



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 26 June 2024

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, 26 June 2024 in the Shire of Koorda Council Chambers, 10 Haig Street, Koorda.

The format of the day will be:

4.00pm	Audit & Risk Committee Meeting
4.50pm	Council Elect Swearing In Ceremony
5.00pm	Council Meeting
Following conclusion of Council Meeting	Council Forum

Zac Donovan
Chief Executive Officer
21 June 2024

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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



Zac Donovan
Chief Executive Officer

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**Shire of Koorda
Ordinary Council Meeting
5.00pm, Wednesday 26 June 2024**



1. Declaration of Opening

President JM Stratford requested to attend the in-person-meeting via electronic means, which has been authorised by Deputy President GW Greaves.

As President JM Stratford is attending the in-person-meeting via electronic means, she has chosen to defer to Deputy President GW Greaves, acting under Section 5.34 of the *Local Government Act 1995*, for the purpose of presiding at the meeting.

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 (Approved Electronic Attendance – via MS Teams)
Cr GW Greaves	Deputy President (Presiding Member)
Cr NJ Chandler	
Cr KM Burrell	
Cr KA Fuchsichler	
Cr S Christie	

Staff:

Mr Z Donovan	Chief Executive Officer
Miss L Foote	Deputy Chief Executive Officer

Members of the Public:

Apologies:

Cr GL Boyne

Visitors:

Approved Leave of Absence:

3. Swearing In of Councillors Elect

Prior to the Ordinary Council Meeting and in accordance with Section 2.29 of the *Local Government Act 1995*, Cr Tony Sachse, Chair of GECZ witnessed the declarations of Council Elect:

1. Ms S Christie

4. Public Question Time

Nil.

5. Disclosure of Interest

Cr NJ Chandler disclosed an Impartiality interest in item 13.2 *Proposed CRC Deed of Agreement* as he is a committee member of the CRC.

Cr KM Burrell disclosed a Financial interest in item 13.3 *Licensing Service Transfer Request* as she is the business owner of the Koorda LPO.

6. Applications for Leave of Absence

Nil.

7. Petitions and Presentations

Nil.

8. Confirmation of Minutes from Previous Meetings

8.1. Ordinary Council Meeting held on 22 May 2024

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

Voting Requirements

Simple Majority Absolute Majority

Officer Recommendation RESOLUTION 010624

Moved Cr NJ Chandler

Seconded Cr KA Fuchsbichler

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 22 May 2024, as presented, be confirmed as a true and correct record of proceedings.

CARRIED 6/0

FOR: Cr JM Stratford, Cr GW Greaves, Cr NJ Chandler, Cr KM Burrell, Cr KA Fuchsbichler, Cr S Christie

9. Minutes of Committee Meetings to be Received

9.1. Minutes of Shire of Koorda Committee Meetings to be Received

- a. Audit & Risk Meeting Minutes for meeting held 15 May 2024
[Audit & Risk Meeting Minutes](#)
- b. Works Committee Meeting Minutes for meeting held 10 June 2024
[Works Committee Meeting Minutes](#)

Voting Requirements Simple Majority Absolute Majority

Officer Recommendation RESOLUTION 020624

Moved Cr NJ Chandler

Seconded Cr KA Fuchsbichler

That, in accordance with Sections 5.22(2) and 3.18 of the *Local Government Act 1995*, Council receives the Minutes of the below Internal Committee meetings, as tabled;

- a. Audit & Risk Meeting, held 15 May 2024; and
- b. Works Committee Meeting, held 10 June 2024.

CARRIED 6/0

FOR: Cr JM Stratford, Cr GW Greaves, Cr NJ Chandler, Cr KM Burrell, Cr KA Fuchsbichler, Cr S Christie

9.2. Minutes of External Committee Meetings to be Received

- a. NEWROC Council Meeting Minutes for meeting held 28 May 2024
[NEWROC Council Meeting Minutes](#)

Voting Requirements Simple Majority Absolute Majority

Officer Recommendation RESOLUTION 030624

Moved Cr KM Burrell

Seconded Cr JM Stratford

That, in accordance with Sections 5.22(2) and 3.18 of the *Local Government Act 1995*, Council receives the Minutes of the below External Committee meetings, as tabled;


- a. NEWROC Council Meeting, held 28 May 2024.

CARRIED 6/0

FOR: Cr JM Stratford, Cr GW Greaves, Cr NJ Chandler, Cr KM Burrell, Cr KA Fuchsbichler, Cr S Christie

10. Recommendations from Committee Meetings for Council Consideration

10.1. Adoption of Works Committee Terms of Reference

Governance and Compliance		
Date	7 June 2024	
Location	Not Applicable	
Responsible Officer	Lana Foote, Deputy Chief Executive Officer	
Author	As above	
Legislation	Nil	
Disclosure of Interest	Nil	
Purpose of Report	<input checked="" type="checkbox"/> Executive Decision <input checked="" type="checkbox"/> Legislative Requirement <input type="checkbox"/> Information	
Attachments	Koorda Works Committee Terms of Reference	

Background:

The Koorda Works Committee was re-established at the Special Meeting of Council held 23 October 2023 (RES: 191023), following the 2023 Ordinary Local Government Elections.

Comment:

Appointment of Elected Members to the Koorda Works Committee was determined by Council following ordinary local government elections, for a term to expire on the date of the subsequent Ordinary Local Government Elections.

The Works Committee endorsed the Draft ToR at their meeting held 10 June 2024, and now refer them to Council for final adoption.

Consultation:

Works Committee

Statutory Implications:

The Koorda Works Committee was re-established by Council (in its current format) under section 5.8 of the Local Government Act 1995 (the Act) (RES: 191023). Part 5, Subdivision 2 of the Act provides for committees including establishment and appointment of members. Part 5, Subdivision 3 of the Act provides for the quorum, voting, decisions and minutes of committees. The Local Government (Administration) Regulations 1996 also make provisions in regards to committees.

Policy Implications:

Shire of Koorda Code of Conduct for Council Members, Committee Members and Candidates

Section 10 of the Shire of Koorda Code of Conduct for Council Members, Committee Members and Candidates provides an expected standard of conduct for council members and committee members appointed to a Committee.

Strategic Implications:

Shire of Koorda Integrated Strategic Plan 2022

4.1 - Open and Transparent Leadership.

Risk Implications:

While it is not a legislative requirement for a Committee to have a TOR, it is common practice and ensures committee members are aware of their role and responsibilities and mitigates the risk of committees acting outside their responsibility.

Financial Implications:

Nil

Voting Requirements: Simple Majority Absolute Majority

Council Decision
RESOLUTION 040624

Moved Cr NJ Chandler

Seconded Cr KM Burrell


That the Koorda Works Committee Terms of Reference be adopted.

CARRIED 6/0

FOR: Cr JM Stratford, Cr GW Greaves, Cr NJ Chandler, Cr KM Burrell, Cr KA Fuchsbichler, Cr S Christie

CONFIDENTIAL

10.2. Draft Budget 2024/25 Roadworks and Plant Replacement Programs

Governance and Compliance		 Shire of Koorda <small>Drive in, stay awhile</small>
Date	7 June 2024	
Location	Not Applicable	
Responsible Officer	Zac Donovan, Chief Executive Officer	
Author	Lana Foote, Deputy Chief Executive Officer	
Legislation	Nil	
Disclosure of Interest	Nil	
Purpose of Report	<input checked="" type="checkbox"/> Executive Decision <input type="checkbox"/> Legislative Requirement <input checked="" type="checkbox"/> Information	
Attachments	DRAFT 2024/2025 Roadworks Program DRAFT 2024-2034 Plant Replacement Program	

In line with current local government sector practice, the Shire follows a strategic approach in respect to its roadworks and plant replacement programme.

However, the respective 2024/2025 roadworks and plant replacement programs are provided as attachments to facilitate committee discussion and consideration.

Voting Requirements: Simple Majority Absolute Majority

Council Decision RESOLUTION 050624

Moved Cr NJ Chandler


Seconded Cr KA Fuchsbichler

That Council endorse the 2024/2025 Roadworks & Plant Replacement program for inclusion in the Draft 2024/2025 Budget.

CARRIED 6/0

FOR: Cr JM Stratford, Cr GW Greaves, Cr NJ Chandler, Cr KM Burrell, Cr KA Fuchsbichler, Cr S Christie

10.3. Quarterly Reporting of Integrated Strategic Plan and Workforce Plan

Governance and Compliance		
Date	20 June 2024	
Location	Not Applicable	
Responsible Officer	Zac Donovan, Chief Executive Officer	
Author	Zac Donovan, Chief Executive Officer	
Legislation	<i>Local Government Act 1995;</i> <i>Local Government (Administration) Regulations 1996</i>	
Disclosure of Interest	Nil	
Purpose of Report	<input type="checkbox"/> Executive Decision <input checked="" type="checkbox"/> Legislative Requirement <input checked="" type="checkbox"/> Information	
Attachments	Quarterly Scorecard April to June 2024	

Background:

Section 5.56(1) of the Local Government Act 1995 requires all local governments to have a plan for the future of the district and under the Local Government (Administration) Regulations 1996, all local governments in Western Australia are required to have adopted two key documents: a Strategic Community Plan (SCP) and a Corporate Business Plan (CBP). Together these documents drive the development of each local government's Annual Budget.

The Integrated Planning and Reporting Framework and Guidelines (2016) issued by the DLGSC that guides the SCP and CBP process require that regular monitoring and reporting of these plans are undertaken. This quarterly update forms part of this key reporting process.

Council adopted the Integrated Strategic Plan (which incorporates both the SCP & CBP) at its meeting held 20 April 2022.

Comment:

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

Consultation:

Lana Foote, Deputy Chief Executive Officer
Jannah Stratford, President, Shire of Koorda

Statutory Implications:

Local Government Act 1995 and relevant subsidiary legislation.

Policy Implications:

Nil

Strategic Implications:

Shire of Koorda Integrated Strategic Plan 2022

4.1 - Open and transparent leadership.

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

4.3 - Forward planning and delivery of services and facilities that achieve strategic priorities.

4.3.2 - Regularly report on progress of strategic plan initiatives using a quarterly score card.

Risk Implications:

The Risk Theme Profile identified as part of this report is Failure to Fulfil Compliance Requirements. The consequence could be Compliance if the requirements of both the Local Government Act 1995 and the Local Government (Administration) Regulations 1996 are not met in terms of the Shire having a plan for the future of the district. Another consequence could be Reputational if the public perceives that the Shire does not have the business planning tools in place to manage ratepayer money in transparent and accountable manner. The measure of Consequence is Minor, and the likelihood is Unlikely, giving an overall risk rating of Low. Both risks will be mitigated through adherence to the Integrated Planning and Reporting framework.

Financial Implications:

Nil

Voting Requirements: Simple Majority Absolute Majority

Council Decision
RESOLUTION 060624

Moved Cr KM Burrell

Seconded Cr NJ Chandler


That Council:

- 1. Adopts the fourth quarterly reporting documents (April to June 2024) as attached to this item; and**
- 2. Endorses the publication of the Integrated Strategic Plan and Workforce Plan components for community information.**

CARRIED 6/0

FOR: Cr JM Stratford, Cr GW Greaves, Cr NJ Chandler, Cr KM Burrell, Cr KA Fuchsbichler, Cr S Christie

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

Governance and Compliance		 Shire of Koorda <small>Drive in, stay awhile</small>
Date	20 June 2024	
Location	Not Applicable	
Responsible Officer	Zac Donovan, Chief Executive Officer	
Author	Zac Donovan, Chief Executive Officer	
Legislation	<i>Local Government (Audit) Regulations 1996 – Reg 16 and 17</i>	
Disclosure of Interest	Nil	
Purpose of Report	<input type="checkbox"/> Executive Decision <input checked="" type="checkbox"/> Legislative Requirement <input type="checkbox"/> Information	
Attachments	FRM Action Plan - June 2024	

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 & Risk 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:

Lana Foote, Deputy Chief Executive Officer
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.

Risk Implications:

The CEO would be contravening the *Local Government (Audit) Regulations 1996* if this review was not undertaken at least once every 3 financial years. The CEO is to report to the Audit & Risk Committee the results of this review.

The Financial Management, Risk Management, Legislative Compliance and Internal Controls Review covers a robust area of risk assessment and compliance with auditing in compliance with the Local Government Act 1995 and associated Regulations. The objective of this review is to identify risks to the organisation where non-compliant activities may have taken place enabling processes and procedures to be developed or reviewed and amended, if required.

Financial Implications:

Nil.

Voting Requirements: Simple Majority Absolute Majority

Council Decision
RESOLUTION 070624

Moved Cr KA Fuchsbichler

Seconded Cr KM Burrell


That, in accordance with Regulations 16 and 17 of the *Local Government (Audit) Regulations 1996*, the Audit & Risk Committee recommends;

That Council as per the quarterly report document (to June 2024) 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 6/0

FOR: Cr JM Stratford, Cr GW Greaves, Cr NJ Chandler, Cr KM Burrell, Cr KA Fuchsbichler, Cr S Christie

10.5. Shire of Koorda Risk Profile Report

Governance and Compliance		
Date	20 June 2024	
Location	Not Applicable	
Responsible Officer	Zac Donovan, Chief Executive Officer	
Author	Zac Donovan, Chief Executive Officer	
Legislation	<i>Local Government (Audit) Regulations 1996 – Reg 16 and 17</i> <i>Local Government Act 1995</i> AS/NZS ISO 31000:2018	
Disclosure of Interest	Nil	
Purpose of Report	<input checked="" type="checkbox"/> Executive Decision <input checked="" type="checkbox"/> Legislative Requirement <input type="checkbox"/> Information	
Attachments	Shire of Koorda Risk Profile Action Plan - June 2024	

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.

In addition to the Review of Financial Management, Risk Management, Legislative Compliance and Internal Controls undertaken by Moore in February 2023, as per the above item, Staff undertook an additional review, facilitated by LGIS, to understand the Operational Risks within the organisation.

The Risk Profile workshop, undertaken in October 2023, worked through 15 risk themes to identify what is the risk of this occurring at the Shire, both with and without controls, and what controls are, or should be in place.

