

2019

MINUTES

Shire of Koorda

20/03/2019

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SHIRE OF KOORDA MINUTES

**FOR THE ORDINARY MEETING OF COUNCIL
Held in the Council Chambers, Allenby Street,
Koorda, Wednesday 20 March 2019 at 4.32pm**

1 DECLARATION OF OPENING

The Presiding Person declared the meeting open at 4.32pm

2 ANNOUNCEMENT OF VISITORS

4.38pm Koorda Primary School Staff
Principal Louise Armstrong & Teachers; Kate Jackson & Loralie Edgecombe

3 RECORD OF ATTENDANCE

3.1 *Record of Attendance:*

CR FJ Storer	President
CR PL McWha	Deputy President
CR BG Cooper	Councillor
CR LC Smith	Councillor
CR JM Stratford	Councillor
CR GW Greaves	Councillor
CR RDG Storer	Councillor

Gary Martin	Acting CEO
Lana Foote	MoFA

3.2 *Apologies:*

3.3 *Approved Leave of Absence:*

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

4 QUESTION TIME FOR THE PUBLIC

4.1 *Response to Previous Public Questions Taken on Notice*

4.2 *Public Question Time Open*

4.3 *Public Question Time Closed*

5 APPLICATIONS FOR LEAVE OF ABSENCE

Nil

6 DECLARATIONS OF INTEREST

Item 13.1.1: Confidential – CEO Appointment and Contract: Acting CEO Gary Martin declared a Financial interest as it relates to his employment.

7 PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS

Cr JM Stratford: Attended LHAG meeting in Wyalkatchem on 28th February. Will bring up items in forum. The Crisp wireless session held at the Koorda CRC on Monday 18th was well supported with 15 in attendance.

Cr GW Greaves: CEO interviews were well run and conducted. Well done to WALGA on assistance and organisation. Attended the Rural Water council meeting Friday 15th. It was the biggest meeting in 5 years, in relation to attendance, the topic of discussion was the standpipe changes, to discuss more in forum.

Cr G Storer: attended the DOAC (District Operations Advisory Committee) bush fire brigade meeting in Northam. Will be able to discuss more once the minutes have been circulated.

8 CONFIRMATION OF MINUTES FROM PREVIOUS MEETINGS

8.1 ORDINARY MEETING HELD 27 February 2019

COUNCIL DECISION Officer Recommendation

Moved Cr GW Greaves

Seconded Cr LC Smith

That the Minutes of the Koorda Shire Council Ordinary Meeting held on the 27 February 2019, as circulated be confirmed and certified as a true and accurate record.

**PUT AND CARRIED: 7/0
RESOLUTION NO: 010319**

8.2 AUDIT COMMITTEE MEETING HELD 7 March 2019

COUNCIL DECISION Officer Recommendation

Moved Cr PL McWha

Seconded Cr JM Stratford

That Council endorse the minutes of the Audit Committee Meeting held on Thursday 7 March 2019 as the item is being addressed in 11.1.4: Local Government Statutory Compliance Audit.

**PUT AND CARRIED: 7/0
RESOLUTION NO: 020319**

9 ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT DISCUSSION

Thanks for everyone's participation in regard to the CEO interviews. The process was well run, and members maintained respectable etiquette.

Council wish to pass their condolences on to Beaton family on passing on Frank, a long-term resident in the Koorda Shire. The funeral was well attended.

Council wish to pass condolences to Joan Hearl's family (Frank Beaton's Sister)

Attended the RRG Chair meeting in Perth last week. There are a few minor issues that may affect Koorda, however these will be raised in forum.

10 REPORTS OF COMMITTEES


CONFIRMED

11 CHIEF EXECUTIVE OFFICERS REPORT

11.1 Governance and Administration

11.1.1 NEWROC COUNCIL MEETING 26th February 2019 at Nungarin

Section 5.23 – Applicability

Location:	NEWROC Regions
Portfolio:	Governance, Administration and Finance Cr JM Stratford
File Reference:	ADM 0105
Disclosure of Interest:	No Interest declared by CEO
Author:	Gary K Martin, Acting Chief Executive Officer
Signature of CEO	
Attachment:	Minutes (Attachments Page 2 – 19)

Background:

Minutes of the NEWROC Ordinary Meeting held on 26th February 2019 at Nungarin.

