

2016



MINUTES

Shire of Koorda

19/10/2016

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UNCONFIRMED



SHIRE OF KOORDA MINUTES

FOR THE ORDINARY MEETING OF COUNCIL
Held in the Council Chambers, Allenby Street,
Koorda, Wednesday 19 October 2016 at 4.30pm

1 DECLARATION OF OPENING

As The Shire President had advised that he would be running late, the Deputy Shire President assumed the chair and declared the meeting open at 4.30pm.

2 ANNOUNCEMENT OF VISITORS

Nil

3 RECORD OF ATTENDANCE

3.1 Record of Attendance:

Cr FJ Storer	President <i>from 4.57pm</i>
Cr GW Greaves	Deputy President
Cr LC Smith	Councillor
Cr BG Cooper	Councillor
Cr SE Boyd	Councillor <i>from 4.37pm</i>
Cr AD Clarke	Councillor
Cr PL McWha	Councillor <i>from 4.35pm</i>
D Burton	CEO
L Hendry	DCEO

3.2 Apologies:

3.3 Approved Leave of Absence:

4 QUESTION TIME FOR THE PUBLIC

7.1 Response to Previous Public Questions Taken on Notice

7.2 Public Question Time Open

7.3 Public Question Time Closed

5 APPLICATIONS FOR LEAVE OF ABSENCE

Nil

6 PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS

Nil

7 CONFIRMATION OF MINUTES FROM PREVIOUS MEETINGS

7.1 ORDINARY MEETING HELD 21 September 2016

**COUNCIL DECISION
Officer Recommendation**

Moved Cr BG Cooper

Seconded Cr AD Clarke

That the Minutes of the Koorda Shire Council Ordinary Meeting held on the 21 September 2016, as circulated be confirmed and certified as a true and accurate record.

**PUT /CARRIED: 4/0
RESOLUTION NO: 011016**

8 ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT DISCUSSION

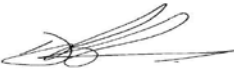
Nil

9 REPORTS OF COMMITTEES

9.1 Building Committee

9.1.1 BUILDING PROGRAMME 2016/2017 (Current)

Section 5.23 – Applicability

Location:	Koorda Townsite
File Reference:	Various
Disclosure of Interest:	The CEO declares an interest in Lot 282 Pearman Street, as he resides there
Author:	David N Burton, Chief Executive Officer
Signature of CEO	
Attachment:	Nil

Background:

The budget program of works with regard Housing and Community Facilities for 2016/2017 and is generally based on the previously prepared forward planning programmes, reviewed and amended in line with inspections and discussions. The plan as presented, generally relates to capital works, improvements and maintenance with regard housing, buildings and facilities. Taking into account likely financial and other resources available.

Comment:

The following brief comment is made with regard individual properties:-

Staff Housing

- Lot 9 Smith Street – General Maintenance, provision for patio (currently being completed)
Staff
- Lot 68 Smith St – General Maintenance, Paint interior (completed), replace vinyl flooring (future).
Darren West
- Lot 282 Pearman St - General Maintenance provision – recently replaced several struts at back and replaced drainage from gutters
CEO Floor coverings / Capital if required
- Lot 98 Greenham St - Possible Sale
Privately rented – Tenant moving out end of year, will sell in 2016/201 (Mechanical may want to rent property while performing mtce on own)
- Lot 271 Greenham St - General maintenance
Wansbrough Upgrade Kitchen.

- Lot 274 Lodge St - General maintenance
**Swimming pool manager, General Upgrade Provision
Mary Segond von Banchet**

Non Staff

- *Lot 203 Pearman St - Most items addressed, general maintenance
Privately Rented renew existing fixtures if required. Recently installed reverse cycle aircon.*
- *Lot 204 Pearman St - General provision only
Leased to GROH - Police (Shane Wheeler) (minor works will be completed when vacated.)
Capital provision if required.*
- *Lot 95 Greenham St General maintenance*
- *Lot 198 Lodge St New dwellings - driveway and landscape, garden sheds.*
- *Lot 99/100 Greenham St **Yalabee Units**
1 Unit to be upgraded, more if possible.*
- *Lot 13 Smith St*

Units A, B & C General maintenance, most brick fretting repairs have been completed, but will need to be monitored. This is a general provision. Unit 3 needs minor work.

- Lot 291 Smith St – JV units
Units 1, 2, 3 General maintenance only minor upgrades requested, capital provision for unit 1 if required.
- Lot 550 Smith St Joint Venture Units – general maintenance provision only
- *Lot 550 Smith Street* Gazebo and gardens in front area. Natives and Mulch

Other – Public Buildings and Facilities

➤ Administration Building – Reserve 33226 – Allenby Street

- General Maintenance – maintenance as required. New telephone system. Renovations if required.

➤ ES Building – Lot 77 – Smith Street/Ningham Street

- No work scheduled – ongoing maintenance, extend patio on eastern side (2016/2017).

➤ Reserve 33226 – Allenby St Koorda Health Centre

- Health facility includes Doctors surgery and Community/Allied Health facilities, ongoing improvements/maintenance

➤ **Play Group Building – Reserve 32548 – Ninghan Street**

- Ongoing maintenance will be carried out as necessary.
- As we have had no further information about the use as a childcare facility, no allocation has been included in the budget, however this may need to change if required.
- There are a number of longer term issues with this building.
- External cladding - consideration of removal if required (contains asbestos)

➤ **Refuse site**

- Proposed – Extend life of current site if possible and prepare new site.
- We are currently looking at the Old Golf Course as a suitable location for a new waste site DER Officers have inspected however there have been some issues in getting the approvals. We recently met with the Director General of DER which seemed a lot more positive with regards to getting the new lot passed. This project is now being completed by WALGA and DER to set precedence over small rubbish sites and the requirements. This should be completed soon, but has been dragged out longer than anticipated.

➤ **Public Toilets – Reserve 20256 – Birdwood Street & Reserve 33226 – Volunteer Park Ninghan Street**

- Ongoing maintenance only anticipated.
- Tables and seats as per Aged Communities funding (completed)

➤ **Cemetery – Reserve 20236 – Koorda Cadoux Road**

- General ongoing improvements.
- Other provision for minor complementary improvement (toilet) (to be completed soon)

➤ **Cowcowing Cemetery – Wyalkatchem Koorda Road**

- General ongoing works as required.

➤ **Koorda Drive-in – Lot 17 – Orchard Street**

- The projector system has been update. Work has begun to upgrade the kiosk and projection box with a 50's diner theme to protect the building from weather and make it more visually appealing. This will also look at installing power to the front of the drive in and the back as well.

➤ **TV & Radio Re-transmission Facility**

- General ongoing maintenance provision only.
- Digital TV has been installed into the town for service.

➤ **Museum & Mad Club – Reserve 32572 – Ninghan Street**

- General provision. Capital allocation for MAD ceiling, but Museum needs some works done as well.

➤ **Recreation Facilities – Reserve 20134 – Scott Street**

- Oval – will be “earthquaked” between seasonal use to help water retention and use over summer, endeavours are being made to improve playing surface
- Provisions for extending facility – We have been advised that we have not been successful in our funding application. Once we have the reasons for why it failed, we can establish a direction about future funding or changes to the project.
- General Maintenance
- Ongoing development of Recreation Facilities Plan for future extensions. Grant application has been sent for \$3.4m.

➤ **Bowling Green – Reserve 26647 – Greenham Street**

- Ongoing surrounds maintenance assistance

➤ **Golf Course**

- Ongoing course maintenance assistance - mow fairways and other minor assistance for major events i.e. open day, Police day, St Johns/RFDS day and club championships

➤ **Swimming Pool – Reserve 17933 – Haig Street**

- With the Community Pools revitalisation funds, we will be looking at repainting the smaller pools and also replacing a shelter and giving the BBQ area a better shelter to make it more usable.

➤ **Skate Park – Reserve 17933 – Haig Street**

- Construction of skate park. Ongoing mtce as required. A rest area and bubble fountain will be looked into for the future.

➤ **Memorial Hall Reserve 20256**

- General ongoing maintenance. Capital provision if required.

➤ **Pioneer Hall – Reserve 16649 – Railway Street**

- General only – aging problem. Capital allocation to stabilise or start work on saving facade of building.

➤ **Former Guide/Brownie Hall – Reserve 34889 – Allenby Street**

- General only – However Council indicated a desire to renovate and retain as a Historical/Heritage building relevant to Koorda early architecture. Suggest substantially upgrade of building if a future use can be determined.

➤ **Community Shed**

“See recreation facilities”

➤ **Shire Works Depot – Lot 567 & 12 Aitken Road**

- General allocation provision for storage area.

➤ **NRM Building – 11 Railway Street**

- Currently under lease agreement

➤ **Caravan Park – Reserve 34744 – Scott Street**

- Provision to continue to improve facility.

No specific allocation:

- Gym facility – to be included in the Recreation Grounds Development Plan.

Consultation:

Nil

Statutory Environment:

Nil

Policy Implications:

Nil

Financial Implications:

Costs for works have been factored into the 2016/2017 budget.

Strategic Implications:

Will have to implement long term asset management practices (10 year) and need to plan overall maintenance/upgrading/replacement programmes. This would establish priorities for funding. Reserve funds may fund priorities, but will not be sufficient for all requirements. This will become the basis of the Shire’s Assets Management Plan for buildings.

Shire of Koorda Strategic Community Plan

S 2.2 - Facilitate provision of services for aged persons and people with disabilities (medium term, [4-10 yrs](#))

S 2.5 - Facilitate provision of appropriate playgroup facilities (medium term, [4-6 years](#))

S 3.3 - Support provision of emergency services (ongoing)

S 4.1 - Develop a broad recreation master plan for the Shire (short term, [in progress](#))

S 4.2 - Develop, maintain and support appropriate recreation facilities throughout the Shire (ongoing)

E 1.10 - Monitor local community demand for additional accommodation units (medium term, [in progress](#))

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

B 1.4 - Provide sustainable open space to recreate and connect (medium term, [4-15 years](#))

B 1.5 - Develop and maintain sustainable assets and infrastructure (ongoing)

B 1.6 - Maintain and protect heritage buildings and sites (ongoing)

Voting Requirement:

Simple majority

COUNCIL DECISION

Officer/Committee Recommendation

Moved Cr AD Clarke

Seconded Cr BG Cooper

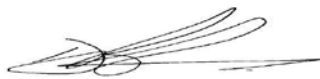
That the current program with regard building construction, maintenance and upgrading planned for 2016/2017 be noted.

**PUT & CARRIED: 4/0
RESOLUTION NO: 021016**

Cr PL McWha entered the meeting at 4.35pm

Cr SE Boyd entered the meeting at 4.37pm

9.1.2 BUILDING / FACILITIES PROGRAMME 2017/2018 – 2027/2028

Location:	Koorda town site
Applicant:	
File Ref:	ADM 0034
Disclosure of Interest:	CEO occupies the residence situated on Lot 282 Pearman St No interest declared by Councillors
Author:	D N Burton, Chief Executive Officer
Signature of Author:	
Attachment	Yes

Background

Council's current practice is to review their Asset Management Plan annually, specifically with regard accommodation units and community facilities. This is to ensure current relevance, with regard both the forthcoming financial year and the short to medium term future. Council has in the past acknowledged the need to upgrade facilities as well as a continuing ongoing need for general facility improvement or replacement.

Now that Council has possible additional funding available, it can accelerate the programme of upgrading or replacing current infrastructure, particularly aged infrastructure.

The attached reviewed plan is an update of the previously forward adopted plan. The updated proposal for 2017/2018 and forward projections to 2027/2028 is appended.

Major items considered for the next five years include:

Business/trade units - part in industrial development (funding required)

Refuse Site - rehab of old site and preparation of new site Planning should be completed 16/17, with works to commence 16/17 once approved.

Drive-In – Future additions may be available for the Drive-in. This can include artificial turf in the front area and maybe a fire pit area near the gate and extending the front verandah.

Recreation Facilities – upgrading and extending (10 year project funding being applied for)

Housing for the town being Aged (CEACA starting in late 16/17).

Council's Strategic Plans must be completed and it is this shires current practice to review every year. It is again emphasised there is a need to discuss and consider the future of all shire buildings and facilities, including any future additional facilities.

Comment

Council has previously acknowledged that within anticipated financial parameters likely to be available; there is a need to continue to upgrade housing, review the standard of community facilities, and give consideration to replacement facilities. Most of the upgrades have been completed or are in the progress to allow for the Shire to have adequate modern housing.

As the Royalties For Regions funding has shifted with the allocation of the Country Local Government Fund no longer existing and Councils competing with other projects under consideration of the Wheatbelt Blueprints, it is vital that consideration be given to the projects

likely to be funded under this document. While Councils are requesting the reinstatement of the CLGF to councils, it may be unlikely.

We have been advised that we were unsuccessful in our application for National Stronger Regions Funding for the Recreation Centre. Once we have established the reason why our application failed we can look at our options. There is a new funding stream of Building Better Regions which has replaced the NSRF which we may be able to make use of. The other option may be to go with our original plan of completing the works in stages or changing the scope of works to reduce the cost.

It is reiterated in the development of a programme, the main emphasis should be on the next financial year and the following four years, although in certain circumstances; as we are aware; it is an obvious and realistic requirement to consider longer term (10 year) as well.

For other buildings, it is mostly only general maintenance that is required to keep the buildings to a satisfactory level. This can be completed without impacting the construction of the Recreation Ground facility.

It should also be noted that the current tenant from 32 Greenham Street has indicated that he will be moving out at the end of the year. As this is the Shire's oldest house, it may be more beneficial to sell this asset rather than trying to maintain it as it will require extensive works. Our Mechanic may be interested in renting this property while restumping his own property. This may take 12-18 months.

Consultation

Previous discussions by this Committee and Council
Current adopted Forward Plan, to be reviewed and updated.

Statutory Environment

Local Govt Act 1995 – Section 5.56
Local Government (Administration) Regulations 1996

Policy Implications

Will set future directions

Financial Implication

The development of the Future Works will allow for better allocations of resources and funding.

Strategic Implications

Shire of Koorda Strategic Community Plan

S 2.2 - Facilitate provision of services for aged persons and people with disabilities (medium term, 4-10 yrs)

S 2.5 - Facilitate provision of appropriate playgroup facilities (medium term, 4-6 years)

S 3.3 - Support provision of emergency services (ongoing)

S 4.2 - Develop, maintain and support appropriate recreation facilities throughout the Shire (ongoing)

E 1.10 - Monitor local community demand for additional accommodation units (medium term, in progress)

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

- B 1.4 - Provide sustainable open space to recreate and connect (medium term, 4-15 years)
- B 1.5 - Develop and maintain sustainable assets and infrastructure (ongoing)
- B 1.6 - Maintain and protect heritage buildings and sites (ongoing)

Voting Requirements

Simple majority

COUNCIL DECISION

Officer/Committee Recommendation

Moved Cr AD Clarke

Seconded Cr LC Smith

That the attached Building Programme, as presented, discussed and amended be recommended for inclusion in Councils initial draft Plan for the Future and Forward Capital Works Plans for 2017/18 to 2027/28.

**PUT & CARRIED: 6/0
RESOLUTION NO: 031016**

9.2 Audit Committee

9.2.1 2015/2016 Annual Audit - *****ITEM WITHDRAWN*****

Section 5.23 – Applicability

Location:

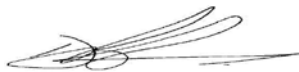
Portfolio: Governance, Administration and Finance
Cr B Cooper

File Reference: ADM 0114

Disclosure Of Interest: No interest declared by the CEO

Author: David Burton, Chief Executive Officer

Signature of CEO



Attachment: Annual Audit Management Report for the year ended 30 June 2016
to be supplied at meeting

Background:

Annual Audit

Under Shire audit contract, the approved and appointed auditor is required to carry out two onsite visits per annum, an interim and then the final annual audit, for a specific financial year.

Note - Under the Local government (Audit) Regulations 1996, Councils Auditor, Mr Marius van der Merwe must sign off the Annual Audit Report.

Comment

Mr Marius van der Merwe of Butler Settineri will be attending the meeting in person to speak to the Committee as required.

Mr van der Merwe, Councils current Auditor, has submitted his Annual Audit Management Report for the 2015/2016 financial year.

Consultation:

Marius van der Merwe – Butler Settineri (Audit) Pty Ltd

Statutory Environment:

- