

**2018**



# MINUTES

**Shire of Koorda**

**15/08/2018**

## CONTENTS

<b>1</b>	<b>DECLARATION OF OPENING .....</b>	<b>4</b>
<b>2</b>	<b>ANNOUNCEMENT OF VISITORS .....</b>	<b>4</b>
<b>3</b>	<b>RECORD OF ATTENDANCE .....</b>	<b>4</b>
	<b>3.1 Record of Attendance: .....</b>	<b>4</b>
	<b>3.2 Apologies: .....</b>	<b>4</b>
	<b>3.3 Approved Leave of Absence: .....</b>	<b>4</b>
<b>4</b>	<b>QUESTION TIME FOR THE PUBLIC .....</b>	<b>4</b>
	<b>4.1 Response to Previous Public Questions Taken on Notice .....</b>	<b>4</b>
	<b>4.2 Public Question Time Open .....</b>	<b>4</b>
	<b>4.3 Public Question Time Closed .....</b>	<b>4</b>
<b>5</b>	<b>APPLICATIONS FOR LEAVE OF ABSENCE .....</b>	<b>5</b>
<b>6</b>	<b>DECLARATIONS OF INTEREST .....</b>	<b>5</b>
<b>7</b>	<b>PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS.....</b>	<b>5</b>
<b>8</b>	<b>CONFIRMATION OF MINUTES FROM PREVIOUS MEETINGS .....</b>	<b>6</b>
	<b>8.1 ORDINARY MEETING HELD 18 July 2018.....</b>	<b>6</b>
<b>9</b>	<b>ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT DISCUSSION.....</b>	<b>6</b>
<b>10</b>	<b>REPORTS OF COMMITTEES .....</b>	<b>6</b>
<b>11</b>	<b>CHIEF EXECUTIVE OFFICERS REPORT.....</b>	<b>7</b>
	<b>11.1 Governance and Administration .....</b>	<b>7</b>
	11.1.1 NEWROC EXECUTIVE COUNCIL MEETING.....	7
	11.1.2 NEWTRAVEL MEETING .....	9
	11.1.3 REVIEW OF CODE OF CONDUCT .....	11
	11.1.4 NEWROC MOU.....	13
	<b>11.2 Finance.....</b>	<b>15</b>
	11.2.1 MONTHLY FINANCIAL STATEMENTS.....	15
	11.2.2 ACCOUNTS PAID AS LISTED.....	17
	11.2.3 MONTHLY FINANCIAL POSITION .....	19
	11.2.4 TRANSFER FROM IT RESERVE TO IT SUPPORT & RECORD MANAGMENT ACCOUNT.....	21
	<b>11.3 Law, Order &amp; Public Safety.....</b>	<b>23</b>
	<b>11.4 Health and Building.....</b>	<b>23</b>
	<b>11.5 Education &amp; Welfare.....</b>	<b>23</b>
	<b>11.6 Housing .....</b>	<b>23</b>
	<b>11.7 Community Amenities.....</b>	<b>23</b>
	<b>11.8 Recreation and Culture .....</b>	<b>23</b>
	<b>11.9 Transport.....</b>	<b>24</b>
	Cr R Storer declared an impartiality interest as he is chair of the group.....	24
	11.9.1 24	
	WHEATBELT SECONDARY FREIGHT ROUTE .....	24
	<b>11.10 Economic Services.....</b>	<b>26</b>
	<b>11.11 Other Property &amp; Services.....</b>	<b>26</b>
	<b>11.12 Reserves .....</b>	<b>26</b>
<b>12</b>	<b>ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN .....</b>	<b>26</b>
<b>13</b>	<b>NEW BUSINESS OF AN URGENT NATURE INTRODUCED .....</b>	<b>27</b>
	Cr McWha and Stratford declared an impartiality interest as members of the Netball/Basketball clubs.	
	27	
	13.1.1 FUNDING APPLICATION FOR NETBALL/BASKETBALL COURTS .....	27
	13.1.2 CEACA HOUSING DRAINAGE WORKS.....	29
<b>14</b>	<b>MATTERS FOR WHICH MEETING MAY BE CLOSED.....</b>	<b>32</b>
	CEO Declared a financial Interest as the item addresses wages and left the meeting at 5.52pm.....	32
	14.1 CEO REVIEW AND KPI's.....	32
<b>15</b>	<b>DATE OF NEXT MEETING .....</b>	<b>34</b>

UNCONFIRMED



# SHIRE OF KOORDA MINUTES

**FOR THE ORDINARY MEETING OF COUNCIL**  
Held in the Council Chambers, Allenby Street,  
Koorda, Wednesday 15 August 2018 at 4.30pm

## 1 DECLARATION OF OPENING

The presiding person declared the meeting open at 4.48pm

## 2 ANNOUNCEMENT OF VISITORS

## 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

David Burton	CEO
--------------	-----

### 3.2 Apologies: *Lana Foote*

### 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

A Leave of Absence request for the September Meeting has been received from Cr R Storer

### COUNCIL DECISION

Moved CR JM Stratford

Seconded CR BG Cooper

That Cr R Storer be granted Leave of Absence for the September Ordinary Meeting of Council

PUT & CARRIED: 7/0  
RESOLUTION NO: 010818

## 6 DECLARATIONS OF INTEREST

**Cr R Storer** declared an impartiality interest in item 11.9.1 as he is involved with the Wheatbelt Secondary Freight Group and an impartiality interest in item 13.1.2 as he is on the Board for CEACA as the Koorda Representative.

**Cr JM Stratford** declared an impartiality interest in item 13.1.1 as a member of the Koorda Basketball Club and a proximity interest in item 13.1.2 as the property involved adjoins her property.

**Cr PL McWha** declared an impartiality interest in item 13.1.1 as a member of the Koorda Netball Club and a proximity interest in item 13.1.2 as the property involved adjoins her property.

**Mr Burton (CEO)** declared an impartiality interest in item 13.1.2 as he is the Deputy Board Member for Koorda for CEACA and a financial interest in item 14.1.1 as it relates to his wages.

## 7 PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS

**Cr PL McWha** - attended Nature Play walk at Local Government Week, got some good ideas with regards to Lodge Street Park.

**Cr BG Cooper** – attended Local Government Week.

**Cr LC Smith** – attended Local Government Week and the refuse site in Cockburn, was informative.

**Cr JM Stratford** – attended NEWROC literary Luncheon. Day was well presented and well attended. Good Event. Attended Local Government Week.

**Cr GW Greaves** – attended Local Government Week, there were some interesting items, raised concerns with networking opportunities being limited. Congratulations Cr R Storer for Eminent Service Award presented at WALGA AGM.

**Cr G Storer** – attended Local Government Week, attended disaster awareness session, still concerned about some items concerning volunteers.

**8 CONFIRMATION OF MINUTES FROM PREVIOUS MEETINGS**

**8.1 ORDINARY MEETING HELD 18 July 2018**

**COUNCIL DECISION  
Officer Recommendation**

**Moved CR G Storer**

**Seconded CR BG Cooper**

**That the Minutes of the Koorda Shire Council Ordinary Meeting held on the 18 July 2018, as circulated be confirmed and certified as a true and accurate record.**

**PUT & CARRIED: 7/0  
RESOLUTION NO: 020818**

**9 ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT DISCUSSION**

**Cr R Storer** – Thanked Council for nomination for Eminent Service Award. Accepted award on behalf of Council as it is a group effort. Thanked all members for attending dinner Thursday night at Local Government Week.

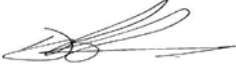
**10 REPORTS OF COMMITTEES**

## 11 CHIEF EXECUTIVE OFFICERS REPORT

### 11.1 Governance and Administration

#### 11.1.1 **NEWROC EXECUTIVE COUNCIL MEETING** 24 July 2018

##### **Section 5.23 – Applicability**

<b>Location:</b>	NEWROC Regions
<b>Portfolio:</b>	<b>Governance, Administration and Finance</b> Cr JM Stratford
<b>File Reference:</b>	ADM 0105
<b>Disclosure of Interest:</b>	No Interest declared by CEO
<b>Author:</b>	David N Burton, Chief Executive Officer
<b>Signature of CEO</b>	
<b>Attachment:</b>	Minutes

##### **Background:**

Minutes of the NEWROC Council Meeting held on 24 July 2018 at Koorda.

##### **Comment:**

The following issues were discussed:

- Item 4.1 LGIS – Human Resources and Risk Prevention - Information
- Item 6.1.1 Shire of Mukinbudin AC Voltage Reduction - Update
- Item 7.1 Income, Expenditure and Profit and Loss - Information
- Item 8.1 NEWROC Strategic Planning – Renewable Energy - update
- Item 8.2 Telecommunications Project – Update, Agreement presented to Crisp
- Item 8.3 NEWROC MOU – consideration of MOU, to be presented to Council
- Item 8.4 Regional Subsidiary – Purpose and Role of Executive Officer
- Item 9.1 Local government Health Plans - update
- Item 9.2 Member Council Insurance – service provision

##### **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 JM Stratford**

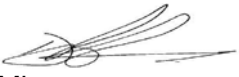
**Seconded CR PL McWha**

**That Council note and endorse the recommendations of the NEWROC Executive meeting held in Koorda on 24 July 2018.**

**PUT & CARRIED: 7/0**  
**RESOLUTION NO: 040818**



**11.1.2 NEWTRAVEL MEETING**  
**26 July 2018**

<b>Section 5.23 – Applicability</b>	
<b>Location:</b>	NEWROC Regions
<b>Portfolio:</b>	<b>Governance, Administration and Finance</b> Cr JM Stratford
<b>File Reference:</b>	ADM 0105
<b>Disclosure of Interest:</b>	No Interest declared by CEO
<b>Author:</b>	David N Burton, Chief Executive Officer
<b>Signature of CEO</b>	
<b>Attachment:</b>	Minutes

**Background:**

Minutes of the NEWTRAVEL Meeting held on 26 July 2018 at Wyalkatchem.

