



Shire of Koorda



AGENDA

NOTE:

Wednesday 16th November 2016
Ordinary Meeting 6.00pm



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.

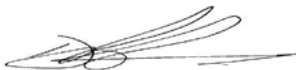
Any person or legal entity who acts or fails to act in reliance upon any statement, act or omission made in a Councillor Committee meeting does so at that person's or legal entity's own risk.

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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COUNCIL CALENDAR..... 27

8	ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT DISCUSSION
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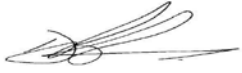
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10 CHIEF EXECUTIVE OFFICERS REPORT

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

Seconded Cr

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

**PUT & CARRIED:
RESOLUTION NO:**

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

Seconded Cr

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

**PUT & CARRIED:
RESOLUTION NO:**

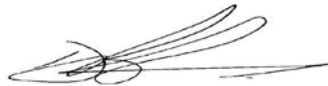
10.2	Finance
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10.2.1 **MONTHLY FINANCIAL STATEMENTS**
As at 31 October 2016

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

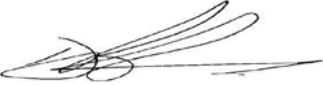
Moved Cr

Seconded Cr

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

PUT & CARRIED:
RESOLUTION NO:

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

Seconded Cr

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:
RESOLUTION NO:**

Voting Requirement: Simple majority

COUNCIL DECISION
Officer Recommendation

Moved Cr

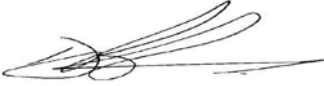
Seconded Cr

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

PUT & CARRIED:
RESOLUTION NO:

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

Seconded Cr

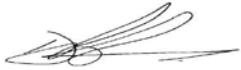
That Council:

- 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:
RESOLUTION NO:**

10.2.5 CONTRIBUTION TO COMMUNITY CHRISTMAS 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

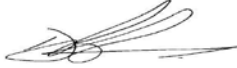
Moved Cr

Seconded Cr

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:
RESOLUTION NO:

10.1.2 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

Seconded Cr

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

10.3	Law, Order & Public Safety
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No items this month

10.4	Health and Building
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No items this month

10.5	Education & Welfare
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No items this month

10.6	Housing
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No items this month

10.7	Community Amenities
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No items this month

10.8	Recreation and Culture
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No Items This Month

10.9	Transport
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No items this month

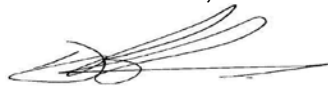
10.10 Economic Services

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

Seconded Cr

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:
RESOLUTION NO:

10.11	Other Property & Services
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No items this month

10.12	Reserves
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No items this month

11	ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN
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12	NEW BUSINESS OF AN URGENT NATURE INTRODUCED
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13	MATTERS FOR WHICH MEETING MAY BE CLOSED
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14	DATE OF NEXT MEETING
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Wednesday 21 December 2016 @ 6.00pm

15	CLOSURE
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Items for Discussion

Other Activities At Drive-in

We had a request from a local resident about additional activities on drive-in nights, but they had a concern that insurance costs make it cost prohibitive.

The request was for the Shire to consider a fee for people to attend local events, it may cover the insurance. While this may seem a simple solution, it does set precedence for other operators wanting to have an activity at the drive-in to be compensated as well, which is why I would be reluctant to give any guarantee of income.

While we are getting good attendances at the drive-in, the “profits” from the activity are minimal when you consider the replacement costs still have to be considered for the equipment and also the running costs.

It may be possible to have other activities be covered by the insurance of the drive-in, but this will need to be investigated.

ATM Services

Due to the prohibitive cost of Prosecur ATM Services, we will be investigating other sources to see what the best deal can be.

OPEN FORUM SESSION

Bar Duties – Cr GW Greaves

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

FINANCE Cr BG Cooper

LAW, ORDER & PUBLIC SAFETY Cr SE Boyd

HEALTH Cr SE Boyd

EDUCATION & WELFARE Cr LC Smith

HOUSING Cr LC Smith

COMMUNITY AMENITIES Cr PL McWha

RECREATION & CULTURE Cr PL McWha

TRANSPORT & COMMUNICATION Cr GW Greaves

ECONOMIC SERVICES Cr AD Clarke

OTHER PROPERTY & SERVICES & RESERVES Cr AD Clarke

OTHER:

PORTFOLIO'S

- ***Governance, Administration and Finance-* Cr BG Cooper**

- ***Law, Order, Public Safety and Health -* Cr SE Boyd**

- ***Education, Welfare and Housing-* 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

November

Wednesday 16th

Tuesday 22nd

Thursday 24th

Saturday 26th

Ordinary Meeting of Council

NEWROC Executive Meeting – KOORDA

Seniors Luncheon

Linda's Retirement function

December

Thursday 1st

Wednesday 7th

Friday 9th

Tuesday 13th

Friday 16th

Wednesday 21st

Saturday 24th

GECZ – Kellerberrin

WALGA State Council – Perth

Council Christmas Function @ Sports Club

NEWROC Council Meeting – Shire of Nungarin

Koorda Community Christmas Tree

Ordinary Meeting of Council

Office Closes for Christmas

January 2017

Tuesday 3rd

Office resumes from Christmas Break

February 2017

Thursday 2nd

Wednesday 15th

Monday 27th

100 years Council meeting

Ordinary Meeting of Council

WBN RRG – Northam