Comment:

The following issues were discussed:

- Item 5.1 List of Income and Expenditure
- Item 6.1 NEWROC Strategic Planning
- Item 6.2 Future Projects
- Item 6.3 NEWROC Telecommunications Project
- Item 6.4 NEWTRAVEL
- Item 6.5 Regional Subsidiary
- Item 7.1 Doctors at Merredin Regional Hospital

Next Ordinary meeting Tuesday 23 April 2019 at Mt Marshall

Consultation

Nil

Statutory Environment:

Nil

Policy Implications:

Nil

Financial Implications:

Nil

Strategic Implications:

Shire of Koorda Strategic Community Plan

C 1.6 - Develop successful and collaborative partnerships

C 2.3 - Facilitate resource sharing on a regional basis

Voting Requirement:

Simple majority

COUNCIL DECISION

Officer Recommendation

Moved CR BG Cooper

Seconded CR G Storer

That Council note and endorse the recommendations of the NEWROC meeting held at Nungarin on 26 February 2019.

**PUT & CARRIED: 7/0
RESOLUTION NO: 030319**

4.38pm: Koorda Primary School Visitors entered chambers

4.43pm SUSPEND STANDING ORDERS

Moved Cr GW Greaves

Seconded Cr JM Stratford

That standing orders be suspended to meet with the visitors

**PUT AND CARRIED: 7/0
RESOLUTION NO: 040319**

5.05PM RESUMPTION STANDING ORDERS

Moved Cr JM Stratford

Seconded Cr LC Smith

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

**PUT AND CARRIED: 7/0
RESOLUTION NO: 050319**

5.05pm: Visitors withdrew from chambers

11.1.2 **CEACA MEETING**
26th February 2019 at Nungarin

Section 5.23 – Applicability

Location:

Portfolio:

Governance, Administration and Finance

Cr JM Stratford

File Reference:

ADM 0237

Disclosure of Interest:

No Interest declared by CEO

Author:

Gary K Martin, Acting Chief Executive Officer

Signature of CEO



Attachment:

Minutes (Attachments Page 20 – 48)

Background:

Minutes of the CEACA Meeting held on 26th February 2019 at Nungarin.

Comment:

The following business issues were discussed:

- Item 8.1 Project Update (Financial) – Shire of Merredin
- Item 8.2 Project Managers Update – Access Housing
- Item 8.3 CEACA 2018/2019 Budget Review
- Item 8.4 Preparation of the 2019/2020 CEACA Budget
- Item 8.5 Transfer of Freehold Land Owned by the Shires of Bruce Rock, Kellerberrin, Koorda, Mukinbudin, Nungarin and Yilgarn to CEACA – Approval for Use of CEACA's Common Seal
- Item 8.6 Implications of GST for the CEACA Seniors Housing Project – Stage 2 Work – CEACA Registration as a Charitable Organisation.
- Item 8.7 Development of a Confidentiality Statement for CEACA (Attachment)
- Item 8.8 Development of a Head Lease Agreement between CEACA and Access Housing Australia (AHA)

The next meeting of CEACA Committee will be Wednesday 5 June 2019 in Merredin.

Consultation

Members of CEACA

Statutory Environment:

Nil

Policy Implications:

Nil

Financial Implications:

Nil

Strategic Implications:

Shire of Koorda Strategic Community Plan

C 1.6 - Develop successful and collaborative partnerships

C 2.3 - Facilitate resource sharing on a regional basis

E 1.3 - Support processes that will enhance local business access to professional services and advice

Voting Requirement:

Simple majority

COUNCIL DECISION

Officer Recommendation

Moved CR G Storer

Seconded CR BG Cooper


That Council note and endorse the recommendations of the CEACA meeting held at Nungarin on 26 February 2019.

**PUT & CARRIED: 7/0
RESOLUTION NO: 060319**

5.17pm: Cr PL McWha withdrew from Chambers

5.18pm: Cr PL McWha returned to Chambers

11.1.3 **NEWTRAVEL MEETING** 28th February at Nungarin

Section 5.23 – Applicability	
Location:	NEWTRAVEL Regions
Portfolio:	Governance, Administration and Finance Cr JM Stratford
File Reference:	ADM 0142
Disclosure of Interest:	No Interest declared by CEO
Author:	Gary K Martin, Acting Chief Executive Officer
Signature of CEO	
Attachment:	Minutes (Attachments Page 49 – 58)

Background:

Minutes of the NEWTRAVEL Ordinary Meeting held on 28th February 2019 at Nungarin.

