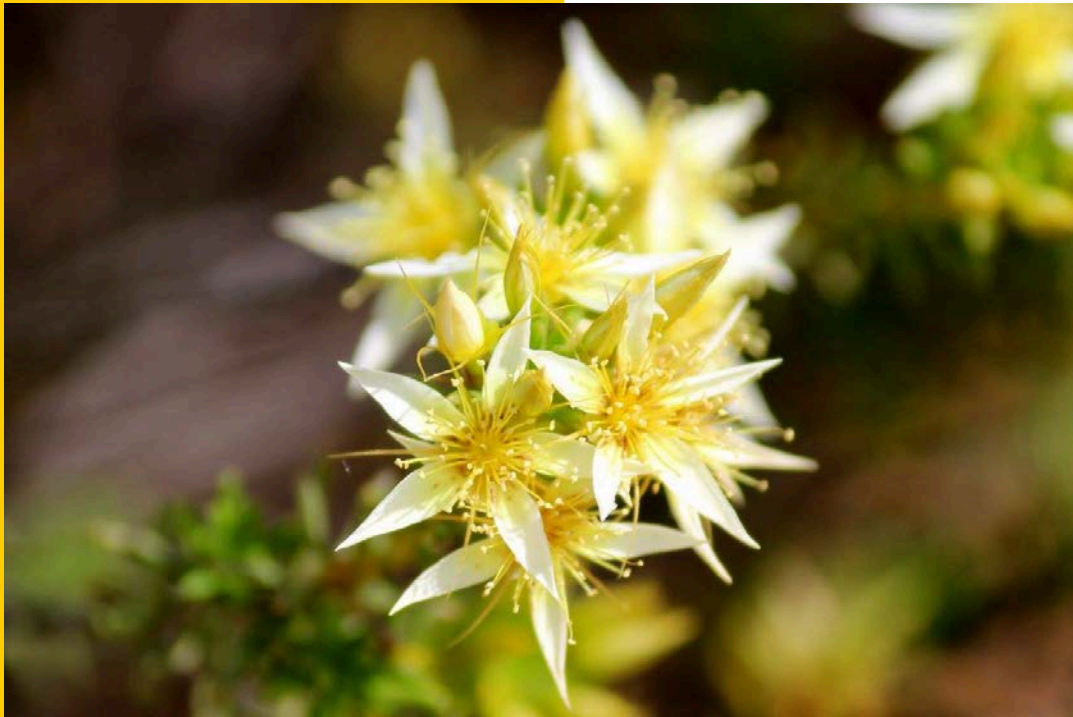




# Shire of Koorda



# AGENDA

## NOTE:

Wednesday 15<sup>th</sup> March 2017  
Ordinary Meeting 4.30pm



# DISCLOSURE OF INTEREST

## ✦ WRITTEN

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

## ✦ VERBAL

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

## ✦ TO BE DISCLOSED

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



## SHIRE OF KOORDA

# DISCLAIMER

No responsibility whatsoever is implied or accepted by the Shire of Koorda for any act, omission or statement or intimation occurring during Council or Committee meetings.

The Shire of Koorda disclaims any liability for any loss whatsoever and howsoever caused arising out of reliance by any person or legal entity on any such act, omission or statement or intimation occurring during Council or Committee meetings.

Any person or legal entity who acts or fails to act in reliance upon any statement, act or omission made in a Council or Committee meeting does so at that person's or legal entity's own risk.

