

2016



MINUTES

Shire of Koorda

16/11/2016

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SHIRE OF KOORDA MINUTES

FOR THE ORDINARY MEETING OF COUNCIL
Held in the Council Chambers, Allenby Street,
Koorda, Wednesday 16th November 2016 at
6.00pm

1 **DECLARATION OF OPENING**

The Presiding person declared the meeting open at 5.58 pm

2 **ANNOUNCEMENT OF VISITORS**

3 **RECORD OF ATTENDANCE**

3.1 **Record of Attendance:**

| | |
|---------------|------------------|
| Cr FJ Storer | President |
| Cr GW Greaves | Deputy President |
| Cr LC Smith | Councillor |
| Cr BG Cooper | Councillor |
| Cr SE Boyd | Councillor |
| Cr AD Clarke | Councillor |
| Cr PL McWha | Councillor |
| D Burton | CEO |
| L Hendry | DCEO |

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 19 October 2016

**COUNCIL DECISION
Officer Recommendation**

Moved Cr GW Greaves

Seconded Cr BG Cooper

That the Minutes of the Koorda Shire Council Ordinary Meeting held on the 19 October 2016, as circulated be confirmed and certified as a true and accurate record.

**PUT AND CARRIED: 7/0
RESOLUTION NO: 011116**

8 ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT DISCUSSION

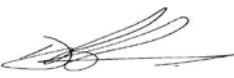
9 REPORTS OF COMMITTEES

10 CHIEF EXECUTIVE OFFICERS REPORT

10.1 Governance and Administration

10.1.1 **NEWROC COUNCIL MEETING** 25 October 2016 at Koorda

Section 5.23 – Applicability

| | |
|--------------------------------|---|
| Location: | NEWROC Regions |
| Portfolio: | Governance, Administration and Finance Cr BG Cooper |
| File Reference: | ADM 0105 |
| Disclosure of Interest: | No Interest declared by CEO |
| Author: | David N Burton, Chief Executive Officer |
| Signature of CEO |  |
| Attachment: | Minutes |

Background:

Minutes of the NEWROC Council Meeting held on 25 October 2016 at Koorda.

Comment:

The following issues were discussed:

- Item 3.1 Presentation – Hon Martin Aldridge – discussions about services to area.
- Item 3.2 Presentation – District Superintendent Peter Halliday – Policing in area.
- Item 5.1 List of Income and Expenditure
- Item 5.2 Balance Sheet
- Item 6.1 NEWROC Strategic Projects – Update.
- Item 6.2 NEWARTS Literary Luncheon - Information
- Item 6.3 Kununoppin Medical Scholarship – Information
- Item 6.4 NEWROC Health Strategy – Update on proposals.
- Item 6.5 NEWROC Live, Work, Invest Online Platform – Website development information.
- Item 6.6 Cost Benefit Pilot Workshop – Workshop to be held in December
- Item 8 Item to GECZ for GEHA Housing - Information
- Item 9.1 NEWTRAVEL Marketing Video update and AGM – Information
- Item 9.2 NEWTRAVEL – Consideration of increase hours for NEWTRAVEL Exec.
- Item 9.3 CEACA – Information for NEWROC
- Item 9.4 Subsidiaries Model – 4 Pilot Projects will be funded. NEWROC to consider.
- Item 9.5 Roads – White Lines – Shires to look at connecting roads.

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 AD Clarke

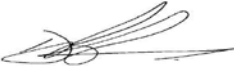
Seconded Cr LC Smith

That Council note and endorse the recommendations of the NEWROC Council meeting held at Koorda on 25th October 2016.

PUT & CARRIED: 7/0
RESOLUTION NO: 021116

10.1.2 NEWTRAVEL MEETING
27 October 2016 at Mukinbudin

Section 5.23 – Applicability

| | |
|--------------------------------|---|
| Location: | NEWTRAVEL Regions |
| Portfolio: | Governance, Administration and Finance Cr BG Cooper |
| File Reference: | ADM 0142 |
| Disclosure of Interest: | No Interest declared by CEO |
| Author: | David N Burton, Chief Executive Officer |
| Signature of CEO |  |
| Attachment: | Minutes |

Background:

Minutes of the NEWTRAVEL Meetings held on 27 October 2016 at Mukinbudin.

Comment:

The AGM was held first with the election of Office Bearers. Kim Storer from the Koorda CRC was elected back into the position of Chair for NEWTravel.

The following issues were discussed at the ordinary meeting:

- Item 3.1 Financial Report
- Item 3.2 Marketing Plan Budget
- Item 4 Tourism Officer Report
- Item 4.1 Quarterly Report
- Item 5.1 Change/Modify Wheatbelt Way – Koorda requested consideration of changing Wheatbelt way, but concern was raised for the cost as this would required new signage, etc.
- Item 5.2 Signage – consideration of clearer signs and replacing missing signs.
- Item 5.4 Marketing Video Update – Information.
- Item 5.5 App and Social Media Strategy Update – Information and possible items.
- Item 5.5 Regional Tourism Group – Concerns with Regional Events Scheme and support funding of Edition 4 of Eastern Wheatbelt Magazine.
- Item 6.1 Member Shire Reports
- Item 6.1 Tourism Officer Hours – need to be increased, CRC Training, Art in Wheatbelt Project – Koorda interested, Duplication of events – more communication required

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 AD Clarke

Seconded Cr BGCooper

That Council note and endorse the recommendations of the NEWTravel meetings held at Mukinbudin on 27th October 2016.

**PUT & CARRIED: 7/0
RESOLUTION NO: 031116**

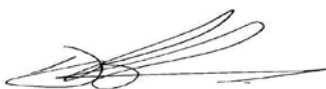
10.2 Finance

**10.2.1 MONTHLY FINANCIAL STATEMENTS
As at 31 October 2016**

Section 5.23 – Applicability

Location: Shire of Koorda
Portfolio: Governance, Administration and Finance
Cr BG Cooper
File Reference: ADM 0480
Disclosure Of Interest: No interest declared by CEO
Author: David Burton, Chief Executive Officer

Signature of CEO



Attachment: Monthly Financial Statement

Background:

Submission of monthly Financial Statements for period ended 31 October 2016.

Comment:

Monthly Financial Statements for the period ended 31 October 2016 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 PL McWha

Seconded Cr SE Boyd

That the monthly Financial Statements for the period ended 31 October 2016, as presented, be received and adopted.

PUT & CARRIED: 7/0
RESOLUTION NO: 041116

10.2.2 **ACCOUNTS PAID AS LISTED**
As at 11 November 2016

| | |
|-------------------------------------|---|
| Section 5.23 – Applicability | |
| Location: | Shire of Koorda |
| Portfolio: | Governance, Administration and Finance |
| | Cr BG Cooper |
| File Reference: | ADM 0480 |
| Disclosure Of Interest: | No interest declared by CEO |
| Author: | David Burton, Chief Executive Officer |
| Signature of CEO |  |
| Attachment: | 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 13 October 2016 to 11 November 2016 and are generally within budget guidelines and are of an operational nature.

| | | |
|------|----------------------------|-------------|
| V278 | Lenny's | \$8,896.80 |
| V279 | Midalia Steel | \$484.00 |
| V294 | Blue Diamond Pools | \$6,600.00 |
| V300 | Koorda AG Parts | \$4,909.30 |
| V349 | WCP Civil | \$16,296.19 |
| V353 | Boyne Bros Contracting | \$17,699.34 |
| V356 | Bunnings | \$4,782.13 |
| V364 | KTY Electrical | \$5,587.94 |
| V365 | Metropolitan Cash Register | \$864.60 |

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 AD Clarke

Seconded Cr SE Boyd

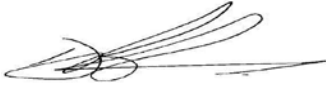
That accounts as listed being for period 13 October 2016 to 11 November 2016.