Comment:

The following issues were discussed:

- Item 1 Previous Minutes
- Item 2 Correspondence
- Item 3 Financial Report
- Item 4 NEWROC Tourism Officer July – October 2018 Report
- Item 5.1 Wheatbelt Way Signage
- Item 5.2 Perth Caravan and Camping Show
- Item 6.1 Member Shire Reports

Next NEWTRAVEL General meeting Thursday 25th July 2019 in Westonia.

Consultation

Nil

Statutory Environment:

Nil

Policy Implications:

Nil

Financial Implications:

Nil

Strategic Implications:

- Shire of Koorda Strategic Community Plan
- C 1.6 - Develop successful and collaborative partnerships
- C 2.3 - Facilitate resource sharing on a regional basis

Voting Requirement:

Simple majority

COUNCIL DECISION
Officer Recommendation

Moved CR BG Cooper

Seconded CR PL McWha


That Council note and endorse the recommendations of the NEWTRAVEL meeting held at Nungarin on 26 February 2019.

PUT & CARRIED: 7/0
RESOLUTION NO: 070319

CONFIRMED

11.1.4 DELEGATED AUTHORITIES REVIEW

Section 5.23 – Applicability

Location:	Shire of Koorda
Portfolio:	Governance, Administration and Finance Cr JM Stratford
File Reference:	ADM 0147
Disclosure Of Interest:	No interest declared by the CEO
Author:	Gary K Martin, Acting Chief Executive Officer
Signature of CEO	
Attachment:	Copy of Delegations (Attachments Page 59 – 93)

Background:

Under the provisions of the Local Government Act 1995; it is necessary to review delegations at least annually.

Comment:

A copy of the existing Delegations has been included in the attachments.

The existing delegations have been reviewed by the author of this report and no amendment, deletion or new delegation is proposed.

However, it is recommended that the following advisory notations be added to the Instrument of Delegation and the notice in writing to employees informing them of these statutory obligations:

Prohibition (s5.71) and Code of Conduct

If an employee has been delegated a power or duty relating to a matter in which the employee has an interest the employee is prohibited from exercising the power or duty and must refer the matter to the CEO & the CEO to the Mayor or President.

Disclosure requirements (s5.75 and s5.76)

The delegation of a power or duty to an employee triggers the requirement to make disclosures in a primary and annual return. The LGA contains severe penalties for failure to comply.

Consultation:

Nil

Statutory Environment:

Local Government Act 1995 – Section 5.42
Local Government (Miscellaneous Provisions) Act 1960 – Section 374 (1b)
Bushfires Act – Section 10
Health Act – Section 26

Policy Implications:

Will become 'delegated authorities' until next review.

Financial Implications:

Nil

Strategic Implications:

Strategic Community Plan

C 1.2 - Develop a policy framework to guide Council's decision making (short term, 2-4 years)

C 2.2 - Promote a culture of continuous improvement processes (ongoing)

C 2.4 - Use resources efficiently and effectively (ongoing)

C 3.2 - Enhance the capacity and effectiveness of administrative processes (short term, in progress)

Voting Requirement:

Absolute majority

COUNCIL DECISION

Officer Recommendation

Moved CR GW Greaves

Seconded CR PL McWha

That Council note the review of Delegated Authorities and adopt the Register of Delegations for 2019/2020 with the addition of the advisory notations of:

Prohibition (s5.71) and Code of Conduct

If an employee has been delegated a power or duty relating to a matter in which the employee has an interest the employee is prohibited from exercising the power or duty and must refer the matter to the CEO & the CEO to the Mayor or President.


Disclosure requirements (s5.75 and s5.76)

The delegation of a power or duty to an employee triggers the requirement to make disclosures in a primary and annual return. The LGA contains severe penalties for failure to comply.

**PUT & CARRIED ABSOLUTE MAJORITY: 7/0
RESOLUTION NO: 080319**

11.1.5 LOCAL GOVERNMENT STATUTORY COMPLIANCE AUDIT

Section 5.23 – Applicability

Location:	Shire of Koorda
Portfolio:	Governance, Administration and Finance Cr JM Stratford
File Reference:	ADM 0121
Disclosure Of Interest:	No interest declared by the CEO
Author:	Gary Martin, Acting Chief Executive Officer
Signature of CEO	
Attachment:	Compliance Audit 2018 (Attachments Page 94 – 106)

Background:

There is a statutory requirement for a Local Government to carry out a Compliance Audit in respect of each calendar year.