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



DN Burton  
**CHIEF EXECUTIVE OFFICER**

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**1 DECLARATION OF OPENING**

**2 ANNOUNCEMENT OF VISITORS**

**3 RECORD OF ATTENDANCE**

- 3.1 *Record of Attendance:*
- 3.2 *Apologies:*
- 3.3 *Approved Leave of Absence:*

**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**

**6 PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS**

**7 CONFIRMATION OF MINUTES FROM PREVIOUS MEETINGS**

**7.1 ORDINARY MEETING HELD 15 February 2017**

**OFFICER RECOMMENDATION**

**That the Minutes of the Koorda Shire Council Ordinary Meeting held on the 15 February 2017, as circulated be confirmed and certified as a true and accurate record.**

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

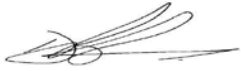
**9 REPORTS OF COMMITTEES**

**10 CHIEF EXECUTIVE OFFICERS REPORT**

**10.1 Governance and Administration**

**10.1.1 NEWROC EXECUTIVE MEETING**  
**7th February 2017**

**Section 5.23 – Applicability**

<b>Location:</b>	NEWROC Regions
<b>Portfolio:</b>	<b>Governance, Administration and Finance</b> <b>Cr BG Cooper</b>
<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 Executive Meeting held on 7th February 2017 at Trayning.

**Comment:**

The following issues were discussed:

- Item 3 Presentation from South Western Wireless for NEWROC Internet Services
- Item 6.1 List of Income and Expenditure
- Item 6.2 Balance Sheet
- Item 7.1 NEWROC Strategic Projects – Information, Offer from Ray Davy to lay on table until further information on legislation regarding subsidiaries. Plant items of shires shared, infrastructure works shared.
- Item 7.2 Telecommunications- Building Better Regions Funding – Contribution required from Shires, assistance sought from Merredin.
- Item 7.3 Solar Energy – Solgen has approached NEWROC for projects, invitation to next meeting.
- Item 8.1 Country Local Government Fund Scholarships – Koorda has recently engaged in programme, consideration for others to restore confidence in sector.
- Item 8.2 NEWROC Health Strategy – Promotion of Website.
- Item 8.3 Building Contracts – Kununoppin and Wyalkatchem/Koorda Hospitals upgrades.
- Item 8.4 Vehicle license concessions – increases to Shires.
- Item 8.5 CEACA Invoices – may be inconsistent with prior agreements.

**Consultation**

Nil

**Statutory Environment:**

Nil

**Policy Implications:**

Nil

**Financial Implications:**

Shire of Koorda Strategic Community Plan

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

**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

**OFFICER RECOMMENDATION**

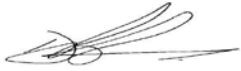
**That Council note and endorse the recommendations of the NEWROC meeting held at Trayning on 7 February 2017.**



10.1.2

**GECZ WALGA MEETING**  
**23 February 2017**

**Section 5.23 – Applicability**

<b>Location:</b>	GECZ Regions
<b>Portfolio:</b>	<b>Governance, Administration and Finance</b> <b>Cr BG Cooper</b>
<b>File Reference:</b>	ADM 0092
<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 GECZ Council Meeting held on 23 February 2017 at Merredin.

**Comment:**

The following issues were discussed:

- Item 5.1 CLGF Evaluation Presentation – Information on benefits of CLGF
- Item 5.2 Regional Subsidiaries Model – Information on Regulations
- Item 7.1 Productivity Commission Inquiry into Universal Service Obligation – Update on presentation and concerns with services provided to the Wheatbelt.
- Item 7.2 Funding Assistance for Flood Damage – Concerns over being able to use Shire equipment for works and still claim WANDRRA
- Item 8.0 Zone Reports – Updates of various areas.
- Item 7.2 Annual Reporting to the Office of Bushfire Risk Management – Prescribed Burning – Requesting a response on why data was necessary for permit to burn.
- Item 9.0 WALGA Agenda – Concern was raised by CEO about communications with State Government which was highlighted by several items – Tony Brown from WALGA advised that WALGA are looking at setting up a communications process following the elections.
- Item 10.0 Agency Reports - Information
- Item 11.0 Members of Parliament – Mia Davies MLA gave an indication that due to finances, we can expect more charges like the licensing fee being put onto local government.
- Item 13.0 Mobile Phone Tower Battery Backup – Consideration of a program for battery backup services to mobile phone towers for communication in a disaster area

**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

**OFFICER RECOMMENDATION**

**That Council note and endorse the recommendations of the GECZ meeting held at Merredin on 23 February 2017.**

**10.1.3**                      **NEWTRAVEL MEETING**  
**23 February 2017**

<b>Section 5.23 – Applicability</b>	
<b>Location:</b>	NEWTRAVEL Region
<b>Portfolio:</b>	<b>Governance, Administration and Finance</b> <b>Cr BG Cooper</b>
<b>File Reference:</b>	ADM 0142
<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 23<sup>rd</sup> February 2017 at Westonia.

**Comment:**

The following issues were discussed:

- Item 3.1 Financial Report
- Item 3.2 Marketing Plan Budget Summary
- Item 4.0 NEWROC Tourism Officer Report
- Item 4.1 Quarterly Statistics
- Item 5.1 Feed back on Wheatbelt Way App design
- Item 5.2 Wheatbelt Way Marketing Video.
- Item 5.3 No Item
- Item 5.4 Wheatbelt Way Website
- Item 5.5 Training – further training on social media and online marketing.
- Item 5.5 Future Project – Wheatbelt Accommodation Digital Presence / Booking
- Item 5.6 NEWTravel Business Membership – cost to remain same \$20
- Item 6.1 Member Shire Reports
- Item 7.1 Art in the Wheatbelt Project – lack of funding for project.
- Item 7.2 DPAW Camp ground Management - concerns to be discussed in April.

The next meeting of NEWTRAVEL will be Thursday 6<sup>th</sup> April in Bencubbin.

**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

E 5.1 - Advocate, promote and market the Shire as a place to live, work and visit (ongoing)

E 5.3 - Support a coordinated approach for regional tourism promotion and management (medium term, 4-8 years)

E 5.6 - Develop partnerships to actively support visitor growth (ongoing)

**Voting Requirement:**


Simple majority

**OFFICER RECOMMENDATION**

**That Council receive the Minutes of the NEWTRAVEL Meeting held at Westonia on 23<sup>rd</sup> February 2017.**

## 10.1.4 DELEGATED AUTHORITIES REVIEW

### **Section 5.23 – Applicability**

<b>Location:</b>	Shire of Koorda
<b>Portfolio:</b>	<b>Governance, Administration and Finance</b> <b>Cr BG Cooper</b>
<b>File Reference:</b>	ADM 0147
<b>Disclosure Of Interest:</b>	No interest declared by the CEO
<b>Author:</b>	<b>David Burton</b> Chief Executive Officer
<b>Signature of CEO</b>	
<b>Attachment:</b>	Copy of Delegations

### **Background:**

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

### **Comment:**

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

At this time, there are no suggested changes to the Delegations Register.

### **Consultation:**

Nil

### **Statutory Environment:**

Local Government Act 1995 – Section 5.42 – Delegation Numbers 1-11

Local Government (Miscellaneous Provisions) Act 1960 – Section 374 (1b) – Delegation Number 20-27

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 (5)

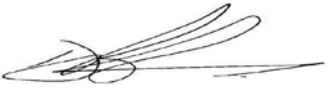
**Officer Recommendation**

**That Council note the Delegated Authorities are reviewed with no changes.**

<b>10.2</b>	<b>Finance</b>
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**10.2.1**                    **MONTHLY FINANCIAL STATEMENTS**  
**As at 28 February 2017**

**Section 5.23 – Applicability**

<b>Location:</b>	Shire of Koorda
<b>Portfolio:</b>	<b>Governance, Administration and Finance</b> <b>Cr BG Cooper</b>
<b>File Reference:</b>	ADM448
<b>Disclosure Of Interest:</b>	No interest declared by CEO
<b>Author:</b>	David Burton, Chief Executive Officer
<b>Signature of CEO</b>	
<b>Attachment:</b>	Monthly Financial Statement

**Background:**

Submission of monthly Financial Statements for period ended 28 February 2017.