| | | |
|---|------------------|---------------------|
| Municipal Vouchers No's V266 to V371 | Totalling | \$363,429.94 |
| Trust Vouchers No's TV 318 | Totalling | \$354.00 |
| Bendigo Credit Card Voucher | Totalling | \$115.14 |
| Total | | \$363,899.08 |

To be endorsed or passed for payment

**PUT & CARRIED: 7/0
RESOLUTION NO: 051116**

10.2.3 **MONTHLY FINANCIAL POSITION**
As at 12 November 2016

| | |
|-------------------------------------|---|
| Section 5.23 – Applicability | |
| Location: | Shire of Koorda |
| Portfolio: | Governance, Administration and Finance |
| | Cr BG Cooper |
| File Reference: | ADM 0480 |
| Disclosure Of Interest: | No interest declared by the CEO |
| Author: | David Burton, Chief Executive Officer |
| Signature of CEO |  |
| Attachment: | Financial Position |

Background:

Current Monthly Financial position as at 11 November 2016 on the various accounts.

Comment:

The Municipal Account's financial position as at 11 November 2016 indicated at this time.

| | | |
|----------------------------|-------------------|----------------|
| Monthly Financial Position | Municipal Account | \$1,026,088.73 |
| | Reserve Account | \$4,751,433.95 |
| | Trust Account | \$32,195.85 |

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 BG Cooper

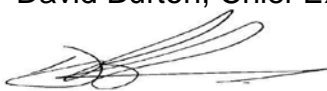
Seconded Cr PL McWha

That the Financial Position, as at 11 November 2016, as presented, be noted, received and adopted.

PUT & CARRIED: 7/0
RESOLUTION NO: 061116

10.2.4 ANNUAL REPORTING REQUIREMENTS

Section 5.23 – Applicability

| | |
|--------------------------------|---|
| Location: | Shire of Koorda |
| Portfolio: | Governance, Administration and Finance Cr BG Cooper |
| File Reference: | ADM 0320 |
| Disclosure Of Interest: | No interest declared by the CEO |
| Author: | David Burton, Chief Executive Officer |
| Signature of CEO |  |
| Attachment: | Financial Position |

Background:

Under Section 5.53 of the Local Government Act, Council is to prepare an Annual Report for each financial year and the Annual Report is to contain:-

- a) Report from President
- b) Report from Chief Executive Officer
- c) An overview of the Plan for the Future that are proposed to commence or continue next financial year
- d) Financial report for the financial year
- e) Such information as may be prescribed in relation to payments made to employees
- f) Auditors report for the financial year
- g) Report under Section 29(2) of the Disabilities Services Act 1993
- h) Register of certain complaints of minor breaches
 - i) Number of complaints recorded in register
 - ii) How recorded complaints were dealt with
 - iii) Any other details regulations may require; and
 - i) Such other information as may be prescribed

Under Section 5.54(1); the Annual Report for the financial year is to be accepted by the Local Government no later than 31 December.

Comment:

The Annual Financial Statements have been completed and are available.

We have received the final Audit Report, and forms part of the Annual Report.

Consultation:

Local Government Act 1995

Statutory Environment:

Local Government Act 1995 – Sections 5.27, 5.29, 5.53(1)(2), 5.54(1), 5.55

Policy Implications:

A24 (preferable to hold the General Meeting of Electors October of each year)

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 GW Greaves

Seconded Cr AD Clarke

That Council:

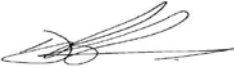
- a) Receive the Annual Financial Statements as presented and Auditor's Report for the 2015/2016 financial year;**
- b) Receive and adopt the Annual Report for the year ended 2015/2016;**
- c) Resolve that the General Meeting of Electors be held on ? November 2016 commencing at 7.30pm.**

**PUT & CARRIED: 7/0
RESOLUTION NO: 071116**

Item deferred to special meeting 6.00pm 22nd November 2016

10.2.5 CONTRIBUTION TO COMMUNITY CHRISTMAS FUNCTION

Cr PL McWha declared a financial interest as she has children attending the event (for gifts) , but Council considered it as an “*Interest in Common*” as all residents of the Shire of Koorda are able to attend the function .