A copy of the completed CAR is attached.

Comment:

The Compliance Audit Return for 2018 has been completed as required.

The audit was carried out internally by Shire staff and subsequently some major elements, such as the Registers of Financial Returns, were checked by the Acting CEO.

The Compliance Audit Return is:-

- Now presented to Council for adoption; and
- Should be submitted to the Department of Local Government by 31 March 2019.

The Compliance Audit Return covers various aspects of Statutory Compliance as required by the Local Government Act and various regulations.

These are matters that remain the responsibility of the Auditor to verify compliance. It is noted that the Compliance Audit Return does not contain several of the provisions of the Local Government (Financial Management) Regulations 1996.

Consultation:

Statutory obligation.

Statutory Environment:

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

Policy Implications:

Nil

Financial Implications:

Nil

Strategic Implications:

C 2.5 - Operate in a financially sustainable manner (ongoing)

C 3.3 - Provide reporting processes in a transparent, accountable and timely manner (short term, in progress)

Voting Requirement:

Absolute majority

COUNCIL DECISION

Officer Recommendation

Moved CR BG Cooper

Seconded CR JM Stratford

That Council receive and adopt the completed 'Compliance Audit Return' for the Shire of Koorda for the period 1 January 2018 to 31 December 2018 and that it be signed by the Shire President and Chief Executive Officer.


**PUT & CARRIED ABSOLUTE MAJORITY: 7/0
RESOLUTION NO: 090319**

CONFIDENTIAL

11.2 Finance

**11.2.1 MONTHLY FINANCIAL STATEMENTS
As at 28 February 2019**

Section 5.23 – Applicability

Location:	Shire of Koorda
Portfolio:	Governance, Administration and Finance Cr JM Stratford
File Reference:	ADM 0448
Disclosure Of Interest:	No interest declared by CEO
Author:	Lana Foote, Manager of Finance & Administration
Signature of CEO	
Attachment:	Monthly Financial Statement (Attachments Page 107 – 128)

Background:

Submission of monthly Financial Statements for period ended 28 February 2019.

Comment:

Monthly Financial Statements for the period ended 28 February 2019 for Council's information and acceptance. The variances are mentioned on Note 12 of Statement of Financial Activity.

Consultation:

Nil

Statutory Environment:

Local Government Act 1995, Section 6.4

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

Policy Implications:

Nil

Financial Implications:

Nil

Strategic Implications:

Shire of Koorda Strategic Community Plan

C 2.5 - Operate in a financially sustainable manner (ongoing)

C 3.3 - Provide reporting processes in a transparent, accountable and timely manner

Voting Requirement:

Simple majority

COUNCIL DECISION
Officer Recommendation

Moved CR JM Stratford


Seconded CR LC Smith

That the monthly Financial Statements for the period ended 28 February 2019, as presented, be received and adopted.

PUT & CARRIED: 7/0
RESOLUTION NO: 100319

CONFIRMED

11.2.2 **ACCOUNTS PAID AS LISTED**
As at 12 March 2019

Section 5.23 – Applicability	
Location:	Shire of Koorda
Portfolio:	Governance, Administration and Finance
	Cr JM Stratford
File Reference:	ADM 0448
Disclosure Of Interest:	No interest declared by CEO
Author:	Lana Foote, Manager of Finance & Administration
Signature of CEO	
Attachment:	Monthly Report List (Attachments Page 129 – 135)

Background:

Regulatory requirement to advise Council of payments made, since the previous meeting.

Comment:

The payments on the attached schedule have been made for the period to 12 March 2019 and are generally within budget guidelines and are of an operational nature. Payments for capital assets expenditure are:

V571	Coerco	\$7,736.30
V581	Mayday Earthmoving	\$220.00
V593	KTY Electrical	\$3,267.00
V594	Martin's Painting Service	\$25,520.00
V595	Routys Plumbing & Gas	\$5,346.00
V607	Arena Clauson Engineering Group	\$847.00
V608	Stallion Homes	\$62,667.00

Consultation:

Nil

Statutory Environment:

Local Government Act 1995, Section 5.42

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

Policy Implications:

Nil

Financial Implications:

Budget guidelines and constraints

Need to authorise unbudgeted expenditure (if any)

Strategic Implications:

Shire of Koorda Strategic Community Plan

C 2.5 - Operate in a financially sustainable manner (ongoing)

C 3.3 - Provide reporting processes in a transparent, accountable and timely manner

Voting Requirement:

Simple majority

COUNCIL DECISION

Officer Recommendation

Moved CR PL McWha

Seconded CR G Storer

That accounts as listed being for period 20 February 2019 to 12 March 2019.

Municipal Vouchers No's V568 to V610

Totalling

\$194,591.87

Credit Card Transactions (V597)

Totalling

\$ 809.90

Total

\$195,401.77


To be endorsed or passed for payment

**PUT & CARRIED: 7/0
RESOLUTION NO: 110319**

CONFIDENTIAL

11.2.3 **MONTHLY FINANCIAL POSITION** As at 12 March 2019

Section 5.23 – Applicability

Location:	Shire of Koorda
Portfolio:	Governance, Administration and Finance Cr JM Stratford
File Reference:	ADM 0448
Disclosure Of Interest:	No interest declared by the CEO
Author:	Lana Foote, Manager of Finance & Administration
Signature of CEO	
Attachment:	Financial Position (Attachments Page 136)

Background:

Current Monthly Financial position as at 12 March 2019 on various accounts.

Comment:

The Municipal Account's financial position as at 12 March 2019 indicated at this time.

Monthly Financial Position	Municipal Account	\$750,211.22
	Reserve Account	\$5,655,197.87
	Trust Account	\$42,691.11

Consultation:

Monthly advice

Statutory Environment:

Local Government Act 1995, Section 6.4

Policy Implications:

Regulation

Financial Implications:

Shows current financial position

Strategic Implications:

Shire of Koorda Strategic Community Plan

C 2.5 - Operate in a financially sustainable manner (ongoing)

C 3.3 - Provide reporting processes in a transparent, accountable and timely manner

Voting Requirement:

Simple majority

COUNCIL DECISION
Officer Recommendation

Moved CR LC Smith

Seconded CR BG Cooper


That the Financial Position, as at 12 March 2019, as presented, be noted, received and adopted.

PUT & CARRIED: 7/0
RESOLUTION NO: 120319

CONFIRMED

11.2.4 PURCHASE OF RECORDS MANAGEMENT SYSTEM

Section 5.23 – Applicability

Location:	Shire of Koorda
Portfolio:	Governance, Administration and Finance Cr JM Stratford
File Reference:	ADM 0075
Disclosure Of Interest:	No interest declared by CEO
Author:	Lana Foote, Manager of Finance & Administration
Signature of CEO	
Attachment:	Cost Estimates (Attachments Page 137)

Background:

Currently the Shire of Koorda has a manual records management system that is outdated and not in line with best practice for local government and records management standards. Over the last few years, we have been looking at possible options with other NEWROC Shire's to see if there was a possible savings, if several Shires were to install the software at the same time.

Recent CCC investigations and probity reports from other Shires have proven that the manual records management system is not suitable to the standards that are expected in Local Government.

At the December 2018 Ordinary Council meeting, Council made a procedural motion (RES 101218) to lay the item on the table for staff to source more information from neighbouring councils in relation to a "joint purchase" arrangement to reduce the total outlay in the purchase and implementation of the new records system. Council agreed that the joint purchase was the better option in relation to costs and support.

Comment:

Currently, the Shires of Mt Marshall and Wyalkatchem are looking at installing the Altus Records Management system this current financial year, and savings of \$16,350 or \$15.27% can be made in changing systems at the same time. At the December 2018 council meeting, both shires had a preference over the Synergy Soft (older) system and staff at Koorda preferred the look of the Altus system, which is the latest in Electronic Records Management, and with staff not having seen any Synergy system, it looked somewhat foreign and the Altus looked much simpler, more modern and easier to use.

Since the initial video conference, Wyalkatchem, Mt Marshall and Koorda attended a further video conference for the Altus system and from discussions between the three shires, the Altus system is preferred.

The quotes have been listed in the attachments (CONFIDENTIAL – COMMERCIAL IN CONFIDENCE) for Council to have a look at and the savings that can be made if 3 Shires are ordering and implementing the system together. Taryn, the CEO at Wyalkatchem has recommended Iris consulting to run training on the "Keywords for Council" which are the fundamental building blocks to ensuring the records system is set up correctly and in an orderly fashion, and that all staff are aware of the process in filing documents in the correct location. The

cost of this training would be \$2,000 and can be covered by the staff training budget. Current staff have not undertaken any form of records management or keywords for Council training.