Under the Risk Management Framework, the Shire utilises risk profiles to capture its operational and strategic risks. The profiles assessed are:

- Asset Sustainability
- Business and Community Disruption
- Community Engagement
- Compliance Obligations
- Document Management
- Employment Practices
- Environment Management
- Errors, Omissions and Delays
- External Theft and Fraud
- IT, Communication Systems and Infrastructure
- Management of Facilities, Venues and Events
- Misconduct
- Project / Change Management
- Purchasing and Supply
- WHS

For each category, the profile contains the following:

- Objective.
- Risk Event.
- Potential Causes.
- Key Controls / Control Type.
- Control Adequacy.
- Control owner.
- Risk Rating.
- Actions and Responsibility.

Comment:

This report has been presented to the Audit & Risk 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.

The initial Risk Profile Report was tabled at the December 2023 Audit and Risk Committee Meeting. Similar to the FRM Action Plan, the Risk Profile will be tabled at the quarterly Audit & Risk Committee workshops as a tracking tool to determine progress made against the key themes and improvements towards any identified areas of improvement.

Consultation:

Lana Foote, Deputy Chief Executive Officer
Darren West, Works Supervisor
Kristyn Harrap, Governance Officer
Chris Gilmour, Regional Risk Coordinator, LGIS
Ben Galvin, Divisional Manager - Risk Services, LGIS

Statutory Implications:

Local Government Act 1995

AS/NZS ISO 31000:2018

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.*”

Policy Implications:

Shire of Koorda Risk Management Strategy 2023

Policy “G - Risk Management” states;

Risk Assessment and Acceptance Criteria

The Shire quantified its broad risk appetite through the development and endorsement of the Shire’s Risk Assessment and Acceptance Criteria. The criteria are included within the Risk Management Framework and as a component of this policy.

All organisational risks are to be assessed according to the Shire’s Risk Assessment and Acceptance Criteria to allow consistency and informed decision making. For operational requirements such as projects or to satisfy external stakeholder requirements, alternative risk assessment criteria may be utilised, however these cannot exceed the organisations appetite and are to be noted within the individual risk assessment.

Strategic Implications:

Shire of Koorda Integrated Strategic Plan 2022

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

4.1.2 - Identify business improvement opportunities to enhance operational effectiveness

Risk Implications:

The Shire of Koorda has adopted a ‘Three Lines of Defence’ model for the management of risk. This model ensures roles, responsibilities and accountabilities for decision making are structured to demonstrate effective governance and assurance. By operating within the approved risk appetite and framework, Council, management and the community will have assurance that risks are managed effectively to support the delivery of the strategic, corporate and operational plans.

The Risk Profile covers a robust area of risk assessment. The objective of this review is to identify potential and actual risks to the organisation, determine the chances of these risks occurring within the organisation and identify key controls that are and should be in place to help reduce or mitigate the perceived risks.

Financial Implications:

Resource requirements are in accordance with existing budgetary allocation.

Voting Requirements: Simple Majority Absolute Majority

Council Decision RESOLUTION 080624

Moved Cr JM Stratford

Seconded Cr NJ Chandler

That, in accordance with Regulations 16 and 17 of the *Local Government (Audit) Regulations 1996*, the Audit & Risk Committee recommends;

That Council, as per the quarterly report document (to June 2024) as attached to this item, notes and endorses the actions taken to the identified improvements highlighted in the Risk Profile.

CARRIED 6/0


FOR: Cr JM Stratford, Cr GW Greaves, Cr NJ Chandler, Cr KM Burrell, Cr KA Fuchsbichler, Cr S Christie

11. Announcements by the President without Discussion

Welcome Cr Sandra Christie to our team. Hope you enjoy your time onboard working with and for the community.

12. OFFICER'S REPORTS – CORPORATE & COMMUNITY

12.1. Monthly Financial Statements

Corporate and Community		
Date	19 June 2024	
Location	Not Applicable	
Responsible Officer	Lana Foote, Deputy Chief Executive Officer	
Author	As above	
Legislation	<i>Local Government Act 1995;</i> <i>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	May 2024 Financial Activity Statement	

Background:

This item presents the Statement of Financial Activity to Council for the period ending 31 May 2024.

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
Zac Donovan, Chief Executive Officer

Statutory Implications:

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

Policy Implications:

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

Strategic Implications:

Shire of Koorda Integrated Strategic Plan 2022

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

Risk Implications:

Risk Profiling Theme	Failure to fulfil statutory regulations or compliance requirements
Risk Category	Compliance
Risk Description	No noticeable regulatory or statutory impact
Consequence Rating	Insignificant (1)
Likelihood Rating	Rare (1)
Risk Matrix Rating	Low (1)
Key Controls (in place)	Governance Calendar, Financial Management Framework and Legislation
Action (Treatment)	Nil
Risk Rating (after treatment)	Adequate

Timely preparation of the monthly financial statements within statutory guidelines is vital to good financial management. Failure to submit compliant reports within statutory time limits will lead to non-compliance with the Local Government Act 1995 and the Local Government (Financial Management) Regulations 1996.

Financial Implications:

Nil

Voting Requirements:

Simple Majority Absolute Majority

Officer Recommendation
RESOLUTION 090624

Moved Cr NJ Chandler

Seconded Cr KM Burrell

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 May 2024, as presented.

CARRIED 6/0

FOR: Cr JM Stratford, Cr GW Greaves, Cr NJ Chandler, Cr KM Burrell, Cr KA Fuchsbichler, Cr S Christie

SHIRE OF KOORDA

MONTHLY FINANCIAL REPORT

(Containing the required statement of financial activity and statement of financial position)
For the period ended 31 May 2024

LOCAL GOVERNMENT ACT 1995
LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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SHIRE OF KOORDA
STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2024

	Supplementary Information	Adopted Budget Estimates (a) \$	YTD Budget Estimates (b) \$	YTD Actual (c) \$	Variance* \$ (c) - (b)	Variance* % ((c) - (b))/(b)	Var.
OPERATING ACTIVITIES							
Revenue from operating activities							
General rates	10	1,199,557	1,225,178	1,205,361	(19,817)	(1.62%)	
Rates excluding general rates		25,620	0	30,199	30,199	0.00%	
Grants, subsidies and contributions	12	339,823	337,981	348,916	10,935	3.24%	
Fees and charges		589,827	555,409	544,241	(11,168)	(2.01%)	
Interest revenue		226,000	170,400	220,289	49,889	29.28%	▲
Other revenue		22,500	20,951	143,438	122,487	584.64%	▲
Profit on asset disposals	6	163,000	163,000	250,189	87,189	53.49%	▲
Fair value adjustments to financial assets at fair value through profit or loss		0	0	1,261	1,261	0.00%	
		2,566,327	2,472,919	2,743,894	270,975	10.96%	
Expenditure from operating activities							
Employee costs		(1,357,222)	(1,133,829)	(983,871)	149,958	13.23%	▲
Materials and contracts		(1,134,828)	(983,991)	(1,106,198)	(122,207)	(12.42%)	▼
Utility charges		(229,950)	(210,716)	(215,765)	(5,049)	(2.40%)	
Depreciation		(1,864,650)	(1,709,169)	(2,178,015)	(468,846)	(27.43%)	▼
Insurance		(194,927)	(190,124)	(198,802)	(8,678)	(4.56%)	
Other expenditure		(73,530)	(48,700)	(46,135)	2,565	5.27%	
Loss on asset disposals	6	(9,000)	(9,000)	(1,305)	7,695	85.50%	
		(4,864,107)	(4,285,529)	(4,730,091)	(444,562)	(10.37%)	
Non-cash amounts excluded from operating activities	Note 2(b)	1,718,177	1,555,169	1,933,439	378,270	24.32%	▲
Amount attributable to operating activities		(579,603)	(257,441)	(52,758)	204,683	79.51%	
INVESTING ACTIVITIES							
Inflows from investing activities							
Proceeds from capital grants, subsidies and contributions	13	1,855,191	2,003,969	2,184,099	180,130	8.99%	
Proceeds from disposal of assets	6	350,000	255,000	402,122	147,122	57.69%	▲
		2,205,191	2,258,969	2,586,221	327,252	14.49%	
Outflows from investing activities							
Payments for property, plant and equipment	5	(2,937,154)	(2,708,519)	(2,510,942)	197,577	7.29%	
Payments for construction of infrastructure	5	(2,377,000)	(2,202,000)	(1,720,846)	481,154	21.85%	▲
		(5,314,154)	(4,910,519)	(4,231,788)	678,731	13.82%	
Amount attributable to investing activities		(3,108,963)	(2,651,550)	(1,645,568)	1,005,982	37.94%	
FINANCING ACTIVITIES							
Inflows from financing activities							
Transfer from reserves	4	2,121,805	500,000	500,000	0	0.00%	
		2,121,805	500,000	500,000	0	0.00%	
Outflows from financing activities							
Transfer to reserves	4	(220,000)	0	(162,775)	(162,775)	0.00%	
		(220,000)	0	(162,775)	(162,775)	0.00%	
Amount attributable to financing activities		1,901,805	500,000	337,225	(162,775)	(32.56%)	
MOVEMENT IN SURPLUS OR DEFICIT							
Surplus or deficit at the start of the financial year		2,035,341	2,035,341	2,023,745	(11,596)	(0.57%)	
Amount attributable to operating activities		(579,603)	(257,441)	(52,758)	204,683	79.51%	▲
Amount attributable to investing activities		(3,108,963)	(2,651,550)	(1,645,568)	1,005,982	37.94%	▲
Amount attributable to financing activities		1,901,805	500,000	337,225	(162,775)	(32.56%)	▼
Surplus or deficit after imposition of general rates		248,580	(373,650)	662,644	1,036,294	277.34%	▲

KEY INFORMATION

▲▼ Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold.

* Refer to Note 3 for an explanation of the reasons for the variance.

This statement is to be read in conjunction with the accompanying Financial Statements and Notes.

SHIRE OF KOORDA
STATEMENT OF FINANCIAL POSITION
FOR THE PERIOD ENDED 31 MAY 2024

	Supplementary Information	30 June 2023	31 May 2024
		\$	\$
CURRENT ASSETS			
Cash and cash equivalents	3	2,785,894	918,846
Trade and other receivables		115,318	282,395
Other financial assets		6,024,334	5,687,109
Inventories	8	23,568	32,914
TOTAL CURRENT ASSETS		8,949,114	6,921,265
NON-CURRENT ASSETS			
Other financial assets		61,117	62,378
Property, plant and equipment		13,666,862	15,515,564
Infrastructure		92,645,552	92,697,385
TOTAL NON-CURRENT ASSETS		106,373,531	108,275,328
TOTAL ASSETS		115,322,645	115,196,592
CURRENT LIABILITIES			
Trade and other payables	9	379,611	478,841
Other liabilities	11	423,185	0
Employee related provisions	11	304,342	304,342
TOTAL CURRENT LIABILITIES		1,107,138	783,182
NON-CURRENT LIABILITIES			
Employee related provisions		37,645	37,645
Other provisions		553,337	553,337
TOTAL NON-CURRENT LIABILITIES		590,982	590,982
TOTAL LIABILITIES		1,698,120	1,374,164
NET ASSETS		113,624,525	113,822,428
EQUITY			
Retained surplus		53,351,557	53,886,684
Reserve accounts	4	6,024,334	5,687,109
Revaluation surplus		54,248,635	54,248,635
TOTAL EQUITY		113,624,525	113,822,428

This statement is to be read in conjunction with the accompanying notes.

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDED 31 MAY 2024

1 BASIS OF PREPARATION AND SIGNIFICANT ACCOUNTING POLICIES

BASIS OF PREPARATION

This prescribed financial report has been prepared in accordance with the *Local Government Act 1995* and accompanying regulations.

Local Government Act 1995 requirements

Section 6.4(2) of the *Local Government Act 1995* read with the *Local Government (Financial Management) Regulations 1996*, prescribe that the financial report be prepared in accordance with the *Local Government Act 1995* and, to the extent that they are not inconsistent with the Act, the Australian Accounting Standards. The Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and Interpretations of the Australian Accounting Standards Board were applied where no inconsistencies exist.

The *Local Government (Financial Management) Regulations 1996* specify that vested land is a right-of-use asset to be measured at cost, and is considered a zero cost concessionary lease. All right-of-use assets under zero cost concessionary leases are measured at zero cost rather than at fair value, except for vested improvements on concessionary land leases such as roads, buildings or other infrastructure which continue to be reported at fair value, as opposed to the vested land which is measured at zero cost. The measurement of vested improvements at fair value is a departure from AASB 16 which would have required the Shire to measure any vested improvements at zero cost.

Local Government (Financial Management) Regulations 1996, regulation 34 prescribes contents of the financial report. Supporting information does not form part of the financial report.

Accounting policies which have been adopted in the preparation of this financial report have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the financial report has been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

THE LOCAL GOVERNMENT REPORTING ENTITY

All funds through which the Shire controls resources to carry on its functions have been included in the financial statements forming part of this financial report.

All monies held in the Trust Fund are excluded from the financial statements.

Judgements and estimates

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses.

The estimates and associated assumptions are based on historical experience and various other factors believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

The balances, transactions and disclosures impacted by accounting estimates are as follows:

- estimated fair value of certain financial assets
- impairment of financial assets
- estimation of fair values of land and buildings, infrastructure and investment property
- estimation uncertainties made in relation to lease accounting
- estimated useful life of intangible assets

SIGNIFICANT ACCOUNTING POLICES

Significant accounting policies utilised in the preparation of these statements are as described within the 2023-24 Annual Budget. Please refer to the adopted budget document for details of these policies.

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 19 June 2024

SHIRE OF KOORDA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2024

2 STATEMENT OF FINANCIAL ACTIVITY INFORMATION

	Supplementary Information	Adopted Budget Opening 30 June 2023	Last Year Closing 30 June 2023	Year to Date 31 May 2024
(a) Net current assets used in the Statement of Financial Activity				
Current assets				
Cash and cash equivalents	3	\$ 2,784,354	\$ 2,785,894	918,846
Trade and other receivables		125,265	115,318	282,395
Other financial assets		6,024,334	6,024,334	5,687,109
Inventories	8	51,949	23,568	32,914
		8,985,902	8,949,114	6,921,265
Less: current liabilities				
Trade and other payables	9	(673,743)	(379,611)	(478,841)
Other liabilities	11	(439,707)	(423,185)	0
Employee related provisions	11	(245,392)	(304,342)	(304,342)
		(1,358,842)	(1,107,138)	(783,182)
Net current assets		7,627,060	7,841,976	6,138,082
Less: Total adjustments to net current assets	Note 2(c)	(5,818,231)	(5,818,231)	(5,475,437)
Closing funding surplus / (deficit)		1,808,829	2,023,745	662,645

(b) Non-cash amounts excluded from operating activities

The following non-cash revenue and expenditure has been excluded from operating activities within the Statement of Financial Activity in accordance with *Financial Management Regulation 32*.