**Comment:**

Monthly Financial Statements for the period ended 28 February 2017 for Council's information and acceptance. The variances are mentioned on Note 13 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

**OFFICER RECOMMENDATION**

**That the monthly Financial Statements for the period ended 28 February 2017, as presented, be received and adopted.**



**10.2.2**                      **ACCOUNTS PAID AS LISTED**  
**As at 10 March 2017**

<b>Section 5.23 – Applicability</b>	
<b>Location:</b>	Shire of Koorda
<b>Portfolio:</b>	<b>Governance, Administration and Finance</b>
	<b>Cr BG Cooper</b>
<b>File Reference:</b>	ADM448
<b>Disclosure Of Interest:</b>	No interest declared by CEO
<b>Author:</b>	David Burton, Chief Executive Officer
<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 payment on the attached schedule have been made for the period to 10 March 2017 and are generally within budget guidelines and are of an operational nature. Payments for capital assets expenditure are:

V632	P & S Briotti	\$742.50
V633	Sharman Farms	\$217.80
V644	Grants Empire	\$1,716.00
V649	RPS Australia	\$1,100.00
V661	Boyne Bros Contracting	\$3,133.48
V663	Edwards Holden	\$4,448.80
V673	Boyne Bros Contracting	\$4,463.51
V688	DMB Quarries	\$19,260.63
V694	Bunning's	\$1,821.92
V696	Grants Empire	\$858.00

**Consultation:**

**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

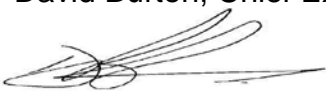
**OFFICER RECOMMENDATION**

That accounts as listed being for period 7 February 2017 to 10 March 2017.

Municipal Vouchers No's V611 to V709	Totalling	\$361,360.72
Credit Card Transactions	Totalling	\$ 2,307.24
	Total	\$363,667.96

To be endorsed or passed for payment

### 10.2.3 **MONTHLY FINANCIAL POSITION** As at 10 March 2017

<b>Section 5.23 – Applicability</b>	
<b>Location:</b>	Shire of Koorda
<b>Portfolio:</b>	<b>Governance, Administration and Finance</b> <b>Cr BG Cooper</b>
<b>File Reference:</b>	ADM 448
<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>	Financial Position

**Background:**  
Current Monthly Financial position as at 10 March 2017 on various accounts.

**Comment:**  
The Municipal Account's financial position as at 10 March 2017 indicated at this time.

Monthly Financial Position	Municipal Account	\$1,047,448.20
	Reserve Account	\$4,818,321.92
	Trust Account	\$31,485.71

**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

**OFFICER RECOMMENDATION**

**That the Financial Position, as at 10 March 2017, as presented, be noted, received and adopted.**

## 10.2.4 **REVIEW OF BUDGET PERFORMANCE** As at 28 February 2017

### **Section 5.23 – Applicability**

**Location:** Shire of Koorda  
**Portfolio:** **Governance, Administration and Finance**  
Cr BG Cooper  
**File Reference:** ADM 0044  
**Disclosure Of Interest:** No interest declared by the CEO  
**Author:** David N Burton, Chief Executive Officer

**Signature of CEO** 

**Attachment:** Yes

### **Background:**

Council is required to conduct a budget review annually between 1 January and 31 March and as such, a budget review document has been prepared and attached, it is a summary of the outcomes.

### **Comment:**

#### **INCOME**

Variation to the budgeted revenue worthy of note since the adoption of the 2016/2017 budget and are listed below. Where practicable, projects will be financed by way of a combination of reallocations from other projects and Reserve transfers. Some projects have been postponed.

#### **Operating**

It is anticipated that Council's total budgeted operational income should remain within the parameters of overall budget allocations, however; this will need to be monitored regularly. As an example, we have received more income for the Yalambee Units, but it is not known if this will continue for the full financial year.

#### **Capital Revenues**

Grants, Subsidies and Contributions -Decreased revenue due to unsuccessful grant application to National Stronger Region Funding for upgrade of the Recreation Centre

Income was	\$4,432,935
Revised Income	<u>\$1,032,935</u>
Variance	<b>\$3,400,000</b>

#### **EXPENDITURE**

Throughout the year, consideration has been made for items that may have been required outside of the budget process or may be an opportunity to create a savings in the future. These have been already brought to Council for approval, but are still shown in the Budget Review. Other changes that are required are also included.

#### **Operating**

It is anticipated that Council's total budgeted operational expenditure should remain within the parameters of overall budget allocations, however; this will need to be monitored regularly.

## Capital Expenses

### Building and Improvements

-Decreased expenditure due to unsuccessful National Stronger Regions Funding grant application delaying the start of the project.

Expenditure was	\$4,884,195
Revised Expenditure	<u>\$ 144,195</u>
Variance	<b>\$4,700,000</b>

### Plant and Equipment

-Increased expenditure due to purchase of Street Sweeper

Expenditure was	\$821,000
Revised Expenditure	<u>\$877,000</u>
Variance	<b>\$ 56,000</b>

There may be further savings on other purchases throughout the year. These will be adjusted with the final accounts i.e. savings on truck, savings in fleet cars, etc.

## FINANCING

### Transfer from Reserves

-Funds not required due to unsuccessful \*grant application.  
-Funds required due to purchase of Street Sweeper  
-Minor variations

Transfer was	\$1,979,581
Revised transfer	<u>\$ 797,000</u>
Variance	<b>\$1,182,581</b>

### Transfer to Reserves

-Surplus funds from municipal account transferred to recreation reserves due to unsuccessful \*grant application

Transfer was	\$ 659,535
Revised transfer	<u>\$ 696,413</u>
Variance	<b>\$ 36,878</b>

## OPENING FUNDING SURPLUS(DEFICIT)

The changing of the Opening Funding Surplus (Deficit) is as a result of the projected figures used in the budget process changing to the actual figures calculated at the end of the Annual Financial Reports.

Initial Figure	\$200,379
Revised Figure	\$175,838
Variance	

## Consultation:

Nil

## Statutory Environment:

Local Government Act 1995

Local Government (Financial Management) Regulations 1996

## Policy Implications:

Nil

**Financial Implications:**

Variances have been noted with changes required. Most changes are for items presented to Council previously or due to the delaying of the Recreation Project as we did not receive the Grant Funds.

The general financial impact of the review will leave the Council in a similar overall position financially.

**Strategic Implications:**

Shire of Koorda Strategic Community Plan

C 2.4 - Use resources efficiently and effectively (ongoing)

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

**Voting Requirement:**

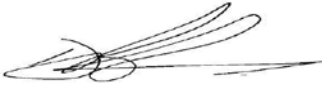
Absolute majority (4)

**OFFICER RECOMMENDATION**

**That Council note the Budget changes and adopt the amended Budget.**

**10.2.5 MAJOR PLANT REPLACEMENT ITEMS BROUGHT FORWARD**  
**As at 29 February 2016**

**Section 5.23 – Applicability**

**Location:** Shire of Koorda  
**Portfolio:** **Governance, Administration and Finance**  
Cr BG Cooper  
**File Reference:** P18 and P59  
**Disclosure Of Interest:** No interest declared by the CEO  
  
**Author:** David N Burton, Chief Executive Officer  
  
**Signature of CEO**   
  
**Attachment:** Yes

**Background:**

As Councillors are aware, as from 1<sup>st</sup> July 2017, local government will no longer be exempt from licensing fees and stamp duty on vehicles. This will have a major impact on local government, especially when considering the purchase of larger items such as trucks, etc.

Bearing the increase in mind, it may be an option to purchase major plant items before the end of financial year to avoid the additional cost of stamp duty.

**Comment:**

In the 2017/2018 Financial Year, the Shire of Koorda will be replacing 3 major plant items. These are the UD 6x4 Truck (approx changeover value \$140,000), Vibrating Steel Roller (approx changeover value \$80,000), and Skid Steer Loader (approx changeover value \$30,000).

While the vibrating roller will be exempt as road plant from stamp duty, the other 2 items will attract stamp duty which could be as high as \$7,000.

In order to avoid this additional cost of stamp duty, it is suggested that a budget alteration be made to allow for the purchases to be funded from Plant Reserves (currently at \$475,766.45). This would require \$170,000 from the Plant Reserve for the changeover of the vehicles, being \$140,000 for the truck and \$30,000 for the skid steer.

In next year's budget, the plant expenditure will be reduced by these items as they would have been already purchased, however the funds will be allocated back into the plant reserve to cover the expenditure brought forward.

The financial impact of this exercise balances out, just with the plant being purchased earlier than anticipated, but will produce a savings of \$7,000 as the stamp duty will not be payable on these items.



Smaller plant items such as utility vehicles and fleet vehicles will be due for replacement as well, but most of these items will be recently purchased just before the new fees where possible. These include the CEO vehicle, DCEO vehicle and Works Supervisors vehicle. Changeover of these vehicles may be impacted by the new fee structure to ensure best value for money for the Shire.

**Consultation:**

Darren West – Works Supervisor  
Lynne Hendry – Deputy Chief Executive Officer.

**Statutory Environment:**

Local Government Act 1995  
Local Government (Financial Management) Regulations 1996

**Policy Implications:**

Nil

**Financial Implications:**

Bringing the purchase of the items forward will increase the expenditure this year, but reduce the expenditure for next year, so the purchases will balance out. The main impact of the purchase is that the Shire will save \$7,000 in stamp duty had the items been purchased after 1<sup>st</sup> July 2017.

**Strategic Implications:**

Shire of Koorda Strategic Community Plan  
C 2.4 - Use resources efficiently and effectively (ongoing)  
C 2.5 - Operate in a financially sustainable manner (ongoing)

**Voting Requirement:**

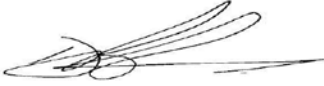
Absolute majority (4)

**OFFICER RECOMMENDATION**

**That a budget alteration of \$170,000 from the Plant Reserve be approved to allow for the replacement of the 6x4 UD Truck and skid steer.**

## 10.2.6 **ENGINEERS REPORT – CARAVAN PARK**

### **Section 5.23 – Applicability**

<b>Location:</b>	Shire of Koorda
<b>Portfolio:</b>	<b>Governance, Administration and Finance</b> Cr BG Cooper
<b>File Reference:</b>	ADM 0174
<b>Disclosure Of Interest:</b>	No interest declared by the CEO
<b>Author:</b>	David N Burton, Chief Executive Officer
<b>Signature of CEO</b>	
<b>Attachment:</b>	Nil

### **Background:**

At the February Meeting of Council, it was suggested that the Shire look at trying to develop accommodation at the Caravan Park to meet the needs of the town.

The Chief Executive Officer has sought some information for this, but it is requested that a budget allocation be granted to allow for proper information to be sought before proceeding too far with this project to ensure the land is capable of supporting the infrastructure.

### **Comment:**

We have been in discussion with River Engineering over the CEACA project, so they are well aware of the town and the local soil conditions.

Before going too far with the accommodation project, there are several key elements to consider to ensure best value for the Shire and make sure that we can proceed with the development. These considerations are:

- The consideration of high level accommodation for the town;
- The consideration of worker level accommodation for the town; and
- The ability of the site to be able to support the intended infrastructure.

### **High Level Accommodation**

As a Key Performance Indicator (KPI), the Chief Executive Officer (CEO) was required to look at lifting the standard of one of the Yalambee Units to a fully serviced unit providing a higher level of accommodation for the town.

While staff were looking at the job, it was considered that we would be doing a lot of work to the units and then mixing high level accommodation with worker units on the site, when we are looking at building new units at the Caravan Park. It was suggested that it may be more cost effective that the Yalambee Units remain as short term worker accommodation and the newer units kept as the

higher level accommodation units. This would save Council funding in the long term as we would not be completing major renovations to update old infrastructure.

If Council is agreeable to this, it will require for the CEO's KPI's to be altered to remove the upgrading of the Yalambee Unit from the CEO's KPI's.

**Worker Level Accommodation**

While the Yalambee Units are older, they are still very tidy and able to be used for worker accommodation which is what they receive most of the year. This would also separate the workers from the tourists of the Caravan Park which may be seen as a disturbance to both parties.

**Ability of the Caravan Park to support infrastructure.**

As we are aware, there is a general concern over the Caravan Parks ability to cater for additional units. There is concern about the electricity supply, water supply and also sewerage capacity of the site.

In order to ensure that these issues are noted and infrastructure changes that may be required are able to be considered, it is recommended that Engineers be engaged to examine the property and ensure that the service provision to the area can support the units.

This way, we will know if the units will run into any other major difficulties that could prove very costly.

River Engineering is able to provide a report for the approximate cost of \$6,000. River Engineering is currently in the area for the CEACA project, so they are very aware of the town and details.

**Consultation:**

Darren West – Works Supervisor

**Statutory Environment:**

Nil

**Policy Implications:**

Nil

**Financial Implications:**

The expenditure of \$6,000 is an unbudgeted expense, but there are funds available in the Building Reserve.

The report will ensure that the property can support the infrastructure instead of requiring huge upgrading in for the area or at least advise in the upgrading is required before construction begins so that a true costing can be known.

**Strategic Implications:**

Shire of Koorda Strategic Community Plan

B 1.1 - Facilitate and integrate housing options, local services, employment and recreational spaces  
(ongoing)

C 2.4 - Use resources efficiently and effectively (ongoing)

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

**Voting Requirement:**

Absolute majority (4)

**OFFICER RECOMMENDATION**

**That:**

- a) **The Chief Executive Officers Key Performance Indicators be altered to remove the upgrade of the Yalambee Unit for the 2016/2017 year; and**
- b) **A budget allocation of \$6,000 from the Building Reserve be made to allow for an Engineering Report on the Caravan Park to ensure that the current services to the property can support the additional units or if additional work will be required.**

<b>10.3</b>	<b>Law, Order &amp; Public Safety</b>
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***No items this month***

<b>10.4</b>	<b>Health and Building</b>
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***No items this month***

<b>10.5</b>	<b>Education &amp; Welfare</b>
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***No items this month***

<b>10.6</b>	<b>Housing</b>
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***No items this month***

<b>10.7</b>	<b>Community Amenities</b>
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***No items this month***

<b>10.8</b>	<b>Recreation and Culture</b>
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***No items this month***

<b>10.9</b>	<b>Transport</b>
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***No items this month***

<b>10.10</b>	<b>Economic Services</b>
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***No items this month***

<b>10.11</b>	<b>Other Property &amp; Services</b>
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**No items this month**

<b>10.12</b>	<b>Reserves</b>
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**No items this month**

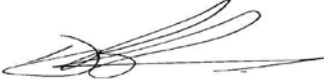
<b>11</b>	<b>ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN</b>
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<b>12</b>	<b>NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF THE MEETING</b>
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**13 MATTERS FOR WHICH MEETING MAY BE CLOSED**

**13.1.1 ATM SERVICES**

**Section 5.23 – Applicability**

<b>Location:</b>	Shire of Koorda
<b>Portfolio:</b>	<b>Governance, Administration and Finance</b> <b>Cr BG Cooper</b>
<b>File Reference:</b>	ADM 0118
<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>	Yes

**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
- (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 —
  - (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
  - (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;
- (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:**

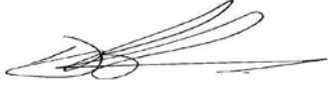
Simple majority

**OFFICER RECOMMENDATION**

**That the Shire of Koorda engage with \_\_\_\_\_ for the provision of an Automatic Teller Machine Service for the Koorda Townsite through a contract provision/the outright purchase of a machine.**



### 13.1.2 PURCHASE OF PROPERTY

<b>Section 5.23 – Applicability</b>	
<b>Location:</b>	Shire of Koorda
<b>Portfolio:</b>	<b>Governance, Administration and Finance</b> <b>Cr BG Cooper</b>
<b>File Reference:</b>	Lot 117 and Lot 118 Greenham Street
<b>Disclosure Of Interest:</b>	No interest declared by CEO
<b>Author:</b>	David Burton, Chief Executive Officer
<b>Signature of CEO</b>	
<b>Attachment:</b>	Nil

#### 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
- (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 —
  - (b) the personal affairs of any person; and
  - (e) a matter that if disclosed, would reveal —
    - (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;
- (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:** Absolute majority

#### OFFICER RECOMMENDATION

That:

- a) the Chief Executive Officer be authorise to purchase Lots 117 and 118 Greenham Street for the Shire of Koorda; and
- b) The purchase of the lots for \$5,000 be taken from the Building Reserve.

**14**                    **DATE OF NEXT MEETING**

Wednesday 19 April 2017 @ 4.30pm

**15**                    **CLOSURE**

## Items for Discussion

### **New Rubbish Site**

We have received an update from WALGA with regards to the new Rubbish Site. They have been working through the legislation and regulations for smaller sites such as our and have recommended to WALGA that the application now be submitted for processing. As this is a 'test case', it will be monitored by WALGA and DER to ensure that the processes work.

WALGA have also advised that they will chase up with Sims Metals to see if they can get a removal service for scrap metal to the area of NEWROC.

### **Housing Units**

I have received some indicative amount for Housing Units from Fleetwood. These will be available for Council to have a look at, but we are generally looking at around \$80-\$90k. We may be able to get this reduced a little if we tender for multiple units.

**OPEN FORUM SESSION**

Bar Duties – Cr SE Boyd

General discussion on issues

- To be raised at future meeting
- Relevant to Council or Community
- Relevant to good governance
- Not Works or Service issues (Use request forms)

**GOVERNANCE & ADMINISTRATION** Cr BG Cooper

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**FINANCE** Cr BG Cooper

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**LAW, ORDER & PUBLIC SAFETY** Cr SE Boyd

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**HEALTH** Cr SE Boyd

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**EDUCATION & WELFARE** Cr LC Smith

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**HOUSING** Cr LC Smith

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**COMMUNITY AMENITIES** Cr PL McWha

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**RECREATION & CULTURE** Cr PL McWha

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**TRANSPORT & COMMUNICATION** Cr GW Greaves

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**ECONOMIC SERVICES** Cr AD Clarke

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**OTHER PROPERTY & SERVICES & RESERVES** Cr AD Clarke

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**OTHER:**

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# **PORTFOLIO'S**

- ***Governance, Administration and Finance-* Cr BG Cooper**
  
- ***Law, Order, Health and Building-* Cr SE Boyd**
  
- ***Education, Welfare and Property-* Cr LC Smith**
  
- ***Community Amenities, Environment, Recreation and Culture-* Cr PL McWha**
  
- ***Transport and Communication-* Cr GW Greaves**
  
- ***Economic, Other Property and Services and Reserves-* Cr AD Clarke**

# Council Calendar

## March

Wednesday 15th Ordinary Meeting of Council  
Tuesday 28th NEWROC Executive - Trayning

## April

TBA early April Rural Water Council Meeting  
Saturday 1st 100 Years ANZAC March & Car Parade  
Friday 15th - Mon 17th EASTER  
Tuesday 18th NEWROC Council - Wyalkatchem  
Wednesday 19th Ordinary meeting of Council  
Tuesday 25th ANZAC Day  
Thursday 27th GECZ - Kellerberrin

## May

Wednesday 10th Lana Europe Holiday  
Wednesday 17th Ordinary meeting of Council  
Tuesday 23rd NEWROC Executive - Wyalkatchem

## June

Wednesday 21st Ordinary meeting of Council  
Monday 26th Lana returns  
Tuesday 27th NEWROC Council - KOORDA  
Thursday 29th GECZ - Merredin