The IT Visions records management systems are integrated with the IT Vision system, which is currently being run at the Shire of Mt Marshall. The Shire of Wyalkatchem will be looking at changing to this system for this financial year and the Shire of Koorda will be looking at changing also.

The current financial system run at these Shires is Quickbooks, which is not fully integrated with rates and other functions of local government. The processes of Quickbooks are also not quite up to the standards that are required for local government for checking transactions and internal auditing, which the IT Vision system will cater for. If the Shires can change over to this system together, a substantial savings can be made for the cost and training. It would also bring all of the NEWROC Shires into line with the same operating system for accounting, however this will be looked at being implemented, if approved by Council in 2019/2020.

Consultation:

IT Vision
NEWROC Shires
Shire of Dowerin

Statutory Environment:

Purchasing of the Records Management System will require a Budget Amendment as it is not currently in the 2018/2019 Annual Budget.

Policy Implications:

Nil

Financial Implications:

Funding is available in the IT & Admin Reserve to cover the cost of the system.

Strategic Implications:

- 2.2.1 Lobby for the technological infrastructure necessary to support commercial and business growth
- 4.2.1 Promote a culture of continuous improvement processes
- 4.2.2 Facilitate resource sharing on a regional basis

Voting Requirement:

Absolute majority

COUNCIL DECISION
Officer Recommendation

Moved CR G Storer

Seconded CR LC Smith

That the Acting Chief Executive Officer be authorised to purchase the Altus Records Management System for the amount of \$90,750 with funds being transferred from the IT Reserve subject to the proviso of two other NEWROC Shires purchasing the same software.

**PUT & CARRIED ABSOLUTE MAJORITY: 7/0
RESOLUTION NO: 130319**

CONFIRMED

11.3	Law, Order & Public Safety
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No items this month

11.4	Health and Building
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No items this month

11.5	Education & Welfare
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No items this month

11.6	Housing
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No items this month

11.7	Community Amenities
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No items this month

11.8	Recreation and Culture
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No items this month


11.9	Transport
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No items this month

11.10 Economic Services

11.10.1 **FIXED STANDPIPES REVIEW – CARRIED FORWARD FROM FEBRUARY MEETING**

Section 5.23 – Applicability

Location:	Shire of Koorda
Portfolio:	Economic, Other Property & Services and Reserves Cr G Storer
File Reference:	ADM 0384
Disclosure of Interest:	No Interest declared by CEO
Author:	Gary K Martin, Acting Chief Executive Officer
Signature of CEO	
Attachment:	Standpipe Information (Attachments Page 138 – 158)

Background:

The Council is required to consider the reclassification of fixed standpipes within the Shire following a review and new policy direction by the Water Corporation.

In 2017, the Water Corporation commenced a review of fixed standpipes and analysed all aspects of the management of these standpipes including the classification of account types, the infrastructure installed at the point of distribution, pricing and policy governing the use of the standpipes.

A major issue identified was that of commercial operators drawing water at local government concessional rates. In some extreme cases the draw was so heavy it was causing shortages in some regional towns.

The Corporation published an Issues Paper in 2017 and this was circulated to various interested parties including Shires, WALGA, DFES and the Regional Development Commissions. The feedback received was then used to develop the Corporations new model for managing the standpipes throughout the State.

The Corporation is now moving to implement its new management regime and billing structure from 1 July 2019. The major change is the way standpipes are billed, with four categories:

1. LA Standpipe (used by the Shire only) and must be locked or controlled in some way so that the public has no access and it can be of any size meter. Concessional rates apply. No service charge.
2. Community standpipe. This is only available at a 20mm or 25mm size now and the 20mm service charge will apply.
3. Commercial standpipe. Any meter above 25mm will now be seen as being used for commercial purposes and will be charged at commercial rates.
4. Fire fighting standpipes. No change just a new category to identify easier. A 100% discount still applies. But these need to be controlled to ensure commercial operators are not accessing them and which could become problematic in the future if insufficient water is available if a fire occurs.

The new pricing structure is linked to the size of the of the standpipe meter, as this determines the flow rate. Small standpipes (20 – 25mm) generally deliver between 20-40 litres per minute. Large standpipes (any pipe larger than 25mm) generally deliver from 80 litres per minute and above.