| | |
|-------------------------------------|---|
| Section 5.23 – Applicability | |
| Location: | KOORDA |
| Portfolio: | Governance, Administration and Finance Cr BG Cooper |
| File Reference: | ADM 0149 |
| Disclosure of Interest: | |
| Author: | David N Burton, Chief Executive Officer |
| Signature of CEO |  |
| Attachment: | Letter |

Background:

As part of Council Policy, the Shire has donated \$1,000 to the annual Community Christmas function to assist in the purchase of gift for the children. This generally works on the basis of the parent putting in \$10 and the Shire contributing \$10 towards a gift.

In the last few years, we have had some funding for “morale boosting” events which has also been allocated to the event for the purchase of meat for the BBQ. This was seen as a contribution as the event is open to all the community, not just the families that have contributed to the gift scheme.

Comment:

Many years ago, the event started with the parents funding the gifts and the Shire only having a small contribution with people bringing their own nibbles for the night. Over the years, this has slowly expanded with additional funds being contributed by the Shire.

At the moment, there is still a small amount of funds held in Trust which may be allocated to the event, but these funds will be running out soon and thus the long term impact of the event must be considered.

The cost for the event is usually the \$1,000 for the gift subsidy and also the cost of the meat, which is usually about \$300 - \$400. The number of people attending the event is something that we have no control over, so the cost of the meat is something that may increase significantly without warning.

Previously, the P&C were advised that the consideration of the funding for meat would be considered each year pending on attendance and cost.

In discussion with representatives from P&C, it is believed that the gifts should be able to be purchased with approximately \$750 and the balance used for meat. This would keep the contribution to the \$1,000 as per Policy. Council may want to allocate an allowance of \$200 additional for meat if required to allow for any extra (last year this allowance was \$300).

Consultation

David Burton – CEO
Koorda P&C

Statutory Environment:

Nil

Policy Implications:

Policy F8 has an allocation of \$1,000 to the Christmas function.

Financial Implications:

The \$1,000 is an allowance that is included in the budget. Contributions towards the meat for the BBQ is only likely to be a minor expenditure, but may need to be monitored.

Strategic Implications:

Shire of Koorda Strategic Community Plan

S 1.2 - Partner with the community to support the creation of community driven activity centres (short term, ongoing)

Voting Requirement:

Simple majority

COUNCIL DECISION

Officer Recommendation

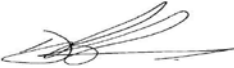
Moved Cr GW Greaves

Seconded Cr LC Smith

That the \$1,000 contribution to the P&C be forward as per Shire Policy F8 to cover gifts on a dollar for dollar basis and meat if funds allow and an additional allowance of \$200 be allocated if required to purchase meat for the function for the 2016 year.

**PUT & CARRIED: 7/0
RESOLUTION NO: 081116**

10.2.6 PURCHASE OF COMMUNITY BUS

| | |
|-------------------------------------|---|
| Section 5.23 – Applicability | |
| Location: | Koorda Townsite |
| Portfolio: | Governance, Administration and Finance Cr BG Cooper |
| File Reference: | ADM 0177 |
| Disclosure of Interest: | No Interest declared by CEO |
| Author: | David N Burton, Chief Executive Officer |
| Signature of CEO |  |
| Attachment: | Draft Local Law |

Background:

As part of the plant replacement program for 2016/2017, the Community Bus was due for replacement as the current vehicle is getting older and has been unreliable on several occasions while in use.

In the current budget, we have an allocation of \$65,000 changeover which would have come from the Community Bus Reserve after funding had been added to the account for the year.

Comment:

Staff have received 2 quotes for Community Buses of similar configuration to the current bus being used by the Shire.

The quote for a Toyota Coaster bus similar to the current bus is the preferred option, but concern is raised that the changeover cost of this bus will be \$77,272.73 or \$12,272.73 over the current budget allocation.