**Comment:**

The following issues were discussed:

- Item 1 Previous Minutes
- Item 2.1 Correspondence In
- Item 2.2 Correspondence Out
- Item 2.3 Business arising from Correspondence – Nil.
- Item 3.1 Financial Reports
- Item 3.2 Marketing Plan
- Item 4.0 NEWTravel Officers Report - Information
- Item 4.1 Quarterly Statistics - Information
- Item 5.1 Online Accommodation – Some Shires have implemented a couple of simple options. We will be looking into these and the costs. If we can have the online booking systems reduce the work of staff in a cost effective manner, we will be looking at installing it.
- Item 5.2 NEWTravel Membership Structure – Update on changes that will be adopted at AGM.
- Item 5.3 Stargazing in the Wheatbelt Way – Opportunities for additional attractions possible at a later date.
- Item 5.4 2018/2019 Marketing Plan – Where funds will be allocated.
- Item 6 Member Shire Reports.
- Item 6.1 Discussion on NEWTravel Name
- Item 6.2 Concerns raised over cost for Dowerin Field Day compared with Caravan and Camping Show.
- Item 6.3 Wheatbelt Bird Information – Discussions on activities for bird watchers.
- Item 6.4 Questionnaires to gather information from Wi-Fi Hotspots.

**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 GW Greaves**

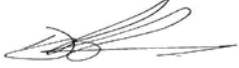
**Seconded CR PL McWha**

**That Council note and endorse the recommendations of the NEWTravel meeting held in Wyalkatchem on 26 July 2018.**

**PUT & CARRIED: 7/0  
RESOLUTION NO: 050818**

### 11.1.3 REVIEW OF CODE OF CONDUCT

#### **Section 5.23 – Applicability**

<b>Location:</b>	KOORDA
<b>Portfolio:</b>	<b>Governance, Administration and Finance</b> Cr JM Stratford
<b>File Reference:</b>	CRS 0349
<b>Disclosure of Interest:</b>	No Interest declared by CEO
<b>Author:</b>	David N Burton, Chief Executive Officer
<b>Signature of CEO</b>	
<b>Attachment:</b>	Code of Conduct Draft

#### **Background:**

The Code of Conduct was created about 8 years ago based on the standard WALGA template. The Code of Conduct is reviewed annually to ensure that it is up to date with any legislation changes. Several clauses were altered last year during the review.

#### **Comment:**

The Code of Conduct adopted by the Shire of Koorda is based on the WALGA provided template which was designed to be suitable to most Councils and provide some similarity between Councils. The base template of the code of Conduct has not been changed by WALGA.

While the template is designed to assist Councils in a uniform approach to the Code of Conduct, it can be individualised by each Council if required.

In order to ensure that the Code of Conduct is still relevant to Council and what is required, regular reviewing of the code is recommended.

It should be noted that there is currently a review of the Local Government Act 1995, which may have some significant changes to the Code of Conduct when it comes out.

For the current Code of Conduct, additional information has been included with regards to the use of Social Media. The areas of changes have been highlighted for Councils to easily identify.

With the changes to the Code of Conduct, we will be working through the document with staff to ensure that all staff are aware of the contents and the requirements.

#### **Consultation:**

WALGA Model Code of Conduct

#### **Statutory Environment:**

Nil

#### **Policy Implications:**

Nil

#### **Financial Implications:**

Nil

**Strategic Implications:**

S 2.6 - Provide to the community quality regulatory services (ongoing)

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

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

**Voting Requirement:**

Simple majority

**COUNCIL DECISION**  
**Officer Recommendation**

**Moved CR G Storer**

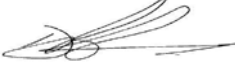
**Seconded CR BG Cooper**

**That the Shire of Koorda Code of Conduct as amended be adopted.**

**PUT & CARRIED: 7/0**  
**RESOLUTION NO: 060818**

## 11.1.4 **NEWROC MOU**

### **Section 5.23 – Applicability**

<b>Location:</b>	KOORDA
<b>Portfolio:</b>	<b>Governance, Administration and Finance</b> Cr JM Stratford
<b>File Reference:</b>	ADM 0105
<b>Disclosure of Interest:</b>	No Interest declared by CEO
<b>Author:</b>	David N Burton, Chief Executive Officer
<b>Signature of CEO</b>	
<b>Attachment:</b>	Draft MOU

### **Background:**

Through NEWROC the Shire of Koorda has agreed to continue to participate in NEWROC for a further two years until at least June 2020. The NEWROC Final MOU is submitted as a separate attachment, requiring signing by the Shire President and CEO the affixing of Shire of Koorda Common Seal.