Non-cash amounts excluded from operating activities		Adopted Budget	YTD Budget (a)	YTD Actual (b)
		\$	\$	\$
Adjustments to operating activities				
Less: Profit on asset disposals	6	(163,000)	(163,000)	(250,189)
Less: Movement in liabilities associated with restricted cash		7,527	0	5,569
Less: Fair value adjustments to financial assets at amortised cost		0	0	(1,261)
Add: Loss on asset disposals	6	9,000	9,000	1,305
Add: Depreciation		1,864,650	1,709,169	2,178,015
Total non-cash amounts excluded from operating activities		1,718,177	1,555,169	1,933,439

(c) Current assets and liabilities excluded from budgeted deficiency

The following current assets and liabilities have been excluded from the net current assets used in the Statement of Financial Activity in accordance with *Financial Management Regulation 32* to agree to the surplus/(deficit) after imposition of general rates.

		Adopted Budget Opening 30 June 2023	Last Year Closing 30 June 2023	Year to Date 31 May 2024
		\$	\$	\$
Adjustments to net current assets				
Less: Reserve accounts	4	(6,024,334)	(6,024,334)	(5,687,109)
Add: Current liabilities not expected to be cleared at the end of the year:				
- Current portion of employee benefit provisions held in reserve	4	206,103	206,103	211,672
Total adjustments to net current assets	Note 2(a)	(5,818,231)	(5,818,231)	(5,475,437)

CURRENT AND NON-CURRENT CLASSIFICATION

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. Unless otherwise stated assets or liabilities are classified as current if expected to be settled within the next 12 months, being the Council's operational cycle.

SHIRE OF KOORDA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2024

3 EXPLANATION OF MATERIAL VARIANCES

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date actual materially.

The material variance adopted by Council for the 2023-24 year is \$10,000 and 10.00%.

Description	Var. \$	Var. %	
	\$	%	
Revenue from operating activities			
Interest revenue	49,889	29.28%	▲
Budget interest worked off 4% on \$5.5m, actual has been approx 4.3% on \$6m		Permanent	
Other revenue	122,487	584.64%	▲
\$19k received from Koorda Uniting Church to be used on Community projects. \$89k received from Koorda Squash Club for Court upgrades.		Permanent	
Profit on asset disposals	87,189	53.49%	▲
Auction completed and result \$106k better than expected. Some carry forward disposals from 22/23. Admin vehicle purchases will be carried forward to 24/25 due to a delay in supply (\$19k).		Timing	
Expenditure from operating activities			
Employee costs	149,958	13.23%	▲
Annual budget equally divided per month, timing variance as employee costs lower than anticipated at this time. Admin wages \$65k lower than anticipated at time of budget, and PWOH timesheet wages \$20k lower than anticipated.		Timing	
Materials and contracts	(122,207)	(12.42%)	▼
Minor variances due to timing of invoices received vs when they were budgeted for.		Timing	
Depreciation	(468,846)	(27.43%)	▼
Depreciation higher than anticipated due to increased asset values following the revaluation of Infrastructure Assets during the 2022/2023 FY. Road Depreciation \$235k higher than anticipated budget and Sewerage \$205k.		Timing	
Non-cash amounts excluded from operating activities	378,270	24.32%	▲
Relates to differences in depreciation (\$469k) and profit on asset disposal (\$87k) as per Note 2b.		Timing	
Inflows from investing activities			
Proceeds from disposal of assets	147,122	57.69%	▲
Auction completed and result better than expected. Some carry forward disposals from 22/23.		Timing	
Payments for construction of infrastructure	481,154	21.85%	▲
Road and Building expenditure behind monthly budget split. Major road expenditure received in December. Building expenditure monthly budget split variance.		Timing	

SHIRE OF KOORDA
SUPPLEMENTARY INFORMATION

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**SHIRE OF KOORDA
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 MAY 2024**

1 KEY INFORMATION

Funding Surplus or Deficit Components

Funding surplus / (deficit)				
	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
Opening	\$2.04 M	\$2.04 M	\$2.02 M	(\$0.01 M)
Closing	\$0.25 M	(\$0.37 M)	\$0.66 M	\$1.04 M

Refer to Statement of Financial Activity

Cash and cash equivalents		
	\$	% of total
Unrestricted Cash	\$0.92 M	13.9%
Restricted Cash	\$5.69 M	86.1%

Refer to 3 - Cash and Financial Assets

Payables		% Outstanding
	\$	
Trade Payables	\$0.35 M	
0 to 30 Days		89.2%
Over 30 Days		10.8%
Over 90 Days		0.0%

Refer to 9 - Payables

Receivables		
	\$	% Collected
Rates Receivable	\$0.14 M	89.5%
Trade Receivable	\$0.14 M	% Outstanding
Over 30 Days		76.3%
Over 90 Days		7.6%

Refer to 7 - Receivables

Key Operating Activities

Amount attributable to operating activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$0.58 M)	(\$0.26 M)	(\$0.05 M)	\$0.20 M

Refer to Statement of Financial Activity

Rates Revenue		
	\$	% Variance
YTD Actual	\$1.21 M	
YTD Budget	\$1.23 M	(1.6%)

Refer to 10 - Rate Revenue

Grants and Contributions		
	\$	% Variance
YTD Actual	\$0.35 M	
YTD Budget	\$0.34 M	3.2%

Refer to 12 - Grants and Contributions

Fees and Charges		
	\$	% Variance
YTD Actual	\$0.54 M	
YTD Budget	\$0.56 M	(2.0%)

Refer to Statement of Financial Activity

Key Investing Activities

Amount attributable to investing activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$3.11 M)	(\$2.65 M)	(\$1.65 M)	\$1.01 M

Refer to Statement of Financial Activity

Proceeds on sale		
	\$	%
YTD Actual	\$0.40 M	
Adopted Budget	\$0.35 M	14.9%

Refer to 6 - Disposal of Assets

Asset Acquisition		
	\$	% Spent
YTD Actual	\$1.72 M	
Adopted Budget	\$2.38 M	(27.6%)

Refer to 5 - Capital Acquisitions

Capital Grants		
	\$	% Received
YTD Actual	\$2.18 M	
Adopted Budget	\$1.86 M	17.7%

Refer to 5 - Capital Acquisitions

Key Financing Activities

Amount attributable to financing activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
\$1.90 M	\$0.50 M	\$0.34 M	(\$0.16 M)

Refer to Statement of Financial Activity

Borrowings	
	\$
Principal repayments	\$0.00 M
Interest expense	\$0.00 M
Principal due	\$0.00 M

Reserves	
	\$
Reserves balance	\$5.69 M
Interest earned	\$0.16 M

Refer to 4 - Cash Reserves

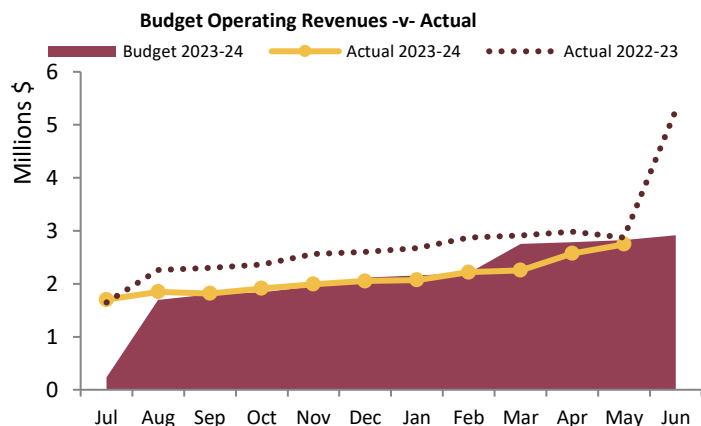
This information is to be read in conjunction with the accompanying Financial Statements and notes.

**SHIRE OF KOORDA
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 MAY 2024**

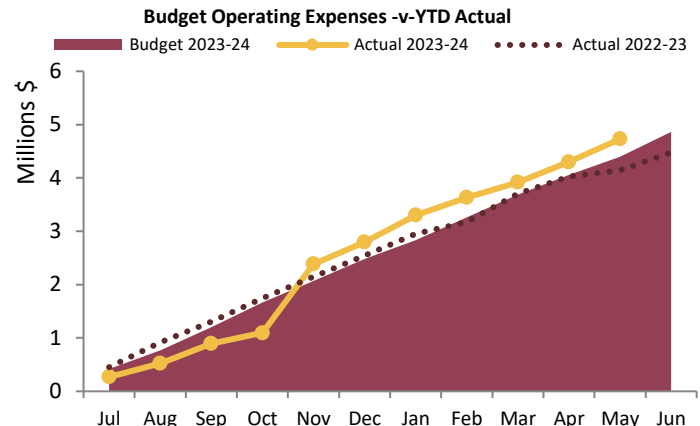
2 KEY INFORMATION - GRAPHICAL

OPERATING ACTIVITIES

OPERATING REVENUE

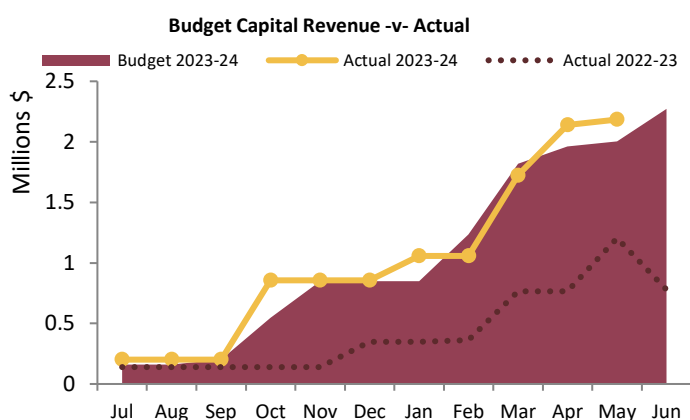


OPERATING EXPENSES

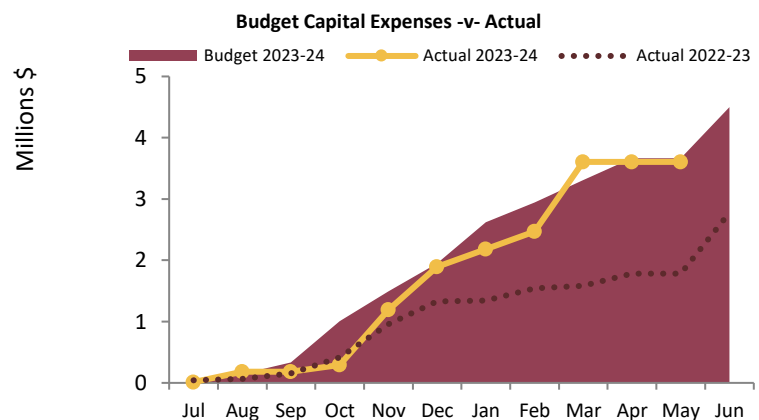


INVESTING ACTIVITIES

CAPITAL REVENUE



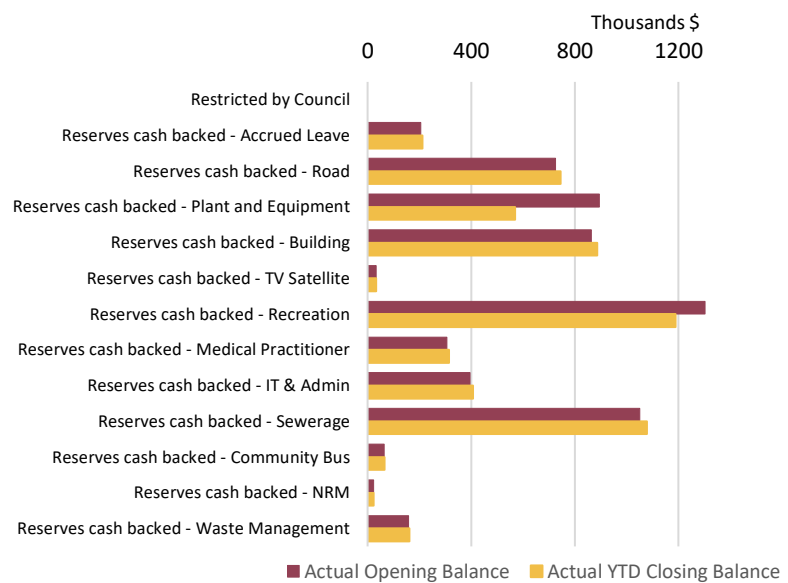
CAPITAL EXPENSES



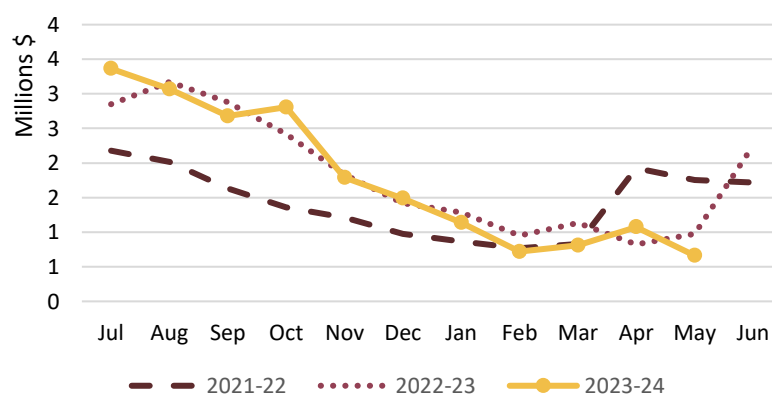
FINANCING ACTIVITIES

BORROWINGS

RESERVES



Closing funding surplus / (deficit)



This information is to be read in conjunction with the accompanying Financial Statements and Notes.

**SHIRE OF KOORDA
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 MAY 2024**

3 CASH AND FINANCIAL ASSETS

Description	Classification	Unrestricted \$	Restricted \$	Total Cash \$	Trust \$	Institution	Interest Rate	Maturity Date
Municipal Account	Cash and cash equivalents	12,432		12,432		Bendigo	Variable	Nil
Municipal Account	Cash and cash equivalents	832,912		832,912		BWA	Variable	Nil
Licensing Account	Cash and cash equivalents	16,462		16,462		BWA	Variable	Nil
ATM Control Account	Cash and cash equivalents	3,330		3,330		BWA	Nil	Nil
ATM Cash Account	Cash and cash equivalents	52,950		52,950		BWA	Nil	Nil
Cash on Hand	Cash and cash equivalents	760		760		Cash on Hand	Nil	Nil
Term Deposit XXX1	Financial assets at amortised cost	0	4,682,030	4,682,030		Bankwest	4.45%	28/06/2024
Term Deposit XXX2	Financial assets at amortised cost	0	1,005,078	1,005,078		Bankwest	4.38%	28/06/2024
Total		918,846	5,687,108	6,605,954	0			
Comprising								
Cash and cash equivalents		918,846	0	918,846	0			
Financial assets at amortised cost		0	5,687,108	5,687,108	0			
		918,846	5,687,108	6,605,954	0			

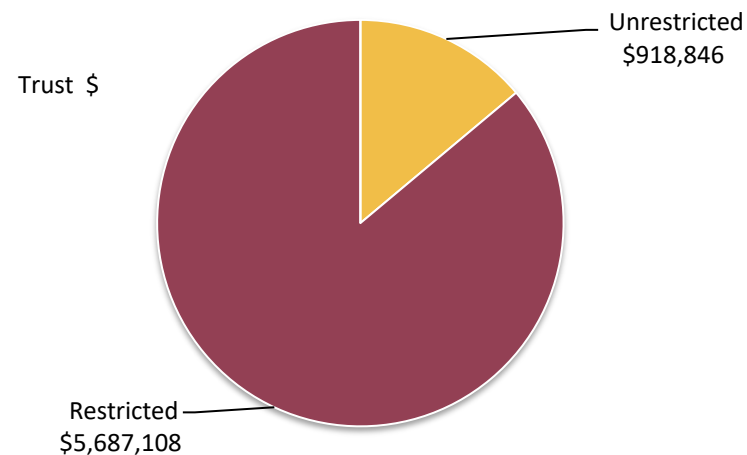
KEY INFORMATION

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments with original maturities of three months or less that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value. Bank overdrafts are reported as short term borrowings in current liabilities in the statement of net current assets.

The local government classifies financial assets at amortised cost if both of the following criteria are met:

- the asset is held within a business model whose objective is to collect the contractual cashflows, and
- the contractual terms give rise to cash flows that are solely payments of principal and interest.

Financial assets at amortised cost held with registered financial institutions are listed in this note other financial assets at amortised cost are provided in Note 4 - Other ass



SHIRE OF KOORDA
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 MAY 2024

4 RESERVE ACCOUNTS

Reserve name	Budget	Budget	Budget	Budget	Budget	Actual	Actual	Actual	Actual	Actual YTD
	Opening	Interest	Transfer	Transfers	Closing	Opening	Interest	Transfers	Transfers	Closing
	Balance	Earned	s In (+)	Out (-)	Balance	Balance	Earned	In (+)	Out (-)	Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Restricted by Council										
Reserves cash backed - Accrued Leave	206,103	0	7,527	0	213,630	206,103	5,569	0	0	211,672
Reserves cash backed - Road	725,329	0	26,488	(109,000)	642,817	725,329	19,598	0	0	744,927
Reserves cash backed - Plant and Equipment	895,049	0	32,686	(875,000)	52,735	895,049	24,184	0	(350,000)	569,232
Reserves cash backed - Building	863,689	0	31,541	(206,000)	689,230	863,689	23,337	0	0	887,026
Reserves cash backed - TV Satellite	32,780	0	1,197	0	33,977	32,780	886	0	0	33,665
Reserves cash backed - Recreation	1,303,568	0	47,605	(811,800)	539,373	1,303,568	35,222	0	(150,000)	1,188,790
Reserves cash backed - Medical Practitioner	306,488	0	11,193	(120,005)	197,676	306,488	8,281	0	0	314,769
Reserves cash backed - IT & Admin	395,947	0	14,459	0	410,406	395,947	10,698	0	0	406,645
Reserves cash backed - Sewerage	1,050,190	0	38,351	0	1,088,541	1,050,190	28,376	0	0	1,078,565
Reserves cash backed - Community Bus	64,496	0	2,355	0	66,851	64,496	1,743	0	0	66,239
Reserves cash backed - NRM	22,656	0	827	0	23,483	22,656	612	0	0	23,268
Reserves cash backed - Waste Management	158,039	0	5,771	0	163,810	158,039	4,270	0	0	162,309
	6,024,334	0	220,000	(2,121,805)	4,122,529	6,024,334	162,775	0	(500,000)	5,687,109

5 CAPITAL ACQUISITIONS

Capital acquisitions	Adopted		YTD Actual	YTD Actual Variance
	Budget	YTD Budget		
	\$	\$	\$	\$
Buildings - non-specialised	1,477,635	1,331,000	1,153,433	(177,567)
Plant and equipment	1,459,519	1,377,519	1,357,509	(20,010)
Acquisition of property, plant and equipment	2,937,154	2,708,519	2,510,942	(197,577)
Infrastructure - roads	1,732,000	1,657,000	1,685,366	28,366
Infrastructure - Other	645,000	545,000	35,481	(509,520)
Acquisition of infrastructure	2,377,000	2,202,000	1,720,846	(876,308)
Total capital acquisitions	5,314,154	4,910,519	4,231,788	(1,073,885)
Capital Acquisitions Funded By:				
Capital grants and contributions	1,855,191	2,003,969	2,184,099	180,130
Other (disposals & C/Fwd)	350,000	255,000	402,122	147,122
Reserve accounts				
Reserves cash backed - Road	109,000	0	0	0
Reserves cash backed - Plant and Equipment	875,000	0	350,000	350,000
Reserves cash backed - Building	206,000	0	0	0
Reserves cash backed - Recreation	811,800	0	150,000	150,000
Reserves cash backed - Medical Practitioner	120,005	0	0	0
Contribution - operations	987,158	2,651,550	1,145,567	(1,505,983)
Capital funding total	5,314,154	4,910,519	4,231,788	(678,731)

SIGNIFICANT ACCOUNTING POLICIES

Each class of fixed assets within either plant and equipment or infrastructure, is carried at cost or fair value as indicated less, where applicable, any accumulated depreciation and impairment losses.

Assets for which the fair value as at the date of acquisition is under \$5,000 are not recognised as an asset in accordance with *Financial Management Regulation 17A (5)*. These assets are expensed immediately.

Where multiple individual low value assets are purchased together as part of a larger asset or collectively forming a larger asset exceeding the threshold, the individual assets are recognised as one asset and capitalised.

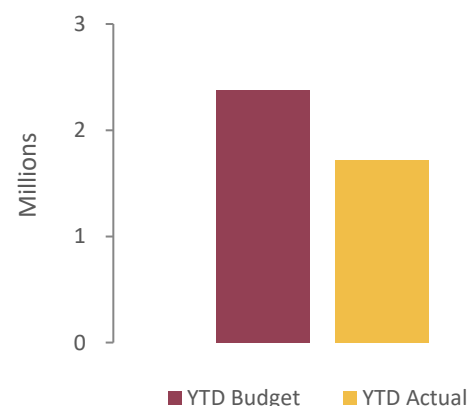
Initial recognition and measurement for assets held at cost

Plant and equipment including furniture and equipment is recognised at cost on acquisition in accordance with *Financial Management Regulation 17A*. Where acquired at no cost the asset is initially recognise at fair value. Assets held at cost are depreciated and assessed for impairment annually.

Initial recognition and measurement between mandatory revaluation dates for assets held at fair value

In relation to this initial measurement, cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at zero cost or otherwise significantly less than fair value, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the Shire includes the cost of all materials used in construction, direct labour on the project and an appropriate proportion of variable and fixed overheads.

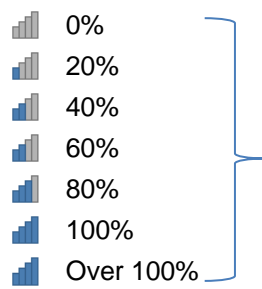
Payments for Capital Acquisitions



5 CAPITAL ACQUISITIONS - DETAILED

Capital expenditure total

Level of completion indicators



Percentage Year to Date Actual to Annual Budget expenditure where the expenditure over budget highlighted in red.

Level of completion indicator, please see table at the end of this note for further detail.

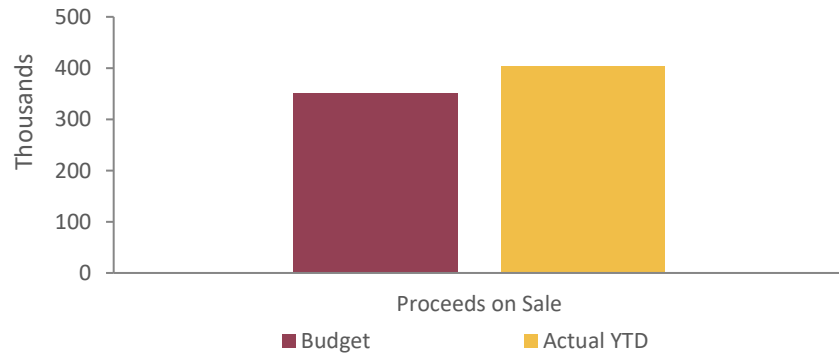
		Adopted			Variance
Account Description		Budget	YTD Budget	YTD Actual	Under/(Over)
		\$	\$	\$	\$
Plant & Equipment					
PE0091	P09: Semi Side Tipper Trailer	0	0	0	0
PE0191	P19: Grader	455,000	455,000	455,000	0
PE0611	P61: Ute Patching	45,000	45,000	45,808	(808)
PE0631	P63: Road Roller	192,000	192,000	192,000	0
PE0651	P065 Prime Mover - 22/23 Carryforward	267,519	267,519	267,519	0
PE0661	P066 Ute Works Crew - 22/23 Carryforward	0	0	52,786	(52,786)
PE0691	P69: Cherry Picker	50,000	50,000	54,545	(4,545)
PE0101	P10: Mollerin Fire Truck (SEROJA FUNDING)	62,000	62,000	61,914	86
	Misc Plant	0	0	0	0
PE1001	P100: CEO Vehicle	85,000	85,000	75,798	9,202
PE2001	P200: WS Vehicle	60,000	60,000	65,139	(5,139)
PE3001	P300: DCEO Vehicle	65,000	65,000	0	65,000
PEOGENO	Generators - 25KVA Portable (x2) (SEROJA FUNDING)	38,800	38,800	35,273	3,527
PECOMS	Communications Tower (SEROJA FUNDING)	57,000	0	0	0
PEWATER	Water Tanks*	25,000	0	0	0
FE003	L33226 Medical Centre - Generator	22,200	22,200	13,545	8,655
FE002	Rec: Recreation Ground - Generator	35,000	35,000	38,182	(3,182)
Buildings					
BC016	Rec Ground Upgrade & Extension	1,146,635	1,000,000	1,056,163	(56,163)
BC016B	Rec Ground Upgrade & Extension	200,000	200,000	0	200,000
BC001	Admin Office (Paint & Gardens)	35,000	35,000	8,300	26,700
BC054	L271 Greenham Paint & Lino	16,000	16,000	29,251	(13,251)
BC003	L157 Memorial Hall (SEROJA FUNDING)	60,000	60,000	56,679	3,321
BC024	Drive In (Toilets & Tiling)	20,000	20,000	3,041	16,959
Other Infrastructure					
PC001	Synthetic Bowling Green Relocation	400,000	300,000	0	300,000
IO001	Admin Office Carpark	15,000	15,000	0	15,000
PC002	Rec Ground Playground	150,000	150,000	0	150,000
IO005	Depot Auto Gates	40,000	40,000	35,481	4,520
IO002	Pool Balance Tank	40,000	40,000	0	40,000
Infrastructure Roads					
RRG002	Cadoux-Koordas Cement Stabilise	235,000	235,000	222,210	12,790
RRG003	Koordas-Dowerin Reseal	152,000	152,000	140,408	11,592
RRG140	Burakin-Wialki Full Recon	182,000	182,000	224,218	(42,218)
RRG140B	Burakin-Wialki Full Reseal	150,000	150,000	129,764	20,236
R2R004	Koordas-Kulja Reseal	273,000	273,000	380,361	(107,361)
R2R006	Kulja-Kalannie Full Recon	130,000	130,000	140,214	(10,214)
R2R009	Koordas North West Shoulder Recon	70,000	70,000	92,028	(22,028)
RC003	Koordas-Dowerin Reseal	160,000	160,000	142,001	17,999
RC004	Koordas-Kulja Widen Reseal	100,000	100,000	99,544	456
RC010	Mollerin Rock South Reform & Sheet	90,000	45,000	2,592	42,408
RC011	Dukin West Reform & Sheet	90,000	90,000	111,874	(21,874)
RC014	Maher Reform & Sheet	60,000	30,000	153	29,847
FC098	Footpath - Greenham St	40,000	40,000	0	40,000
		5,314,154	4,910,519	4,231,788	678,731

**SHIRE OF KOORDA
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 MAY 2024**

OPERATING ACTIVITIES

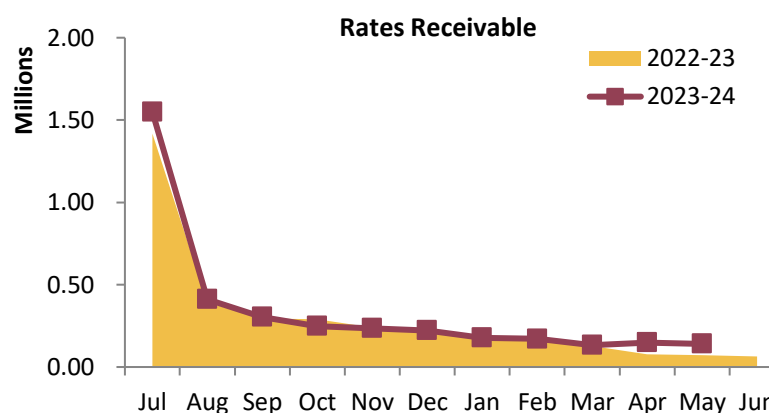
6 DISPOSAL OF ASSETS

Asset Ref.	Asset description	Budget				YTD Actual			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
Plant and equipment									
10904	P005 Ute Maintenance	0	0	0	0	0	18,346	18,346	0
10917	P019 Grader	0	100,000	100,000	0	6,856	91,092	84,236	0
10947	P058 Ute Patching	0	0	0	0	0	14,136	14,136	0
10949	P061 Ute Gardener	11,000	25,000	14,000	0	8,747	23,636	14,889	0
10951	P063 Roller	0	30,000	30,000	0	0	0	0	0
10931	P065 Prime Mover	0	0	0	0	0	104,811	104,811	0
10954	P066 Ute Works Crew	0	0	0	0	23,706	29,647	5,941	0
10979	P100 CEO Vehicle	65,000	80,000	15,000	0	65,396	64,091	0	(1,305)
10981	P200 WS Vehicle	53,000	50,000	0	(3,000)	48,533	56,363	7,830	0
10988	P300 DCEO Vehicle	61,000	65,000	4,000	0	0	0	0	0
		190,000	350,000	163,000	(3,000)	153,238	402,122	250,189	(1,305)



7 RECEIVABLES

Rates receivable	30 June 2023	31 May 2024
	\$	\$
Opening arrears previous years	63,512	103,837
Levied this year	1,213,196	1,235,560
Less - collections to date	(1,172,871)	(1,198,504)
Gross rates collectable	103,837	140,892
Net rates collectable	103,837	140,892
% Collected	91.9%	89.5%



Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	0	10,423	30,282	0	3,353	44,058
Percentage	0.0%	23.7%	68.7%	0.0%	7.6%	
Balance per trial balance						
Trade receivables	0	4,387	7,658	0	19,125	44,058
GST receivable		46,071				46,071
Interest Receivable		51,374				51,374
Total receivables general outstanding						141,503

Amounts shown above include GST (where applicable)

KEY INFORMATION

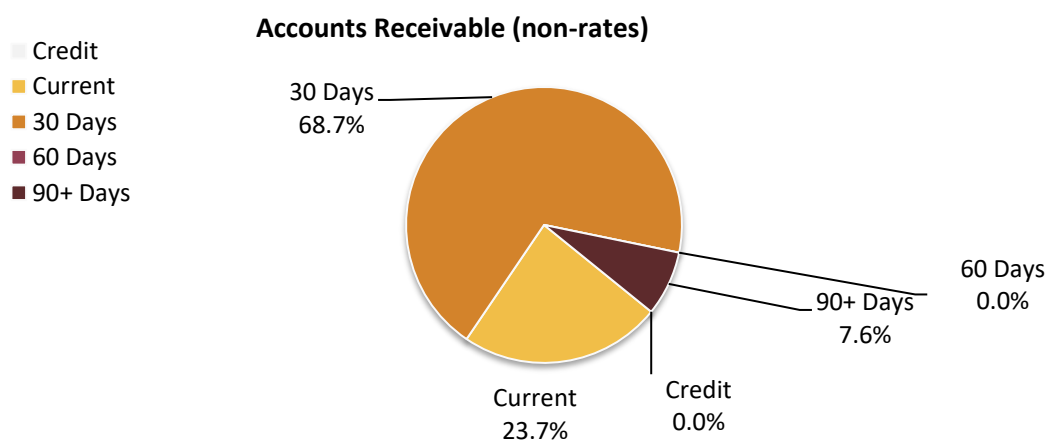
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

Trade receivables are recognised at original invoice amount less any allowances for uncollectable amounts (i.e. impairment). The carrying amount of net trade receivables is equivalent to fair value as it is due for settlement within 30 days.

Classification and subsequent measurement

Receivables which are generally due for settlement within 30 days except rates receivables which are expected to be collected within 12 months are classified as current assets. All other receivables such as, deferred pensioner rates receivable after the end of the reporting period are classified as non-current assets.

Trade and other receivables are held with the objective to collect the contractual cashflows and therefore the Shire measures them subsequently at amortised cost using the effective interest rate method.



**SHIRE OF KOORDA
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 MAY 2024**

OPERATING ACTIVITIES

8 OTHER CURRENT ASSETS

	Opening Balance 1 July 2023	Asset Increase	Asset Reduction	Closing Balance 31 May 2024
Other current assets	\$	\$	\$	\$
Financial assets at amortised cost	6,024,334	(337,225)		5,687,109
Inventory				
Stock on Hand	23,568	9,346		32,914
Total other current assets	6,047,902	(327,879)	0	5,720,023

Amounts shown above include GST (where applicable)

KEY INFORMATION

Inventory

Inventories are measured at the lower of cost and net realisable value.

Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

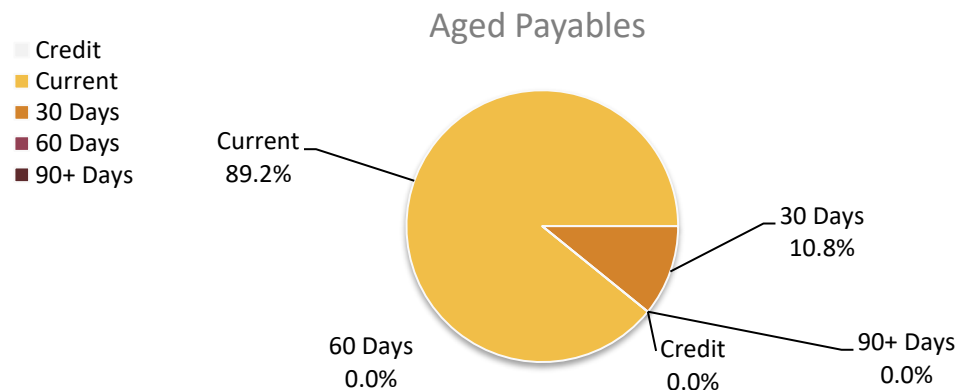
9 PAYABLES

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	0	314,175	38,150	0	0	352,325
Percentage	0.0%	89.2%	10.8%	0.0%	0.0%	
Balance per trial balance						
Sundry creditors	0	314,175	38,150	0	0	352,325
GST Payable	0	4,033	0	0	0	4,033
PAYG Payables	0	23,360	0	0	0	23,360
Payroll Creditors	0	0	0	(202)	0	(202)
Other Payables - ESL Liability	0	5,904	0	0	0	5,904
Other Payables - Dept Transport	0	6,472	0	0	0	6,472
Other Payables - Retention and Bonds	0	460	6,240	0	63,428	70,128
Prepaid Rates	0	1,005	15,817	0	0	16,822
Total payables general outstanding						478,841

Amounts shown above include GST (where applicable)

KEY INFORMATION

Trade and other payables represent liabilities for goods and services provided to the Shire prior to the end of the period that are unpaid and arise when the Shire becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are normally paid within 30 days of recognition. The carrying amounts of trade and other payables are considered to be the same as their fair values, due to their short-term nature.



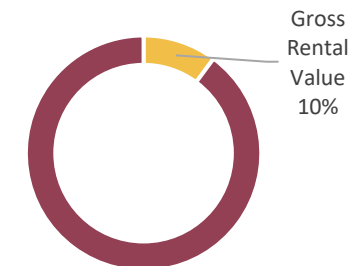
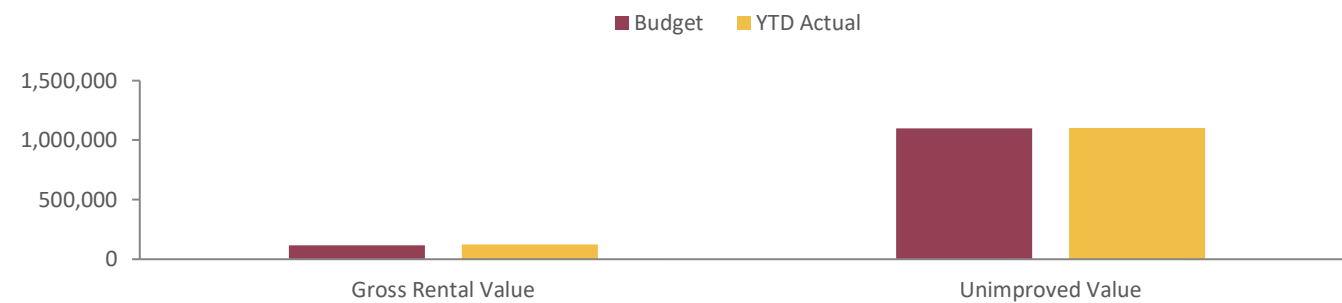
10 RATE REVENUE

General rate revenue

RATE TYPE	Rate in	Number of	Rateable	Rate	Budget	Total	Rate	YTD Actual	Total
	\$ (cents)	Properties	Value	Revenue	Interim Rate Revenue	Revenue	Revenue	Interim Rate Revenue	Revenue
				\$	\$	\$	\$	\$	\$
Gross rental value									
Gross Rental Value	0.1217	136	959,024	116,713	1,834	118,547	116,713	7,602	124,315
Unimproved value									
Unimproved Value	0.0126	221	87,194,166	1,100,390		1,100,390	1,100,390	573	1,100,963
Sub-Total		357	88,153,190	1,217,103	1,834	1,218,937	1,217,103	8,175	1,225,278
Minimum payment	Minimum Payment \$								
Gross rental value									
Gross Rental Value	420	28	29,070	11,760		11,760	12,180	0	12,180
Unimproved value									
Unimproved Value	420	33	442,945	13,860		13,860	13,860	0	13,860
Sub-total		61	472,015	25,620	0	25,620	26,040	0	26,040
Discount						-45,000			-45,957
Amount from general rates						1,199,557			1,205,361
Ex-gratia rates	0.06		457,560	25,620		25,620			30,199
Total general rates						1,225,177			1,235,560

KEY INFORMATION

Prepaid rates are, until the taxable event for the rates has occurred, refundable at the request of the ratepayer. Rates received in advance give rise to a financial liability. On 1 July 2020 the prepaid rates were recognised as a financial asset and a related amount was recognised as a financial liability and no income was recognised. When the taxable event occurs the financial liability is extinguished and income recognised for the prepaid rates that have not been refunded.



11 OTHER CURRENT LIABILITIES

	Note	Opening Balance 1 July 2023	Liability transferred from/(to) non current	Liability Increase	Liability Reduction	Closing Balance 31 May 2024
		\$	\$	\$	\$	\$
Other current liabilities						
Other liabilities						
Capital grant/contributions liabilities		423,185	0	0	(423,185)	0
Total other liabilities		423,185	0	0	(423,185)	0
Employee Related Provisions						
Provision for annual leave		169,690	0	0	0	169,690
Provision for long service leave		134,652	0	0	0	134,652
Total Provisions		304,342	0	0	0	304,342
Total other current liabilities		727,527	0	0	(423,185)	304,342

Amounts shown above include GST (where applicable)

A breakdown of contract liabilities and associated movements is provided on the following pages at Note 13

KEY INFORMATION

Provisions

Provisions are recognised when the Shire has a present legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured.

Provisions are measured using the best estimate of the amounts required to settle the obligation at the end of the reporting period.

Employee Related Provisions

Short-term employee benefits

Provision is made for the Shire's obligations for short-term employee benefits. Short-term employee benefits are benefits (other than termination benefits) that are expected to be settled wholly before 12 months after the end of the annual reporting period in which the employees render the related service, including wages, salaries and sick leave. Short-term employee benefits are measured at the (undiscounted) amounts expected to be paid when the obligation is settled.

The Shire's obligations for short-term employee benefits such as wages, salaries and sick leave are recognised as a part of current trade and other payables in the calculation of net current assets.

Other long-term employee benefits

The Shire's obligations for employees' annual leave and long service leave entitlements are recognised as employee related provisions in the statement of financial position.

Long-term employee benefits are measured at the present value of the expected future payments to be made to employees. Expected future payments incorporate anticipated future wage and salary levels, durations of service and employee departures and are discounted at rates determined by reference to market yields at the end of the reporting period on government bonds that have maturity dates that approximate the terms of the obligations. Any remeasurements for changes in assumptions of obligations for other long-term employee benefits are recognised in profit or loss in the periods in which the changes occur. The Shire's obligations for long-term employee benefits are presented as non-current provisions in its statement of financial position, except where the Shire does not have an unconditional right to defer settlement for at least 12 months after the end of the reporting period, in which case the obligations are presented as current provisions.

Contract liabilities

An entity's obligation to transfer goods or services to a customer for which the entity has received consideration (or the amount is due) from the customer.

Capital grant/contribution liabilities

Grants to acquire or construct recognisable non-financial assets to identified specifications be constructed to be controlled by the Shire are recognised as a liability until such time as the Shire satisfies its obligations under the agreement.

**SHIRE OF KOORDA
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 MAY 2024**

OPERATING ACTIVITIES

12 GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Unspent grant, subsidies and contributions liability					Grants, subsidies and contributions revenue		
	Liability 1 July 2023	Increase in Liability	Decrease in Liability (As revenue)	Liability 31 May 2024	Current Liability 31 May 2024	Adopted Budget Revenue	YTD Budget	YTD Revenue Actual
	\$	\$	\$	\$	\$	\$	\$	\$
Grants and subsidies								
ESL Bush Fire Brigade Operating Grant				0		15,930	15,930	15,930
Main Roads Direct Road Grant				0		196,756	196,756	196,756
Fuel Tax Credits Grant Scheme				0		23,500	21,538	28,076
Library Technology and Digital Inclusion Grant						0	0	4,397
Financial Assistance Grant - General				0		64,039	64,039	64,039
Financial Assistance Grant - Roads				0		39,718	39,718	39,718
	0	0	0	0	0	339,943	337,981	348,916


**SHIRE OF KOORDA
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 MAY 2024**

INVESTING ACTIVITIES

13 CAPITAL GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Capital grant/contribution liabilities					Capital grants, subsidies and contributions revenue		
	Liability	Increase in Liability	Decrease in Liability (As revenue)	Liability	Current Liability	Adopted Budget	YTD	YTD Revenue
	1 July 2023			31 May 2024	31 May 2024	Revenue	Budget	Actual
	\$	\$	\$	\$	\$	\$	\$	\$
Capital grants and subsidies								
Local Roads & Community Infrastructure Grant (LRCI)				0		836,000	567,720	883,159
CSRFF Grant				0		130,421	130,419	0
Regional Road Group Grants				0		401,940	401,940	401,940
Roads to Recovery Grant				0		402,890	402,890	398,000
LGRF08 - Cyclone Seroja Local Government Resilience Fund				0		500,000	500,000	500,000
COTA Grant Seniors Luncheon				0		1,000	1,000	1,000
	0	0	0	0	0	2,272,251	2,003,969	2,184,099

12.2. List of Accounts Paid

Corporate and Community		
Date	19 June 2024	
Location	Not Applicable	
Responsible Officer	Zac Donovan, Chief Executive Officer	
Author	Lana Foote, Deputy Chief Executive Officer	
Legislation	<i>Local Government Act 1995;</i> <i>Local Government (Financial Management) Regulations 1996</i>	
Disclosure of Interest	Nil	
Purpose of Report	<input type="checkbox"/> Executive Decision <input checked="" type="checkbox"/> Legislative Requirement <input type="checkbox"/> Information	
Attachments	List of Accounts Paid	

Background:

This item presents the List of Accounts Paid, paid under delegated authority, for the period 10 May 2024 to 19 June 2024.

Comment:

From 1 September 2023, Regulations were amended that required Local Governments to disclose information about each transaction made on a credit card, debit card or other purchasing cards. Purchase cards may include the following: business/corporate credit cards, debit cards, store cards, fuel cards and/or taxi cards.

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

Consultation:

Zac Donovan, Chief Executive Officer
Finance Team

Statutory Implications:

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

Policy Implications:

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

Strategic Implications:

Shire of Koorda Integrated Strategic Plan 2022

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

Risk Implications:

Risk Profiling Theme	Failure to fulfil statutory regulations or compliance requirements
Risk Category	Compliance
Risk Description	No noticeable regulatory or statutory impact
Consequence Rating	Insignificant (1)
Likelihood Rating	Rare (1)
Risk Matrix Rating	Low (1)
Key Controls (in place)	Governance Calendar
Action (Treatment)	Nil
Risk Rating (after treatment)	Adequate

Financial Implications:

Funds expended are in accordance with Council's adopted 2023/2024 Budget.

Voting Requirements: Simple Majority Absolute Majority

Officer Recommendation
RESOLUTION 100624

Moved Cr KM Burrell

Seconded Cr S Christie

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 10 May 2024 to 19 June 2024

Municipal Voucher V675 to V739	Totalling \$ 704,600.26
Purchase Card Transactions (V702, V735 & V736)	Totalling \$ 10,084.75
	Total \$ 714,685.01

CARRIED 6/0

FOR: Cr JM Stratford, Cr GW Greaves, Cr NJ Chandler, Cr KM Burrell, Cr KA Fuchsichler, Cr S Christie

12.3. Shire of Koorda Draft Budget 2024-25

Corporate and Community		
Date	21 June 2024	
Location	Not Applicable	
Responsible Officer	Zac Donovan, Chief Executive Officer	
Author	As above	
Legislation	Local Government Act 1995 Div. 2 Annual Budget 6.2 Local Government Regulations 1996 Part 3 Annual Budget sections 22-33.	
Disclosure of Interest	Nil	
Purpose of Report	<input checked="" type="checkbox"/> Executive Decision <input type="checkbox"/> Legislative Requirement <input type="checkbox"/> Information	
Attachments	Budget – 2024-25 Rates Comparison Budget – 2024-25 F&C Budget – 2024-25 Housing Income Budget – Plant Replacement 2024-2034 Budget – Roadworks 2024-25	

Background:

The Shire is required under the Local Government Act 1995 Div. 2 Annual Budget 6.2 and Local Government Regulations 1996 Part 3 Annual Budget sections 22-33 to develop an annual budget. A key requirement is for Council to endorse the budget and submit it to the Local Government Minister between 1 June and 31 August each year.

The Shire of Koorda commenced its consideration of the 2024-25 budget with a whole-of Council workshop prior to the Ordinary Council Meeting on May 22. As per the Shire's budget planning timetable, the purpose of the workshop was to define underlying key financial assumptions and priorities objectives for the coming year.

The list of 52 priorities considered by Council for both Projects (those with funding requirements) and Initiatives (without direct budgetary impost) were prioritised with the top 10 of each used to revise the Shire's Integrated Strategic Plan and establish Budget priorities.

As per the Shire's budget development plan, the Shire of Koorda draft Budget 2024-25 is presented to Council for consideration. Feedback from Council will enable the finalisation of the draft budget, which is proposed to return to Council in the completed format at the 17 July Ordinary Council Meeting or by flying minute if preferred.

The following outlines the key components of the draft Budget 2024-25 in Projects and Initiatives to be completed in the period; the impact of existing reserves and operational expenditure; rates calculations and detail; key fees and charges including housing charges; proposed plant expenditure and roads works schedule.

Final grant funding allocation is yet to be presented to the Shire, and this may affect components of the draft Budget, however staff have made estimates in this regard to mitigate any significant adjustments.

In addition, the draft Integrated Strategic Plan is also being presented at the meeting of 26 June. As the Integrated Strategic Plan details Projects (with funding requirements) to be implemented during the period, there is the potential for changes to also impact the draft Budget as presented.

Comment

As mentioned, as per the Shire's budget development timetable (below) the June 26 Ordinary Council Meeting is to be presented the draft Budget 2024-25 along with the draft Integrated Strategic Plan. As each of the Integrated Strategic Plan and Shire Budget are endorsed by Council they will be formatted as the final presentation documents and return to Council for finalisation, either at the 17 July OCM or by flying minute if preferred by Council.

DATE		OBJECTIVES
17 April*	Meeting 1: OUTLINE	<ul style="list-style-type: none"> Proposed 2024-25 budget approach presented to Council for discussion
	Interim 1 (staff action)	<ul style="list-style-type: none"> Call for and collate Council and staff initiatives against Corporate Business Plan Council actions
22 May*	Meeting 2: PRIORITIES	<ul style="list-style-type: none"> Present initiatives from staff and Council Add new initiatives uncovered in workshop Prioritise and order all proposed initiatives Present underlying budget assumptions
	Interim 2 (staff action)	<ul style="list-style-type: none"> Explore costings, quotes, funding for initiatives Allocate initiatives to Integrated Strategic Plan
29 May	Meeting 3: ALIGNMENT Potentially via Teams	<ul style="list-style-type: none"> Present draft Integrated Strategic Plan Review Strategic Plan for gaps and redress
	Interim 3 (staff action)	<ul style="list-style-type: none"> Commence Long term Financial Plan (Moore) Allocate timing of initiatives in Strategic Plan Prepare 2024-25 draft budget
26 June*	Meeting 4: AMEND If no amendments required budget can be adopted	<ul style="list-style-type: none"> Present draft Integrated Strategic Plan Present draft 2024-25 Shire of Koorda Budget Amend in response to Council feedback
	Interim 4 (staff action)	<ul style="list-style-type: none"> Finalise Shire of Koorda 2024-25 Budget and Integrated Strategic Plan
17 July*	Meeting 5: FINALISE	<ul style="list-style-type: none"> Finalise budget and Integrated Strategic Plan
	Interim 5 (staff action)	<ul style="list-style-type: none"> Prepare any budget amendments Finalise Long Term Resourcing Plan
21 August*	Meeting 6: FINALISE 2	<ul style="list-style-type: none"> Present Long term Resourcing Plan Present final Shire 2024-25 Budget (if required)
31 August	Interim 6 (staff action)	<ul style="list-style-type: none"> Approved Shire Budget to be forwarded to Department of Local Government by August 31

*denotes Ordinary Council Meeting

Should Council require wholesale changes to the draft budget, the planning timetable sets out contingency meetings to ensure the Shire of Koorda 2024-25 Budget is forwarded to the Local Government Minister before the 31 August deadline.

INCOME

The Shire of Koorda has three key income streams – Rates, Grants, Fee and Charges. The Shire also realises minor income from sources such as interest earnings.

Rates

The rates income is established by Council determining a general inflator which is then calculated and proportioned across properties as determined by the WA Valuer General. In simple terms, properties with a higher valuation are allocated a higher portion of the overall rates quantum, meaning that the general rates inflator determined by Council is not the exact percentage change in rates for many ratepayers.

For the 2024-25 Budget, Council agreed at the workshop on 22 May to a 3% overall rates inflator. The increase agreed by Council is less than that would be applied with strict adherence to the Shire's Long

Term Financial Plan but was considered adequate by Council given prevailing economic conditions and exiting Shire reserve balances.

Consequently, total rates, and associated charges, proposed to be raised by the Shire for 2024-25, including associated resident charges, compared to the previous period, are as follows:

	2024-25	2023-24
Total Rates	\$1,264,516	\$1,225,642
Total Rubbish Fees	\$80,150	\$75,410
Sewerage Charge	\$132,439	\$128,432

As shown the increase in total rates income is \$38,874. Breakdown of the components of the rates (GRV, UV, UV Mining, Ex-gratia payments and Discounts) for the draft budget and previous financial year are detailed in the attachment Rates Summary.

Grants

The most significant income stream for the Shire of Koorda is through the combination of various Federal and State grants. In total the Shire will have access to \$5,519,180 in grant funding for the 2024-25 financial year. Allocations (confirmed and projected) as adopted for the draft Budget, and compared to the previous period are as follows:

	2024-25	2023-24
Federal Assistance Grants	\$2,378,759*	\$2,318,459
Local Roads and Community Infrastructure	\$1,217,000^	\$883,159
Regional Roads Group	\$432,000*	\$479,779
Roads to Recovery	\$706,000	\$402,890
Main Roads WA Direct Grant	\$200,000*	\$196,756
Community Sport and Recreation Facilities Fund	\$130,421^	\$130,421
Seroja Funding	\$255,000^	\$500,000
Wheatbelt Secondary Freight Network	\$200,000^	\$100,000

* denotes estimated and not confirmed by provider. ^denotes includes carried forward from previous.

As shown in the table there are a number of grants which are yet to be confirmed by the provider including the largest in the Federal Assistance Grants allocation. Estimates have been used to create the draft budget and variations will be reported to Council with the finalisation of the 2024-25 Shire of Koorda Budget.

There are also significant amounts carried forward for grants from the previous period. These are largely due to the timing of payments and delays to commencement of projects and works, most significant of which is the Recreation Precinct Phase 2 – Bowling Green for which the Shire requested the grant term be extended.

The most significant increase to the Shire funding via grants is the almost doubling of the Roads to Recovery funding.

Fees and Charges

The Shire schedule of fees and charges encompasses a range of services including housing and short-term accommodation rentals, facilities hire, sewerage charges, rubbish and recycling collection and minor fees such as planning applications, cemetery fees and animal registrations fees.

In total the Shire generates \$649,000 income from Fees and Charges. The annual inflator applied for the 2024-25 budget is set at a general 3%, however the increase for some fees is a higher percentage due to the nature of the service – for example staff housing is increased by \$10 to \$80 per week (amounting to a 14% increase).

Fees and Charges that generate a more significant return for the Shire are as follows:

	INCOME
Yalambee	\$150,000
Sewerage	\$132,439
Housing - JV	\$63,540
Housing - GROH	\$59,800
Housing – Non staff	\$46,930
Rubbish Fees	\$42,300
Caravan Park	\$40,000
Recycling Fees	\$37,850
Housing - Staff	\$36,540

Adjustments to all Shire of Koorda Fees and Charges are included as an attachment. In addition, as Housing comprises a significant portion of the revenue from Fees and Charges – about 30 per cent - a breakdown of the rates and adjustments for all housing assets is also included as an attachment.

EXPENDITURE

The Shire has three main components to its expenditure, Roads Construction and Maintenance, Plant Purchase and Disposal and Operating costs which will be detailed in the following. However, in consideration of the process adopted to develop the Shire's draft budget, it is first prudent to isolate and present the proposed Projects.

Projects

The Shire Projects developed as part of the budget process present the most significant departure from the previous year's financial plan. That is while there are adjustments to income components such as rates and grants and costs such as employee costs and road allocations, the greater variation is in the new Projects.

As proposed the list of 14 Projects developed and prioritised from the 52 potential options explored as part of the Council budget workshop, will be funded by a combination of grants, reserves and operational funds for \$2,545,000 expenditure.

The table below lists each of the 14 Projects – comprising the 12 highest prioritised Projects and two others from the lower rated list – including a brief rationale for each project and details regarding funding sources. As shown three projects have a combination of funding sources.

ITEM	ESTIMATED COST	FUNDING SOURCE	COMMENT
WASTE TRANSFER STATION	\$75,000	WASTE RESERVE (\$164,000 existing) \$75,000	Proposed construction at existing site NEWROC additional requirement details Community Donation
AGRICULTURAL SHOW	\$20,000	OPERATIONAL \$20,000	
REC PRECINCT PHASE 2 – BOWLING GREEN	\$665,000	GRANTS LRCI \$416,000; CSRFF \$130,000 RECREATION RESERVE (\$1.2M existing) \$120,000	Engineering plans in development Any additional cost to come from Recreation Reserve
TOWN CENTRE TRUCK BAY FACILITY	\$1500,000	ROAD RESERVE (\$675,000 existing) \$150,000	Kerbing and seal to caravan parking (outside CRC) and truck parking (hotel). Works Supervisor to confirm Dependent on Grant Application
REC PRECINCT PHASE 3 – TENNIS AND NETBALL	\$670,000	GRANT (applied) Play Our Way \$580,000 (applied) RECREATION RESERVE (\$1.2M existing) (Squash Club): \$90,000	
DRIVE-IN RENOVATION	\$200,000	RECREATION RESERVE (\$1.2M existing) \$200,000	Primary Koorda Tourism Asset Consultant project and building works as required
STANDPIPE CARD ACCESS	\$40,000	OPERATIONAL \$40,000	Shire has 7 standpipes. Readers each cost \$20,000. Given expense, trial 2 card readers in key locations
GENERATOR SWITCHES FOR REMOTE COMMUNICATION	\$20,000	GRANT Minister to allocate to WDA application OPERATIONAL \$20,000	Shire has requirement for 2 switches. Likely that Shire will receive funding for 1 through joint State Government/Telsra initiative Cost for Shire to also install 1 of the required switches
DOCTOR SERVICE – TWO DAYS PER WEEK	\$125,000	OPERATIONAL \$120,000	Final stages of negotiation with Shire of Wongan-Ballidu Annual cost to be \$120,000 for first stage
TOWNSCAPE – BUSINESS BUZZ	\$250,000	GRANT LRCI \$250,000	Design consultant to be engaged with works by Shire
TOWNSCAPE – GREEN HEART PROJECT	\$100,000	RECREATION RESERVE (1.2m existing) \$150,000	Shire works to construct additional path and extending green/lawn space with reticulation
REC CENTRE PLAYGROUND	\$150,000	GRANT (to be applied) LotteryWest \$150,000 (to apply)	New playground for recreation precinct Grant application to be made to LotteryWest
CRC SUPPORT	\$25,000	OPERATIONAL \$25,000	Operating Agreement to be defined
SAT Elected Members	\$60,000	OPERATIONAL \$60,000	Adjustment as per SAT decision.

As shown in the table on the previous page, the funding sources are colour coded for clarity– blue for reserves, green for grants and red for operational. The requirement of each funding source is collated below:

PROJECT	FUNDING SOURCE	ALLOCATION
WASTE TRANSFER STATION	WASTE RESERVE	\$75,000
TOWN CENTRE TRUCK AND CARAVAN BAYS	ROAD RESERVE	\$150,000
REC PRECINCT – BOWLING GREEN	RECREATION RESERVE	\$120,000
	GRANTS: LRCI AND CSRFF	\$546,000
REC PRECINCT – TENNIS NETBALL	RECREATION RESERVE	\$90,000
	GRANT: Play Our Way*	\$580,000
DRIVE IN RENOVATION	RECREATION RESERVE	\$200,000
TOWNSCAPING – GREEN HEART	RECREATION RESERVE	\$150,000
TOWNSCAPING – BUSINESS BUZZ	GRANT- LRCI	\$250,000
STANDPIPE CARD ACCESS TRIAL	RECREATION RESERVE	\$40,000
AGRICULTURAL SHOW SUPPORT	OPERATIONAL	\$20,000
GENERATOR TELSTRA REMOTE UNIT SWITCHES (1)	OPERATIONAL	\$20,000
	GRANT: Expected funding*	\$20,000
DOCTOR SERVICE (TWO DAYS PER WEEK)	OPERATIONAL	\$120,000
COMMUNITY RESOURCE CENTRE SUPPORT	OPERATIONAL	\$25,000
SAT BAND 4 ADJUSTMENT	OPERATIONAL	\$60,000
KOORDA CRC FUNDING	OPERATIONAL	\$25,000
RECREATION CENTRE PLAYGROUND	GRANT: LOTTERYWEST*	\$150,000

*Denotes grant funding either yet approved or applied

Plant

Shire expenditure on Plant is proposed in the draft budget to be net \$772,000 – on the assumption of \$1,093,000 offset by \$321,000 recovered in trade in and sales. The Plant expenditure has already been before Council as part of the Works Committee meeting on 10 June which is before Council as a separate item.

However, Council should be aware that the proposed Plant expenditure has been adjusted since the 10 June meeting to include an additional vehicle (\$40,000) for the use of the Maintenance and Property Officer and the addition of \$55,000 for expenditure on a Communications Trailer which is funded by Seroja Grant funding.

A full summary of the proposed Plant expenditure is included as an attachment.

Roads

The proposed road expenditure program was also presented to the Works Committee on 10 June and again is before Council as a separate item. However, since the meeting there is the addition of \$200,000 in Wheatbelt Secondary Freight Network funding of which the Shire contributes \$12,000.

Consequently, in summary the Shire intends to undertake \$2,394,000 in road works over the 2024-25 financial year, with the funding breakdown of:

FUNDING SOURCE	TOTAL
Regional Road Group	\$432,000
Federal Government	\$640,000
WSFN	\$188,000
State Government	\$200,000
Roads To Recovery	\$706,000
Shire of Koorda	\$228,000

A full summary of the breakdown of the road expenditure detailing intended works and funding allocations is included as an attachment.

Operating Expenditure

The main components of non-depreciation expenditure are Employee Costs, materials and Contracts and Insurance.

Regarding Staff salary adjustments, the Shire has adopted a 3.75% inflator for total expenditure on salaries, superannuation, adverse working and other allowances of \$1,889,000. The inflator was set in line with the Fair Work ruling and is aligned with the 4.5% increase allocated to Band 4 Local Governments by the Salary and Allowance Tribunal. The total is a higher increase than the 2023-24 Employee Cost as it includes the addition of three FTEs over the previous period. It does not however include the \$75,000 proposed to pay a Pool Maintenance Officer if the Shire decides to move away from a contracted service (tender cost of \$90,000 per annum).

The Materials and Contracts costs include those associated with the contracted swimming pool management, ranger service and IT services, financial consultants, community consulting, charges for regional group administration (NEWROC, NEWTRAVEL), and office consumables. While predominately minor in quantum, the combined cost of these items is substantial and subject to strict management.

A significant increased cost to the Shire in the coming financial year is insurance costs. The Shire's costs via LGIS will increase by 17 per cent overall on the previous financial year to total \$244,196.

LGIS has provided commentary for the increases including that the increase to Property insurance was due to inflations and "supply chain bottlenecks". While for Motor Vehicle cover the scheme reported that for the third consecutive year the Workers Compensation cover had recorded a deficit with the number of claims decreasing but employees taking longer to return to work.

A summary of the insurance charge for the Shire, compared with the previous year are detailed below:

INSURANCE TYPE	2023-24	2024-25
Bush Fire	\$3696	\$3902
Public Liability	\$29,820	\$32,803
Crime and Cyber	\$3862	\$3863
Management Liability	\$10,681	\$10,682
Property	\$79,723	\$83,708
Motor Vehicle	\$35,613	\$40,228

Workers Compensation	\$44,022	\$67,375
Corporate Travel	\$939	\$1024
Volunteers	\$558	\$609
	\$208,917	\$244,196

RESERVES IMPACT

The Shire of Koorda Reserves has extensive reserves, a number of which will be drawn on as is appropriate to provide Projects for the community. The Shire's current reserves are as follows:

RESERVE	BALANCE	PURPOSE
Recreation	\$1,120,000	Future upgrades, renovations and projects
Sewerage	\$1,080,000	Upgrading and replacement of town system
Building	\$887,000	Management of extensive Shire building assets
Road	\$745,000	Cover road asset works for timing and acts of nature
Plant	\$570,000	Plant purchase with minimum current depreciation
IT and Administration	\$407,000	Provision for IT systems upgrades and technology
Medical Service	\$315,000	Contingency for Medical Practitioner
Waste	\$165,000	Includes transfer in dormant NRM reserve (\$23,300)
Staff Provisions	\$212,000	Staff annual, personal, and long service leave
Community Bus	\$64,000	Change over and costs of community bus
TV Satellite	\$34,000	Upgrades and maintenance to television service

As mentioned earlier, various Shire Reserves will be drawn upon to fund all or part of preferred Projects. It should also be noted that a number of tactics such as securing a new Medical Practitioner and transferring responsibility for the Town Sewerage to Water Corp would free up the relevant reserves for allocation to other purposes.

The impact on the various reserve to deliver the Council preferred Projects are as follows:

RESERVE	BALANCE PRIOR	BALANCE AFTER PROJECTS
Waste Reserve	\$165,000	\$90,000
Road Reserve	\$745,000	\$525,000
Recreation Reserve	\$1,120,000	\$640,000

Consultation:

Shire of Koorda Elected Members
Lana Foote, Deputy Chief Executive Officer
Darren West, Works Supervisor

Policy Implications:

Nil

Strategic Implications:

Shire of Koorda Integrated Strategic Plan 2022

Financial Implications:

Financial implications across the whole of operation as detailed in the item.

Risk Implications:

Risk Profiling Theme	Failure to meet statutory requirements to provide approved budget to Minister by 31 August deadline
Risk Category	Compliance
Risk Description	Non-compliance of Local Government Act and Regulations
Consequence Rating	Moderate (3)
Likelihood Rating	Rare (1)
Risk Matrix Rating	Low (3)
Key Controls (in place)	Shire of Koorda budget planning timetable
Action (Treatment)	Provisions in budget timetable for delays
Risk Rating (after treatment)	Adequate

Statutory Implications:

Local Government Act 1995 Div. 2 Annual Budget 6.2

Local Government Regulations 1996 Part 3 Annual Budget sections 22-33.

Voting Requirements:

Simple Majority

Absolute Majority

**Officer Recommendation
RESOLUTION 110624**

Moved Cr NJ Chandler

Seconded Cr S Christie

That Council,

1. Receive the draft Shire of Koorda Budget for 2024-25 as presented to be finalised and formatted and resubmitted to Council for final approval, and


2. Adopt the 2024/2025 Fees and Charges schedule as per attachment 3 of this item.

CARRIED BY ABSOLUTE MAJORITY 6/0

FOR: Cr JM Stratford, Cr GW Greaves, Cr NJ Chandler, Cr KM Burrell, Cr KA Fuchsbichler, Cr S Christie

13. OFFICER'S REPORTS – GOVERNANCE & COMPLIANCE

13.1. Integrated Strategic Plan - Review and Update

Governance and Compliance		
Date	20 June 2024	
Location	Not Applicable	
Responsible Officer	Zac Donovan, Chief Executive Officer	
Author	As above	
Legislation	Local Government Act 1995 section 5.56 (1)	
Disclosure of Interest	Nil	
Purpose of Report	<input type="checkbox"/> Executive Decision <input checked="" type="checkbox"/> Legislative Requirement <input type="checkbox"/> Information	
Attachments	Draft Integrated Strategic Plan review	

Background:

The Shire is required under the Local Government Act 1995 section 5.56(1) to “plan for the future of the district”, and to achieve this by adopting a Strategic Community Plan and Corporate Business Plan as per the Local Government (Administration) Regulations 1996 sections 19C&DA. To this end the Shire of Koorda combines the Strategic Community and Corporate Business plans into an Integrated Strategic Plan.

Strategic Community Plans are subject to review with public consultation every 4 years (Reg.s19C.4). As the Koorda Integrated Strategic Plan was most recently reviewed in 2022, it is not scheduled for public review until 2026. However Corporate Business Plans are subject to annual review (Reg. s19DA.4) which compels the Koorda Integrated Strategic Plan, as it is a combined plan, to adhere to same timeline.

The Koorda Integrated Strategic Plan has four strategic pillars (Community, Economy, Environment and Organisation). The Strategic Community Plan component is reflected in the Community Priorities allocated to each of the four pillars. The Community Priorities were defined in 2022 through a process that included community consultation. The Corporate Business Plan component is represented in the Council Actions allocated to each of the Community Priorities.

Comment:

The review of the Koorda Integrated Strategic Plan tactics (Council Actions) commenced with a survey of Elected Members and staff on April 24. The resulting suggestions – in Projects (with financial implications) and Initiatives (without budget requirements) – were prioritised by Council at the May 22 budget planning workshop.

The outcome of the process has prompted significant change to the Council Actions due to previous actions:

- Completed or in the progress of completion
- Revised for greater clarity to enhance implementation
- Adapted to accommodate new priorities proposed by Council.

For each of the four Strategic Pillars there are nine Council Actions proposed, increasing the number of total actions to 36 compared to 32 in the existing Plan. Attached with the Item is a table setting out

each of the revised Council Actions against the corresponding previous Council Action for each of the four Strategic Pillars.

As mentioned, the Council Actions included in the revised Integrated Strategic Plan were in response to the priorities set by Council at the budget workshop and feedback provided by Elected Members to the plan templates. The top 10 priorities set by Council at the budget workshop for Projects (requiring budget allocation) and Initiatives (no direct financial impost) are as follows:

PROJECTS	INITIATIVES
Waste Transfer Station	Develop Strategic Road Funding Plan
Agricultural Society Show support	Shire Housing Strategy
Rec Precinct Phase 2 - Bowling Green	Transfer Sewerage to Water Corp
Town Centre Truck Bay Facility	RAV7 vehicle access future plan
Rec Centre Phase 3 – Tennis/Netball	Community Grants Opportunity Alerts
Drive In Renovation Plan	Housing Rent Review
Standpipe Card Access	Review Reserve Allocations
Generator Switches for Telstra Towers	Expand Partnerships with Tier 1 Councils
Doctor Service	Local Supplier Panel
Townscape Project Implementation	Case to Expand Short Term Accommodation

Each of the top 10 Projects and Initiatives have been included among the revisions to the Integrated Strategic Plan and/or captured in the Shire of Koorda draft budget for 2024-25. As such it is recommended Council consider the revised Integrated Strategic Plan in concert with the budget agenda item.

Review of the revised Integrated Strategic Plan (as attached) will facilitate discussion on each of the 36 Council Actions.

Consultation:

Shire of Koorda Elected Members
Lana Foote, Deputy Chief Executive Officer
Darren West, Works Supervisor
Kim Storer, Koorda Community Resource Centre

Policy Implications:

Nil

Strategic Implications:

Shire of Koorda Integrated Strategic Plan 2022

Financial Implications:

Individual Council Actions with financial implications to be considered as part of annual budget process

Risk Implications:

Risk Profiling Theme	Failure to have statutory requirements of a Corporate Business Plan and Strategic Community Plan
Risk Category	Compliance
Risk Description	Non-compliance of Local Government regulations
Consequence Rating	Moderate (3)
Likelihood Rating	Rare (1)
Risk Matrix Rating	Low (3)
Key Controls (in place)	Scheduled reviews
Action (Treatment)	Undertake annual and periodic reviews
Risk Rating (after treatment)	Adequate

Statutory Implications:

Local Government Act 1995 section 5.56 (1)

Local Government (Administration) Regulations 1996 section 19C

Local Government (Administration) Regulations 1996 section 19DA

Voting Requirements: Simple Majority Absolute Majority

Officer Recommendation

RESOLUTION 120624

Moved Cr KA Fuchsbichler

Seconded Cr KM Burrell

That Council, endorse the revised Council Actions detailed in the Shire of Koorda Integrated Strategic Plan.

CARRIED BY ABSOLUTE MAJORITY 6/0


FOR: Cr JM Stratford, Cr GW Greaves, Cr NJ Chandler, Cr KM Burrell, Cr KA Fuchsbichler, Cr S Christie

Cr NJ Chandler disclosed an Impartiality interest in item 13.2 *Proposed CRC Deed of Agreement* as he is a committee member of the CRC.

6.32pm – Cr KA Fuchsbichler withdrew from the chambers.

6.33pm – Cr KA Fuchsbichler returned to the chambers.

13.2. Proposed CRC Deed of Agreement

Corporate and Community		
Date	20 June 2024	
Location	Not Applicable	
Responsible Officer	Zac Donovan, Chief Executive Officer	
Author	As above	
Legislation	Nil	
Disclosure of Interest	Nil	
Purpose of Report	<input checked="" type="checkbox"/> Executive Decision <input type="checkbox"/> Legislative Requirement <input type="checkbox"/> Information	
Attachments	Draft Deed of Agreement CRC	

Background:

The Shire has had a long relationship with the Koorda Community Resource Centre including the contracting of community development functions and services, the scope of which have been determined not sufficient to warrant an additional Shire FTE.

The Shire allocates \$25,000 per annum to support the Koorda CRC in undertaking functions and services as requested. In addition to providing these services, the engagement of the Koorda CRC also enables the Shire to align with State Government agency funding requirements of the CRC.

The Koorda CRC provides valued and necessary functions for the Shire and ratepayers, plays a significant role in supporting various community and sporting groups, successfully manages the operation of the Koorda Drive-In and facilitates information and advice for tourists and visitors to Koorda.

The Koorda CRC functions and services provided for the Shire of Koorda are formalised in an agreement, which is currently lapsed and is in need of revision and renewal. In addition, Council has requested more clearly defined requirements of the Koorda CRC and revised reporting requirements.

The proposed revised agreement between the Shire of Koorda and the Koorda Community Resource Centre is attached. Once endorsed by Council the agreement will be presented to the Koorda CRC committee for consideration. The Shire of Koorda draft budget (2024-25) currently includes a \$25,000 allocation for the Koorda CRC.

Comment:

The draft agreement between the Shire of Koorda and Koorda CRC (as attached), aims to capture feedback provided by Elected Members as requested on May 23.

Major themes in the feedback from Elected Members were:

- Reporting Requirements: Preference for required services and functions to have quantitative measures and reporting targets.

- Grants Access: There is appetite for the Koorda CRC to be more proactive in presenting grant opportunities and supporting community and sporting groups to apply for grant funding.
- Drive-In Management: Recognition that the operation of the Drive-In is a function better outsourced to the CRC than managed by Shire administration staff.
- Duplicate Services: Questions as to services reported by the CRC as provided to the Shire were also those required and funded by the State Government.
- Community Activities: Preference for community activities, events and support for specific groups be clearly defined by the Shire as to required deliverables.
- Community Meetings: Concern the CRC allocated time attending on community meetings either not required by the Shire or that were fee-for-service positions.

As presented in the draft Agreement (attached) and detailed below, these themes have been encompassed in the obligations proposed for the Koorda Community Resource Centre in accepting the Shire funding of \$25,000 per annum.

The obligations for the Koorda CRC under the draft agreement are:

1. Koorda Drive-In: Manage operation of the monthly Koorda Drive-In screenings including sourcing content, promotion, managing ticket and food and beverage sales, coordination of staffing and management of facilities.
2. Grant Access: Create and maintain a grant opportunity alert service to email Koorda community and sporting groups as grant funding becomes available. Assist the groups in completing grant applications as required.
3. Volunteer Register: Create a register of local volunteers - capturing contact details, skills, interests and availability – to email volunteering requests from local community and sports groups as lodged with the CRC.
4. Community Programs: Develop and implement activity programs for specific demographics to include Youth, Seniors and Business. Activity support for Visiting Clubs and Groups. Participate and support Shire of Koorda consultation groups as requested.
5. Community Events: Develop and implement community activities and events for Australia Day and an annual Volunteer appreciation event. Other community events may be requested by the Shire and will be subject to capacity within the Agreement.
6. Visitor Support: Provide information and advice to tourists and visitors to Koorda CRC.
7. Narkal Notes: Publish two pages of Shire of Koorda supplied content per week.
8. Legal: Comply with all legislation, Shire of Koorda policies, risk management and insurance requirements as is applicable to the CRC obligations within the Agreement.
9. Reputation: Not to disparage or bring the Shire of Koorda into disrepute and maintain confidentiality as is appropriate to the CRC obligations within the Agreement.
10. Reporting: Provide a written report to the Shire of Koorda CEO on the first day of each month (or the next normal business day) as per section 5. (Reporting) of the Agreement.

The proposed Agreement is scheduled for a three-year term with provisions for the either Party to exit following annual performance reviews, and after a period of three months to remedy any issues defined in the review.

To facilitate the annual performance review and ensuring ongoing performance management the Agreement sets out, as shown, clear obligations as to specific tasks and functions, along with a quantitative-focussed reporting requirements.

The performance targets and as such monthly reporting requirements included in the Agreement are as follows:

OBLIGATION	COMPONENT	TARGET
DRIVE-IN	Ticket sales (attendances) per screening	120
	Food and beverage sales per screening	\$750
GRANT ACCESS	Create Grant Alert Service	Dec 2025
	Complete Grants for community and sporting groups	6 p.a.
VOLUNTEER REGISTER	Create Volunteer Register	Dec 2025
	Access register at request of community groups	12 p.a.
COMMUNITY PROGRAMS	Coordinate activities for Youth Group	25 p.a.
	Coordinate activities for Seniors	12 p.a.
	Coordinate activities for Koorda Business cohort	Quarterly
	Assist visiting Clubs and Groups	12 p.a.
COMMUNITY EVENTS	Develop and coordinate Australia Day breakfast	Jan 2025
	Develop and coordinate Australia Day pool party	Jan 2025
	Develop and Coordinate Koorda Volunteer event	Mar 2025
VISITOR SUPPORT	Provide information and advice to visitors to CRC	120 p.a.
NARKAL NOTES	Publish two pages of Shire of Koorda content	Per week

The Agreement, once endorsed by Council will be provided to the Koorda CRC committee and CEO for input on capacity and performance expectations. The response from the Koorda CRC will then be presented to Council for consideration.

Consultation:

Shire of Koorda Elected Members
 Kim Storer, Koorda Community Resource Centre
 Lana Foote, Deputy Chief Executive Officer

Policy Implications:

Nil

Strategic Implications:

Shire of Koorda Integrated Strategic Plan 2022

1.1 Local people feel safe, engaged, and enjoy a healthy and peaceful lifestyle.

1.2 Local volunteer groups are supported through initiatives that reduce volunteer fatigue and strengthen their resilience.

Financial Implications:

Budget allocation of \$25,000 per annum

Risk Implications:

Risk Profiling Theme	Failure of Koorda CRC to meet Agreement obligations.
Risk Category	Service delivery
Risk Description	Non-compliance of Local Government regulations
Consequence Rating	Short term temporary interruption (2)
Likelihood Rating	Unlikely (2)
Risk Matrix Rating	Low (4)
Key Controls (in place)	Reporting requirements as part of Agreement
Action (Treatment)	Monthly reporting by CEO
Risk Rating (after treatment)	Adequate

Statutory Implications:

Nil

Voting Requirements: Simple Majority Absolute Majority

Officer Recommendation
RESOLUTION 130624

Moved Cr KM Burrell

Seconded Cr JM Stratford

That Council, endorse the draft Agreement between the Shire of Koorda and Koorda Community Resource Centre, be presented to the CRC with a view to proceeding with adoption of such.


CARRIED 6/0

FOR: Cr JM Stratford, Cr GW Greaves, Cr NJ Chandler, Cr KM Burrell, Cr KA Fuchsbichler, Cr S Christie

Cr KM Burrell disclosed a Financial interest in item 13.3 *Licensing Service Transfer Request* as she is the business owner of the Koorda LPO.

6.56pm Cr KM Burrell withdrew from the chambers.

13.3. Licensing Service Transfer Request

Corporate and Community		 Shire of Koorda <small>Drive in, stay awhile</small>
Date	20 June 2024	
Location	Not Applicable	
Responsible Officer	Zac Donovan, Chief Executive Officer	
Author	As above	
Legislation	Nil	
Disclosure of Interest	Nil	
Purpose of Report	<input checked="" type="checkbox"/> Executive Decision <input type="checkbox"/> Legislative Requirement <input type="checkbox"/> Information	
Attachments	Letter – DOT Licensing Service	

Background:

Currently the Shire operates the licensing service on behalf of the Department of Transport. The Shire receives a commission on services as provided and most recently re-signed the Agreement with the Department on 23 June 2021.

The Shire has been approached (as per attached correspondence) by the operator of the Koorda Post Office (Cr Kylie Burrell) requesting that the Shire consent to sharing the delivery of the licensing service. As detailed in the correspondence and confirmed by the CEO in a telephone conversation with Cr Burrell, the Koorda Post Office would ultimately prefer to be the sole operator of the DoT licensing services.

Should Council support the request, the current Agreement with the Department of Transport enables the Shire to initiate an exit on provision that it maintains the service for a period that enables the Department to establish an alternative provider.

Comment:

The item has been brought to Council as it concerns a business operated by a current Elected Member, is a long-term community service provided by the Shire and which has minor budgetary implications.

It is recommended that Council supports the transfer of the Department of Transport licensing service to the Koorda Post Office.

In support of this recommendation:

- The Shire receives commissions from the Department of Transport of approximately \$9500 per annum for providing the licensing service.
- However, the Shire allocates 16 FTE hours per week to provide the licensing service for a cost of \$24,000 per annum.
- Free of licensing service demands, greater staff attention could be afforded updating and transitioning the Shire records' system and preparing for Privacy and Responsible Information Sharing legislation, set to be enacted in June 2025.

- As per the attached correspondence, the Koorda Post Office is open to the public later each day than the Shire offices (5pm as opposed to 4pm) and is open throughout the Christmas period, when the Shire closes the office for two weeks.
- There would also be synergies for the public as (conveyed in correspondence) the Koorda Post Office is currently in the process of securing capacity to complete Firearms Licences, Working with Children checks and Identity checks.
- The Koorda Post Office is a local business and ideally the Shire should prefer not to undertake functions that a local business prefers to provide, and indeed should support local commerce in its endeavours.
- Should the Koorda Post Office business circumstances change, the licensing services could be returned to the Shire under similar contingencies as the Department requires with the current Agreement

Consultation:

Cr Kylie Burrell, in her role as operator of the Koorda Post Office
Lana Foote, Deputy Chief Executive Officer

Policy Implications:

Nil

Strategic Implications:

Shire of Koorda Integrated Strategic Plan 2022
2.1 Our local economy grows in a sustainable manner

Financial Implications:

Loss of \$9500 per annum revenue from Department of Transport licensing commissions.

Risk Implications:

Risk Profiling Theme	Reputation loss if service needs to be returned to Shire
Risk Category	Reputation
Risk Description	Substantiated public embarrassment
Consequence Rating	Moderate (3)
Likelihood Rating	Rare (1)
Risk Matrix Rating	Low (3)
Key Controls (in place)	Koorda Post Office business plan to undertake complementary licensing functions.
Action (Treatment)	Contingency in DoT agreement mitigates service interruption.
Risk Rating (after treatment)	Adequate

Statutory Implications:

Nil

Voting Requirements: Simple Majority Absolute Majority

**Officer Recommendation
RESOLUTION**

Moved Cr

Seconded Cr

That Council, support staff commence the transfer of the Department of Transport licensing services to the Koorda Post Office.

No mover was received for the original motion. An alternative motion was put.

CARRIED

FOR:

**AMENDMENT MOTION:
Officer Recommendation
RESOLUTION 140624**

Moved Cr KA Fuchsbichler

Seconded Cr JM Stratford

That Council, at this stage, do not support the transfer of the Department of Transport Licensing services to the Koorda Post Office and request the President/CEO write to the Koorda LPO and advise them of the resolution.

CARRIED 5/0

FOR: Cr JM Stratford, Cr GW Greaves, Cr NJ Chandler, Cr KA Fuchsbichler, Cr S Christie

7.28pm - Cr KM Burrell re-joined the meeting and the Presiding person advised her of the outcome of item 13.3.

14. OFFICER'S REPORTS – WORKS & ASSETS

Nil.

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

**Officer Recommendation
 RESOLUTION 150624**

Moved Cr NJ Chandler

Seconded Cr JM Stratford

That Council accepts;

a) late item '15.1 Medical Service Agreement – Commercial in Confidence' to the June 2024 Council Agenda for consideration.

CARRIED 6/0

FOR: Cr JM Stratford, Cr GW Greaves, Cr NJ Chandler, Cr KM Burrell, Cr KA Fuchsbichler, Cr S Christie

**Officer Recommendation
 RESOLUTION 160624**

Moved Cr JM Stratford


Seconded Cr NJ Chandler

That Council closes the meeting to the public at 7.31pm in accordance with s5.23(2)(b) & (c) of the Local Government Act, as item 15.1 deals with the personal affairs of a person and a contract may be entered into, by the local government.

CARRIED 6/0

FOR: Cr JM Stratford, Cr GW Greaves, Cr NJ Chandler, Cr KM Burrell, Cr KA Fuchsbichler, Cr S Christie

15.1 Medical Service Agreement – Commercial in Confidence

Urgent Business		
Date	26 June 2024	
Location	Not Applicable	
Responsible Officer	Zac Donovan, Chief Executive Officer	
Author	As above	
Legislation	Nil	
Disclosure of Interest	Nil	
Purpose of Report	<input checked="" type="checkbox"/> Executive Decision <input type="checkbox"/> Legislative Requirement	
Attachments	Draft Deed of Agreement	

Voting Requirements: Simple Majority Absolute Majority

**Officer Recommendation
RESOLUTION 170624**

Moved Cr KM Burrell

Seconded Cr S Christie

That Council, endorse the President and CEO to sign on behalf of the Shire of Koorda, the draft Deed of Agreement with the Shire of Wongan-Ballidu to access the Wongan Hills Medical Centre medical services contract.

CARRIED 6/0

FOR: Cr JM Stratford, Cr GW Greaves, Cr NJ Chandler, Cr KM Burrell, Cr KA Fuchsbichler, Cr S Christie

**Officer Recommendation
RESOLUTION 180624**

Moved Cr NJ Chandler

Seconded Cr KM Burrell

That Council re-opens the meeting to the public at 7.38pm.

CARRIED 6/0

FOR: Cr JM Stratford, Cr GW Greaves, Cr NJ Chandler, Cr KM Burrell, Cr KA Fuchsbichler, Cr S Christie

16. Elected Members' Motions

Nil.

17. Matters Behind Closed Doors

Nil.

18. Closure

The President thanked everyone for their attendance and closed the meeting at 7.40pm.

Signed: Stratford

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

Date: 17 July 2024