All LGA standpipes with a meter size of 20 to 25mm will receive concessional rates and are to be used by the Shire and for community purposes only (such as drought assistance for farmers of householders not connected to scheme water when drought conditions are announced by the State Government).

All standpipes with a meter size above 25mm will be charged at a commercial rate, but an exemption charge will apply for water used for fire fighting purposes. Standpipes with a meter above 25mm that are locked or in a Shire depot for Shire use only will be able to access the concessional rate by providing evidence of the ability to control user access.

The concessional rate is cut off at 25mm water main size because it is then regarded that the lower flow rate is less likely to be able to deliver more than 49 kl per day which would qualify for a major consumer agreement. Anything above 25mm is viewed as being for a commercial purpose.

These changes have been due to some commercial customers accessing LGA owned standpipes with concessional rates which are below the regulated Town Class rate for the location as set by the Government. Water is a precious resource as is regulated like any other valuable resource and correct pricing enforced. Previous abuse of the system has led to the changes being implemented.

Fixed standpipes provide an essential source of water for customers that are remote from reticulated water schemes, amenities to communities by enabling Shires to maintain infrastructure and building activities, and enable economic growth by supplying businesses that rely on carted water.

The intent of the changes is that commercial customers will pay consistently across the State – however it imposes changes and greater control obligations on local governments.

Comment:

I am not aware of the Council's previous involvement in this matter, if any, or awareness of the actual standpipes and their location or usage.

The Shire has six standpipe connections as per the attached plan and detailed as:

Account Number	Meter Number	Meter Size	Location	Purpose
9013619735	BC0404754	20	Koorda Cemetery	Fire
9007963337	FC000040	50	Kulja	Fire and farm
9007961016	FK1350033	50	Graves Road	Possible
decommission				
9007961008	WFM0250131	50	Graves Road	Fire and farm
9007955177	FK1350090	50	Margaret Road	Fire and farm
9007649073	HK1200036	80	East of Mollerin	Fire and farm

The Shire is required to classify these standpipes including consideration of any need to rationalise any. For example, 9007961008 is understood to actually consist of two watering points.

Unless the larger meter size standpipes are classified as Local Government use only and effectively locked and controlled, they will be deemed to be commercial and charged at the town based rate.

If classified as for fire fighting only, there will be no public access apart from DFES and volunteer fire fighting units.

The four classifications are:

Local Authority	Locked and no public access.	Any size meter
Community	Public use. Farmland tariff	Only 20 – 25mm
Commercial	Public commercial use Town charges	Any above 25mm
Firefighting	Fire fighting only. Locked	

Once the Council have decided on the classification for each of its Standpipes, there will be a need to control access. The options are:

- Coin operated
- Swipe card (pre or post paid)
- Credit Card
- Honesty system

It appears that the consumption and charges for water from the standpipes in recent years has not been exorbitant and that the Shire has not experienced large quantities being used by a commercial entity and incurring large costs.

The reclassification of any standpipe to a Local Government, or fire fighting only status may reduce the cost of water, but it will incur significant upfront costs to control their use including adequate locking and potentially community concern at lack of access. Similarly the classification to commercial will not only increase the cost of water but also require expensive control measures to be introduced.

An option that the Council may wish to consider, particularly as most of the standpipes are of 50mm or larger, is to classify one or more as commercial and therefore open to all users – with the Shire paying the far higher tariffs. If it is then found that this annual cost is too high for all or any standpipes that the Council then reconsider the classification and/or the cost of installing control measures (locking and card type facilities).

Another option is to classify one or more as Community use with the Water Corporation changing the meter size to 25mm free of charge. This option may require suitable tank storage to be provided in future.

Consultation

This item was deferred at the February Council meeting to allow community consultation.

Information was posted on the Shire Facebook site and Website but there has been limited response. For that reason comment on the feedback will be reported verbally at the Council meeting to allow any late comment to be considered.

Statutory Environment:

Nil

Policy Implications:

Nil

Financial Implications:

It is likely that the cost of standpipe water will increase significantly due to the change in policy. The classification of the standpipes to either Local Authority or fire fighting mitigates against that but will create management and control issues for the Shire and access problems for farmers. To qualify, the Shire will need to demonstrate that it has the ability to control user access (locked system).

If the Shire intends to control and recoup the cost of water from users, this will also incur significant capital costs to install suitable infrastructure, such as swipe card technology.

Strategic Implications:

Shire of Koorda Strategic Community Plan
C 1.6 - Develop successful and collaborative partnerships
4.2.3 - Use resources efficiently and effectively

Voting Requirement:

Simple majority

COUNCIL DECISION
Officer Recommendation

Moved CR GW Greaves

Seconded CR G Storer

That Council note the proposed changes to the management of standpipes and increased tariff charges and nominate all existing Shire standpipes as Local Government purposes only.

PUT & CARRIED: 7/0
RESOLUTION NO: 140319

11.11 Other Property & Services

No items this month

11.12	Reserves
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No items this month

12	ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN
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CONFIRMED

13 NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF THE MEETING

**COUNCIL DECISION
Officer Recommendation**

Moved CR LC Smith

Seconded CR G Storer

That the late item 13.1.1: Confidential – CEO Appointment, be accepted to agenda for consideration.

**PUT & CARRIED: 7/0
RESOLUTION NO: 150319**

**COUNCIL DECISION
Officer Recommendation**

Moved CR PL McWha

Seconded CR GW Greaves

That the meeting be closed to the public in accordance with Section 5.23(a)(b) and (e) of the Local Government Act 1995 to consider Item 13.1.1: Confidential – CEO Appointment and Contract.

**PUT & CARRIED: 7/0
RESOLUTION NO: 160319**


6.05 pm: Meeting was closed to the public

6.05pm: MoFA withdrew from the chambers

CEO Declared a financial interest in 13.1.1: Confidential – CEO Appointment and Contract as it impacts his term of appointment

13.1.1 **CONFIDENTIAL – CEO APPOINTMENT AND CONTRACT**

Section 5.23 – Applicability

Location:	Shire of Koorda
Portfolio:	Governance, Administration and Finance Cr JM Stratford
File Reference:	Personal Files
Disclosure Of Interest:	Financial interest declared by the CEO – impacts on term of appointment
Author:	Gary K Martin, Acting Chief Executive Officer
Signature of CEO	
Attachment:	WALGA Recruitment Services Report

****CONFIDENTIAL ITEM****

5.23. Meetings generally open to public

- (1) Subject to subsection (2), the following are to be open to members of the public —
 - (a) all council meetings; and
 - (b) all meetings of any committee to which a local government power or duty has been delegated.
- (2) If a meeting is being held by a council or by a committee referred to in subsection (1)(b), the council or committee may close to members of the public the meeting, or part of the meeting, if the meeting or the part of the meeting deals with any of the following —
 - (e) a matter that if disclosed, would reveal —
 - (i) a trade secret; or
 - (ii) information that has a commercial value to a person; or
 - (iii) information about the business, professional, commercial or financial affairs of a person,
where the trade secret or information is held by, or is about, a person other than the local government; and
- (3) A decision to close a meeting or part of a meeting and the reason for the decision are to be recorded in the minutes of the meeting.

COUNCIL DECISION Officer Recommendation

Moved CR GW Greaves

Seconded CR G Storer

That the meeting be re-opened to the public.

**PUT & CARRIED: 7/0
RESOLUTION NO: 170319**

6.17 pm: Meeting re opened to public

Voting Requirement:

Absolute majority

**COUNCIL DECISION
Officer Recommendation**

Moved CR PL McWha

Seconded CR JM Stratford

That Council:

Appoints Mr Darren Simmons to the position of Chief Executive Officer with the Shire of Koorda for the period of three (3) years commencing on 6 May 2019 and concluding on 5 May 2022;

Is of the belief that Mr Darren Simmons is suitably qualified for the position of Chief Executive Officer;

Is satisfied with the provisions of the proposed employment contract to be entered into with Mr Darren Simmons with a total contract package of \$189,975 per annum, which is within the advertised total package and within SAT Band 4, TRP range of \$126,956 to \$198,210;

Authorises the Shire President and Acting CEO to finalise the employment contract and apply the Common Seal; and

Authorises the Shire President and Acting CEO to facilitate the relocation and commencement of the new CEO.

**PUT & CARRIED ABSOLUTE MAJORITY: 7/0
RESOLUTION NO: 180319**

6.17pm: MoFA returned to the chambers

14 MATTERS FOR WHICH MEETING MAY BE CLOSED

15 DATE OF NEXT MEETING

Wednesday 17 April 2019 @ 4.30pm

16 CLOSURE

The President thanked Councillors for the participation and closed the meeting at 6.17pm

Signed

Presiding person at the meeting at which the minutes were confirmed

Date: 17 April 2019

CONFIRMED