The *Local Government Act 1995* Division 3 Section 9.49A states the following:

### **Division 3 — Documents**

#### **9.49A. Execution of documents**

- (1) A document is duly executed by a local government if —
  - (a) the common seal of the local government is affixed to it in accordance with subsections (2) and (3); or
  - (b) it is signed on behalf of the local government by a person or persons authorised under subsection (4) to do so.
- (2) The common seal of a local government is not to be affixed to any document except as authorised by the local government.
- (3) The common seal of the local government is to be affixed to a document in the presence of —
  - (a) the mayor or president; and
  - (b) the chief executive officer or a senior employee authorised by the chief executive officer,  
each of whom is to sign the document to attest that the common seal was so affixed.
- (4) A local government may, by resolution, authorise the chief executive officer, another employee or an agent of the local government to sign documents on behalf of the local government, either generally or subject to conditions or restrictions specified in the authorisation.
- (5) A document executed by a person under an authority under subsection (4) is not to be regarded as a deed unless the person executes it as a deed and is permitted to do so by the authorisation.

- (6) A document purporting to be executed in accordance with this section is to be presumed to be duly executed unless the contrary is shown.
- (7) When a document is produced bearing a seal purporting to be the common seal of the local government, it is to be presumed that the seal is the common seal of the local government unless the contrary is shown.

*[Section 9.49A inserted by No. 17 of 2009 s. 43.]*

**Comment:**

The NEWROC MOU is presented to Council for consideration of approving the document and for the Shire President and CEO to sign and Seal.

**Consultation:**

Caroline Robinson – NEWROC Executive Officer  
NERWROC Member CEO's

**Statutory Environment:**

Nil

**Policy Implications:**

Nil

**Financial Implications:**

Nil

**Strategic Implications:**

Shire of Koorda Strategic Community Plan 2018  
C 4.1.7 - Develop successful and collaborative partnerships  
C 4.2.1 - Facilitate resource sharing on a regional basis

**Voting Requirement:**

Simple majority

**COUNCIL DECISION**  
**Officer Recommendation**

**Moved CR GW Greaves**

**Seconded CR JM Stratford**

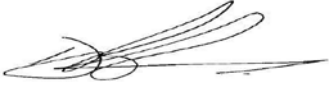
**That Council authorises the Shire President and CEO to sign and affix the Shire of Koorda Common Seal to the NEWROC MOU for the period July 2018 – June 2020.**

**PUT & CARRIED: 7/0**  
**RESOLUTION NO: 070818**

**11.2 Finance**

**11.2.1 MONTHLY FINANCIAL STATEMENTS  
As at 31 July 2018**

**Section 5.23 – Applicability**

<b>Location:</b>	Shire of Koorda
<b>Portfolio:</b>	<b>Governance, Administration and Finance</b> Cr JM Stratford
<b>File Reference:</b>	ADM 0448
<b>Disclosure Of Interest:</b>	No interest declared by CEO
<b>Author:</b>	Lana Foote, Manager of Finance & Administration
<b>Signature of CEO</b>	
<b>Attachment:</b>	Monthly Financial Statement

**Background:**

Submission of monthly Financial Statements for period ended 31 July 2018.

**Comment:**

Monthly Financial Statements for the period ended 31 July 2018 for Council's information and acceptance. The explanations for variances of \$10,000 and 10% or more are in Note 13 of the Financial Monthly Report.

**Consultation:**

Nil

**Statutory Environment:**

Local Government Act 1995, Section 6.4

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

**Policy Implications:**

Nil

**Financial Implications:**

Nil

**Strategic Implications:**

Shire of Koorda Strategic Community Plan

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

**Voting Requirement:**

Simple majority

**COUNCIL DECISION  
Officer Recommendation**

**Moved CR G Storer**

**Seconded CR BG Cooper**

**That the monthly Financial Statements for the period ended 31 July 2018, as presented, be received and adopted.**

**PUT & CARRIED 7/0  
RESOLUTION NO: 080818**



**11.2.2**                      **ACCOUNTS PAID AS LISTED**  
**As at 10 August 2018**

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

**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 from 19 July 2018 to the 10 August 2018 and are generally within budget guidelines and are of an operational nature. Payments for capital assets expenditure are:

V029	Northam Holden	\$15,943.00
V074	KTY Electrical	\$1,164.80
V077	MW Grant	\$21,010.00
V084	Solargain	\$17,459.20

**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 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 JM Stratford**

**That accounts as listed being for period from 19 July 2018 to 10 August 2018.**

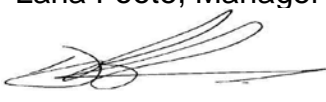
<b>Municipal Vouchers No: V025 to V091</b>	<b>Totalling</b>	<b>\$305,973.03</b>
<b>Credit Card Transactions</b>		<b>\$145.30</b>
	<b>Total</b>	<b>\$306,118.33</b>

**To be endorsed or passed for payment**

**PUT & CARRIED: 7/0**  
**RESOLUTION NO: 090818**

## 11.2.3 **MONTHLY FINANCIAL POSITION** As at 10 August 2018

### **Section 5.23 – Applicability**

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

### **Background:**

Current Monthly Financial position as at 10 August 2018 on the various accounts.

### **Comment:**

The Municipal Account's financial position as at 10 August 2018 indicated at this time.

Monthly Financial Position	Municipal Account	\$895,956.31
	Reserve Account	\$5,582,936.02
	Trust Account	\$44,267.40

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

**Voting Requirement:**

Simple majority

**COUNCIL DECISION  
Officer Recommendation**

**Moved CR GW Greaves**

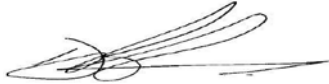
**Seconded CR JM Stratford**

**That the Financial Position, as at 10 August 2018, as presented, be noted, received and adopted.**

**PUT & CARRIED: 7/0  
RESOLUTION NO: 100818**

## 11.2.4 **TRANSFER FROM IT RESERVE TO IT SUPPORT & RECORD MANAGEMENT ACCOUNT**

### **Section 5.23 – Applicability**

<b>Location:</b>	Shire of Koorda
<b>Portfolio:</b>	<b>Governance, Administration and Finance</b> Cr JM Stratford
<b>File Reference:</b>	ADM 0448
<b>Disclosure Of Interest:</b>	No interest declared by the CEO
<b>Author:</b>	Lana Foote, Manager of Finance & Administration
<b>Signature of CEO</b>	
<b>Attachment:</b>	Nil

### **Background:**

As part of the 2018/19 budget, \$40,000 capital works is allocated for the replacement of the server. The total cost of the new server has been quoted at \$30,000 which will be capitalised. With the purchase of the new server, our IT consultants have recommended some upgrades critical to ensure the server is performing as best as it can.

In the current budget, we have an allocation of \$45,000 for IT Support & Record Management.

### **Comment:**

Last financial year, expenditure for IT Support and Record Management was \$30,000 which is generally the annual costs for IT support and management. If costs remain the same for this financial year, the \$15,000 remaining amount was set aside for the redesign and upgrade of the Council website, which is quoted at \$12,500. Currently the council website is very dark, dated, not overly user friendly and has no capacity for mobile use. Staff have been working with the team at Market Creations to create a vibrant look which is both user friendly and better reflects the Koorda community, and also offers a more user friendly approach for staff to update.

With the remaining funds from the IT Support and Record Management budget being allocated to the upgrade of the website, an amount of \$20,000 is requested to be transferred into the IT Support and Record Management account for the upgrade of software.

Office 365 software and the installation of a new Switch and Firewall are required to ensure the new server and our IT softwares are performing at the maximum they can.

Office 365 upgrade is required for Emails and Microsoft Office Licensing Compliance, the cost being quoted at \$10,000. Office 365 also incorporates the Share Point software platform which Council will take advantage of in the future for our electronic Records management system.

A new Switch and Firewall upgrade are quoted at \$10,000. The switch is a part of the server connection which houses all the ports that connect to the computers. Currently we are at full capacity and have no free positions and are having to switch between the EHO Office and Council Chambers when the computer network is required. With the installation of the new server an additional 3 ports will be required on top of all the ones currently taken up. With all the internet and connection issues at the medical centre, the internet service has been upgraded and the firewall recommendation is to ensure both the medical centre and the administration office

internet remain isolated from each other so there is no internet sharing across networks. This ensures there is a privacy buffer between both networks. This upgrade will ensure the full capacity of the internet speeds can be taken advantage of. The system also has the capacity to run phones and CCTV through it for when the copper network is disconnected and we move to VOIP (Voice over Internet Protocol) systems.

**Consultation:**

Darren Lee, Market Creations  
Nat Wallis, Wallis Computer Solutions

**Policy Implications:**

Nil

**Financial Implications:**

In order to allow for changes and upgrades to IT, an additional budget allocation of \$20,000 from the IT & Admin Reserve is required.

**Strategic Implications:**

- Shire of Koorda Strategic Community Plan 2018
- 2.2.2 Provide relevant tourist information and marketing services
  - 4.2.1 Promote a culture of continuous improvement processes
  - 4.3.2 Enhance the capacity and effectiveness of administrative processes
  - 4.3.5 Provide flexible and attractive work conditions in a supportive work environment

**Voting Requirement:**

Absolute majority

**COUNCIL DECISION**  
**Officer Recommendation**

**Moved CR PL McWha**

**Seconded CR G Storer**

**That \$20,000 be transferred from the IT and Admin Reserve to the IT Support & Record Management Expenditure Account (E145095).**

**PUT & CARRIED ABSOLUTE MAJORITY: 7/0**  
**RESOLUTION NO: 110818**

<b>11.3</b>	<b>Law, Order &amp; Public Safety</b>
-------------	---------------------------------------

*No items this month*

<b>11.4</b>	<b>Health and Building</b>
-------------	----------------------------

*No items this month*

<b>11.5</b>	<b>Education &amp; Welfare</b>
-------------	--------------------------------

*No items this month*

<b>11.6</b>	<b>Housing</b>
-------------	----------------

*No items this month*

<b>11.7</b>	<b>Community Amenities</b>
-------------	----------------------------

*No items this month*

<b>11.8</b>	<b>Recreation and Culture</b>
-------------	-------------------------------

*No items this month*

## 11.9 Transport

**Cr R Storer declared an impartiality interest as he is chair of the group.**

### 11.9.1

#### **WHEATBELT SECONDARY FREIGHT ROUTE**

##### **Section 5.23 – Applicability**

**Location:**

KOORDA – WHEATBELT REGION

**Portfolio:**

**Transport and Communication**

Cr GW Greaves

**File Reference:**

RRG 0165

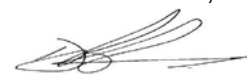
**Disclosure of Interest:**

No Interest declared by CEO

**Author:**

David N Burton, Chief Executive Officer

**Signature of CEO**



**Attachment:**

Information and Email

##### **Background:**

A request has been received by the Chair of the Wheatbelt North Regional Road Group (WBNRRG) for confirmation of Councils consideration of co-contribution of \$6,000 towards the project to go with a funding application in the next few months.

##### **Comment:**

The Wheatbelt Secondary Freight Route initiative has been an ongoing project for the last few years and we have had several items of information reported back to Council, but as a quick overview, the program is to look at other freight services required for the wheat belt region, not just grain to port and ensuring that the road infrastructure is able to support the freight. This project could lead to a large sum of funds being spent in the Wheatbelt to upgrade the roads.

The funding is included in the Shire of Koorda 2018/2019 Budget.

The chair of the WBNRRG is asking for a letter of support for the project so that it can be included with the funding application. The more support that can be shown for the application, the greater chance of funding being received as it is seen to show the importance of the program and the commitment of the local government bodies' involved.

##### **Consultation:**

Various Local Governments and Government Agencies

##### **Statutory Environment:**

Nil

##### **Policy Implications:**

Nil

##### **Financial Implications:**

Funding is allocated in the current budget for this program.



**Strategic Implications:**

Shire of Koorda Strategic Community Plan 2018

E 2.3.1 Facilitate transport services and infrastructure with key stakeholders.

E 2.3.2 Maintain an efficient, safe and quality local road network

C 4.1.7 - Develop successful and collaborative partnerships

**Voting Requirement:**

Simple majority

**COUNCIL DECISION**

**Officer Recommendation**

**Moved CR GW Greaves**

**Seconded CR BG Cooper**

**That Council:**

- 1. Notes the Secondary Freight Routes Project Development report;**
- 2. Supports the strategic intent of the Secondary Freight Routes project;**
- 3. Authorises the Chief Executive Office to prepare and sign a letter of support in favour of an application for Federal Government Funding under the Building Better Regions Program to develop the Secondary Freight project; and**
- 4. Endorses in principle an allocation of \$6,000 in 2018/19 to co-fund Secondary Freight Route Project development subject to a successful Building Better Regions Program application.**

**PUT & CARRIED: 7/0  
RESOLUTION NO: 120818**

<b>11.10</b>	<b>Economic Services</b>
--------------	--------------------------

*No items this month*

<b>11.11</b>	<b>Other Property &amp; Services</b>
--------------	--------------------------------------

*No items this month*

<b>11.12</b>	<b>Reserves</b>
--------------	-----------------

*No items this month*

<b>12</b>	<b>ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN</b>
-----------	--

**13 NEW BUSINESS OF AN URGENT NATURE INTRODUCED**

**COUNCIL DECISION  
Officer Recommendation**

**Moved CR GW Greaves**

**Seconded CR PL McWha**

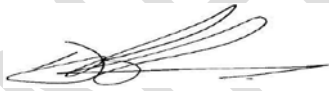
**That the Late Items 13.1.1 and Item 13.1.2 be accepted.**

**PUT & CARRIED: 7/0  
RESOLUTION NO: 130818**

Cr McWha and Stratford declared an impartiality interest as members of the Netball/Basketball clubs.

**13.1.1 FUNDING APPLICATION FOR NETBALL/BASKETBALL COURTS**

**Section 5.23 – Applicability**

<b>Location:</b>	Shire of Koorda
<b>Portfolio:</b>	<b>Community Amenities, Environment, Recreation &amp; Culture</b>
	Cr PL McWha
<b>File Reference:</b>	ADM
<b>Disclosure Of Interest:</b>	No interest declared by the CEO
<b>Author:</b>	David Burton, Chief Executive Officer
<b>Signature of CEO</b>	
<b>Attachment:</b>	Nil

**Background:**

The current Netball Courts at Koorda are deteriorating and staff have been required to patch the courts every year to keep the courts to an acceptable standard. It has also been noted that we will either be required to resurface the main court or look at the option of shifting to a new court area as per the Master Recreation Plan.

The consideration of shifting the courts to the new location was based on the funding being received for the full Recreation Ground facility upgrade. Unfortunately, this funding was not received, which gives some options with regards to the courts.

Funding for the courts would normally be done under the consideration of the Community Sports and Recreation Facilities Funding (CSRFF) Scheme, which requires a third contribution from the Shire, the Sporting Groups and the Department of Sports and Recreation.

Staff have recently been advised of the Community Sports Infrastructure Grants through the Federal Government. While no contribution is mandatory, it is considered favourable for the funding approval. This does not indicate any contribution restrictions and contributions can be in kind.

**Comment:**

The funding is to be completed by 30 June 2019, which limits the work to be done, but it is likely the best funding opportunity that we can get as it does not specify any contribution amount, just that contributions are considered favourably.

Being that the funding for the Recreation Ground has not been approved, it is recommended that the courts be installed in the current location as planning for the new courts may not be completed in time for the funding application.

It is also recommended that a contribution be made to the renewal of the courts to assist in getting the grant approved. This contribution could be 50% Shire/Netball Club funds to 50% grant funds.

To further assist with the grant approval, the consideration of the funding is being put to Council for a formal resolution.

The grant closes on the 14<sup>th</sup> September 2018

**Consultation:**

Kim Storer CRC

**Policy Implications:**

Nil

**Financial Implications:**

Funding is available in the Recreation Reserve for the cost of the courts.

**Strategic Implications:**

Shire of Koorda Strategic Community Plan 2018

3.2.1 Facilitate and integrate housing options, local services, employment and recreational spaces.

3.2.5 Develop and maintain sustainable assets and infrastructure

**Voting Requirement:**

Simple majority

**COUNCIL DECISION**

**Officer Recommendation**

**Moved CR GW Greaves**

**Seconded CR LC Smith**

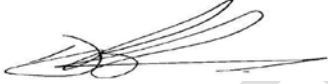
**That the Shire of Koorda support an application for funding for the upgrading of the Netball/Basketball court surface in Koorda and be willing to make a contribution of 50% through cash and in-kind contributions towards the project.**

**PUT & CARRIED: 7/0  
RESOLUTION NO: 140818**

**Cr McWha and Cr Stratford declared a proximity interest in the item as they have adjoining properties and left the meeting at 5.44pm**

**Cr Storer and the Chief Executive Officer declared an impartiality interest as they are the Koorda representative and Deputy Representative on the CEACA Board.**

### 13.1.2 **CEACA HOUSING DRAINAGE WORKS**

<b>Section 5.23 – Applicability</b>	
<b>Location:</b>	Shire of Koorda
<b>Portfolio:</b>	<b>Economic, Other Property and Services and Reserves</b> Cr G Storer
<b>File Reference:</b>	CEACA
<b>Disclosure Of Interest:</b>	Impartiality declared by CEO as CEACA Board Member Member for the Shire
<b>Author:</b>	David Burton, Chief Executive Officer
<b>Signature of CEO</b>	
<b>Attachment:</b>	Nil

#### **Background:**

A request will be received from Central Eastern Aged Care Alliance Inc. (CEACA) for a co-contribution for stormwater management for the Aged Units being constructed in Greenham Street.

The option being explored is a simple pushing of the storm water to the Right of Way at the back of the property, a little further north than that initially shown, which will allow the water to drain towards Scott Street,

This item was considered at the July Meeting and Council resolved not to support the cost as it was felt that the cost was the responsibility of the developer.

#### **Comment:**

The request from CEACA is for a co contribution of 50% of the cost of the storm water drainage for the units to be channelled to the Right of Way at the back of the blocks. This will then allow the water to drain towards Scott Street and down the road. This solution is described as a temporary solution for the current construction of units, but will require more work for the future developments of the property.

The Staff believe that the cost will be approximately \$10,000 of which we would try to provide a contribution as an in-kind where possible rather than cash. The quote received from CEACA was a consideration of \$20 - \$25,000, but it was noted that this seemed very high.

Information that was not previously known, was that the CEACA project has had several additional costs that have occurred in the various town sites. Rather than push the cost to all the Shires, CEACA has requested a contribution from the hosting Shire, which has been accepted. This can be seen in the CEACA Monthly Report.

The Shire has two possible options to consider:

*Option 1:* Council can stand by the initial decision not to support the CEACA development with the additional funds to control the storm water, but this may have a cascade effect with other shires that have made a contribution requesting the same. As this will leave the CEACA project short on funding, an additional contribution will be required from all Shires to cover the shortfall.

This consideration may stall the project and create issues with CEACA meeting its deadlines and contract obligations, which will in turn increase the cost of the development.

*Option 2:* Council can agree to a contribution of 50%, but request that works be done in-kind where possible (reducing our cash contribution). This would not stall the project and would allow the works to be completed as per the timeframe of the funding.

This option would cost Council in the initial stage, but would likely be less than what would be required as a contribution if all the Shires refused to contribute to their own developments.

**Consultation:**

Ralton Benn – Access Housing  
Darren West

**Statutory Environment:**

Nil

**Policy Implications:**

Nil

**Financial Implications:**

No budget allowance has been made for this. Funding would need to be taken from the Building Reserve.

**Strategic Implications:**

Shire of Koorda Strategic Community Plan

**Voting Requirement:**

Absolute majority

**COUNCIL DECISION**

**Officer Recommendation**

**Moved CR GW Greaves**

**Seconded CR LC Smith**

**That the Shire of Koorda make a equal co-contribution for the drainage works for the CEACA Development with the following conditions:**

- a CEACA Inc. retains ownership and responsibility for the pipe maintenance;**
- b The Shire will grant CEACA Inc (or their contractor) access to the Right of Way for any works of the drain;**
- c Assistance of In-kind works is preferred where possible; and**
- d Funding be taken from the Building Reserve for the co-contribution.**

**PUT & CARRIED: 5/0  
RESOLUTION NO: 150818**

Cr Cooper left the meeting at 5.49pm and did not return.

Cr Stratford returned at 5.50pm and Cr McWha returned 5.50pm and were advised by the Chair of the outcomes of the item.

**14 MATTERS FOR WHICH MEETING MAY BE CLOSED**

**COUNCIL DECISION  
Officer Recommendation**

**Moved CR GW Greaves**

**Seconded CR JM Stratford**

**That the Meeting be closed to the public to consider 14.1.1**

**PUT & CARRIED: 6/0  
RESOLUTION NO: 160818**

**CEO Declared a financial Interest as the item addresses wages and left the meeting at 5.52pm**

**14.1 CEO REVIEW AND KPI's**

**Section 5.23 – Applicability**

**Location:**

WALGA Region

**Portfolio:**

**Governance, Administration and Finance**

Cr JM Stratford

**File Reference:**

ADM0066

**Disclosure of Interest:**

Interest declared by CEO and withdrew from Chambers

**Author:**

David N Burton, Chief Executive Officer

**Signature of CEO**



**Attachment:**

Confidential Report and wage structure sent separately.

**\*\*CONFIDENTIAL\*\***

**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 —
  - (a) a matter affecting an employee or employees; and
  - (c) a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting; 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.



**Voting Requirement:**

Simple majority

**COUNCIL DECISION  
Officer Recommendation**

**Moved CR JM Stratford**

**Seconded CR JM Greaves**

**That the Chief Executive Officer Review for the 2017/2018 Financial Year be adopted by Council with:**

- a) Key Performance Indicators for the 2018/2019 year; and**
- b) An increase in the Chief Executive Officers cash salary of 1.5% from the 11<sup>th</sup> July 2018**

**PUT & CARRIED: 6/0  
RESOLUTION NO: 170818**

The CEO returned to the Meeting at 6.03pm and was advised by the Chair of the outcome of the item.

**15**                      **DATE OF NEXT MEETING**

Wednesday 19th September 2018 @ 4.30pm

**16**                      **CLOSURE**

The President thanked Councillors for the participation and closed the meeting at 6.04pm

Signed .....

Presiding person at the meeting at which the minutes were confirmed

Date: 19th September 2018