

For 2 out of 5 users, except for Payroll and Employees, these users also have access to the other areas mentioned above.

While we acknowledged that the Shire is aware that these access were given to staff due to system limitations and has processes in place to ensure segregation of duties in its day-to-day operations, there is still a risk that excessive user access may allow staff to use the system inappropriately.

Also, we noted that the access level for one user in the rates management system (Rates Book Online) was amended by management following our review.

Rating: Minor

Implication

There is a risk that excessive user access to the financial management system may allow staff to use the system inappropriately. For example, this access could be used to undermine the effectiveness of system controls, such as segregation of duties, and diminish accountability.

Recommendation

We recommend that the Shire review its user access profiles regularly to ensure access privileges are appropriate based on staff's responsibilities, and that segregation of duties is maintained to the best of the Shire's ability without adversely impacting the efficiency of its operations.

Management Comment:

The user access level issues are noted and have been considered as part of the Council-approved procurement of a replacement financial management system within the next twelve months that will incorporate the recommended system access limitation arrangements.

Consultation:

Darren Simmons – Chief Executive Officer
Vishal Desai – Byfields
OAG

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
C 3.2 - Enhance the capacity and effectiveness of administrative processes (short term)
C 3.3 - Provide reporting processes in a transparent, accountable and timely manner

Voting Requirement:

Simple majority

OFFICER RECOMMENDATION

That Council note the issues raised in the Interim Audit and corrective action taken.

11.3	Law, Order & Public Safety
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No items this month

11.4	Health and Building
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No items this month

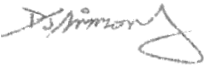
11.5	Education & Welfare
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No items this month

11.6 Housing

**11.6.1 HOUSING TENDER – 03/19
Lot 164C Lodge Street**

Section 5.23 – Applicability

Location:	Shire of Koorda
Portfolio:	Education, Welfare & Property Cr LC Smith
File Reference:	Tender 03/19
Disclosure Of Interest:	No interest declared by the CEO
Author:	Lana Foote, Manager of Finance & Administration
Signature of CEO	
Attachment:	CONFIDENTIAL Tender Pricing Schedule & Offer to Lease (Attachment pages 84 – 97)

Background:

Council was approached by Department of Communities: Housing (GROH – Government Regional Officer Housing) in regard to exploring the options for Council to construct an additional house that GROH would be able to lease on behalf of the Department of Education to house a teacher. At its December 2018 meeting, Council resolved:

“That the Chief Executive Officer investigate possible buildings and locations with the intention of providing suitable accommodation to Government Regional Officers Housing (GROH) under a rental lease”.

The location nominated for the house was Lot 164 (8) Lodge street at the front of the block.

As per the budget, tenders were called for 1 x 4x2 transportable dwelling (with an additional 3x2 option), in a hope to “best match” existing dwellings already located on the block. As this dwelling is ultimately promised to GROH, the specifications required had to align with those of *Department of Communities: Housing GROH and Key working Housing functional brief*.

Comment:

Tenders closed at 12.00noon Friday 3rd May 2019. Tenders were received from:

- Modular WA
- Fleetwood Homes
- Quality Builders Pty Ltd

Council were required to assess the submitted tenders and recommend the preferred design and supplier to Department of Communities for their design pre-approval.

Council staff and Department of Communities preferred the 3x2 transportable dwelling submitted by Quality Builders. The design was aesthetically matched to the existing dwellings and contained most elements of the required GROH specifications.

Consultation between Department of Communities and Quality Builders was required to get final costings and clarifications to ensure the submitted 3x2 designs included all specifications required as part of the *Department of Communities: Housing GROH and Key working Housing functional brief*.

The final design and costs submitted to Department of Communities were pre-approved and to progress in the process, it is recommended Council resolve to award a tender as per the below recommendation.

Additionally, the final offer to lease documentation is attached; and requires signing and sealing by the Shire President and CEO. Current lease intent is ten years, with the option to extend a further 12 months and rent has been negotiated as a cost recovery rental amount at \$600 per week.

Consultation:

Darren Simmons – Chief Executive Officer
Darren West – Works Supervisor
Department of Communities – GROH

Statutory Environment:

Local Government Act 1995, Section 3.57(1) (2)
Local Government Act (Functions in General) Regulation 1996 – Part 4 – Tenders for providing goods and services 11(1)

Policy Implications:

Nil

Financial Implications:

2019/2020 Budget Provisions

Strategic Implications:

Strategic Community Plan 2018

2.1.7: Develop a strategy to attract and retain skilled people in the local area

2.1.9: Develop the capacity to lobby other levels of government, or to provide funding supplements where those services may be threatened or withdrawn

3.2.2: Facilitate and integrate housing options, local services, employment and recreational spaces

4.1.7: Develop successful and collaborative partnerships

Voting Requirement:

Simple majority

OFFICER RECOMMENDATION

That;

- 1) Council accepts the tender for the 3 x 2 transportable dwelling from Quality Buildings for \$307,099.31**
- 2) The lease of Lot 164C Lodge Street be accepted for ten years (with option of a further 12 month term) and signed as required with the Shire of Koorda Common Seal affixed**

11.7	Community Amenities
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No items this month

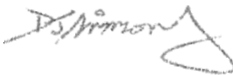
11.8	Recreation and Culture
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No items this month

11.9 Transport

11.9.1 HEAVY VEHICLE ROUTE APPLICATION – RAV 7 REQUEST FOR SUPPORT

Section 5.23 – Applicability

Location:	Shire of Koorda
Portfolio:	Transport and Communication
	Cr GW Greaves
File Reference:	ADM 242
Disclosure of Interest:	Nil
Author:	Darren Simmons, Chief Executive Officer
Signature of CEO	
Attachment:	Email from Main Roads 24 June 2019 RAV 7 Request for Support (Attachment pages 98)

Background

An application has been referred to the Shire for the following local roads to be assessed for RAV 7 status:

Road No. 4110002	Cadoux – Koorda Road	SLK 0 to 21.73	RAV 6, TD 4
Road No. 4110137	Railway Street	SLK 0.64 to 0.74	RAV 6, TD 4

Whilst Council have requested a policy for There does not appear to be any Council policy or delegation for assessing and “approving” such applications.

Comment

At its meeting held on 17 April 2019, in respect to heavy vehicle applications, Council resolved:

- *That the Shire supports RAV 4 for assessment as per current arrangements;*
- *Any application in excess of RAV 4 to be referred to Council for consideration;*
- *The Shire does not support RAV 9; and*
- *The Shire develop a policy and conditions for managing applications for the Harvest Mass Management Scheme (HMMS).*

Whilst work on developing a policy remains outstanding, it is clear from Council’s resolution above that it requires applications in excess of RAV 4 to be referred to Council for consideration and, hence, the presentation of this item.

Heavy Vehicle Services (HVS) of Main Roads are seeking any comments relating to road condition, planning conflicts, development issues etc. that may be impacted by adding the above roads onto the RAV network.

Whilst it appears from the application that the applicant is seeking access to the commercial fuel depot on Railway Street, the Shire's Works Supervisor, has expressed concerns at the potential for an increased road maintenance impact the extra 20 tonnes mass RAV 7 allows would have on the road surface and a lack of turning or 'swept path' space at this location.

Whilst Main Roads is the approving authority, it is recommended that Council advise HVS that it objects to the application to amend the RAV rating for the Cadoux-Koorda Road and Railway Street due to the increased road maintenance impact the extra 20 tonnes mass RAV 7 allows would have on the road surface and a lack of turning or 'swept path' space at this location.

Consultation

Works Supervisor

Statutory Environment:

MRD HMMS Guidelines

Policy Implications

No existing policy

Financial Implications

There are no direct financial implications from this report.

Strategic Implications

Strategic Community Plan

Voting Requirement

Simple majority

OFFICER RECOMMENDATION

That Council advise Heavy Vehicle Services of Main Roads Western that it objects to the application to amend the Restricted Access Vehicle (RAV) rating for the Cadoux-Koorda Road and Railway Street from RAV 6 to RAV 7 due to the increased road maintenance impact the extra 20 tonnes mass RAV 7 allows would have on the road surface and a lack of turning or 'swept path' space at this location.

11.10	Economic Services
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No items this month

11.11	Other Property & Services
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No items this month

11.12	Reserves
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No items this month

12	ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN
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13	NEW BUSINESS OF AN URGENT NATURE INTRODUCED
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14	MATTERS FOR WHICH MEETING MAY BE CLOSED
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15	DATE OF NEXT MEETING
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Wednesday 28 August 2019 @ 4.30pm (Please note - change of date as per Council Resolution No: 140619.

16	CLOSURE
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PORTFOLIO'S

- ***Governance, Administration and Finance - Cr JM Stratford***

- ***Law, Order, Health and Building - Cr BG Cooper***

- ***Education, Welfare and Property - Cr LC Smith***

- ***Community Amenities, Environment, Recreation and Culture - Cr PL McWha***

- ***Transport and Communication - Cr GW Greaves***

- ***Economic, Other Property and Services and Reserves - Cr G Storer***