The Shire has two possible options, we can hold off on the purchase of the bus until next financial year and increase the budget allowance, however as we have already had some issues with the bus, it would be preferred to increase the budget by \$12,000 to allow for the purchase with the additional funds coming from the plant reserve.

Consultation

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

Policy Implications:

Nil

Financial Implications:

In order to purchase the new Community Bus, an additional budget allocation of \$12,000 from the Plant Reserve will be required.

Strategic Implications:

Shire of Koorda Strategic Community Plan

Voting Requirement:

Absolute majority

COUNCIL DECISION
Officer Recommendation

Moved Cr GW Greaves

Seconded Cr PL McWha

That:

- 1) The Chief Executive Officer be authorise to purchase a new Community Bus; and**
- 2) A Budget amendment of \$12,000 be allocated to the changeover of the Community Bus with additional funds being transferred from the Plant Reserve.**

CARRIED / LOST BY ABSOLUTE MAJORITY: 7/0
RESOLUTION NO: 091116

| | |
|-------------|---------------------------------------|
| 10.3 | Law, Order & Public Safety |
|-------------|---------------------------------------|

No items this month

| | |
|-------------|----------------------------|
| 10.4 | Health and Building |
|-------------|----------------------------|

No items this month

| | |
|-------------|--------------------------------|
| 10.5 | Education & Welfare |
|-------------|--------------------------------|

No items this month

| | |
|-------------|----------------|
| 10.6 | Housing |
|-------------|----------------|

No items this month

| | |
|-------------|----------------------------|
| 10.7 | Community Amenities |
|-------------|----------------------------|

No items this month

| | |
|-------------|-------------------------------|
| 10.8 | Recreation and Culture |
|-------------|-------------------------------|

No Items This Month

| | |
|-------------|------------------|
| 10.9 | Transport |
|-------------|------------------|

No items this month

| | |
|--------------|--------------------------|
| 10.10 | Economic Services |
|--------------|--------------------------|

| | |
|----------------|---|
| 10.10.1 | SUBDIVISION OF LOCATIONS 4045 AND 4046 |
|----------------|---|

Section 5.23 – Applicability

Location:

Shire of Koorda

Portfolio:

Governance, Administration and Finance

Cr BG Cooper

File Reference:

ADM 0042

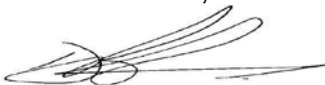
Disclosure Of Interest:

No interest declared by the CEO

Author:

David Burton, Chief Executive Officer

Signature of CEO



Attachment:

Financial Position

Background:

A request has been received from the WA Planning Commission for a subdivision in the north west of the Shire for Locations 4045 and 4046

Comment:

The properties are rural properties and the subdivision is just a rationalising of the portions of the land.

In discussion with our Planning Liaison Officer, the only concern raised was access to the properties being a minimum of 50m from the intersection to allow better visibility when moving machinery.

The only other change that this will create for the Shire of Koorda is that Location 4045 was the only lot in the Shire and this subdivision will have both owners as ratepayers for the Shire of Koorda, but will not impact the rates much.

Consultation:

Mr John Gosper – Planning Liaison Officer

Statutory Environment:

Nil

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 AD Clarke

Seconded Cr SE Boyd

That the Chief Executive Officer advise the Western Australian Planning Commission that the Shire of Koorda has no objections to the subdivision of Locations 4045 and 4046 as requested, but requests the condition that access to the properties be a minimum of 50 meters from the intersection to ensure good visibility when accessing to road network with machinery.

**PUT & CARRIED: 7/0
RESOLUTION NO: 101116**

10.11 Other Property & Services

No items this month

10.12 Reserves

No items this month

11 ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

12 NEW BUSINESS OF AN URGENT NATURE INTRODUCED

13 MATTERS FOR WHICH MEETING MAY BE CLOSED

14 DATE OF NEXT MEETING

Wednesday 21 December 2016 @ 6.00pm

15 CLOSURE

The President thanked Councillors for the participation and closed the meeting at 6.47pm.

Signed

Presiding person at the meeting at which the minutes were confirmed

Date: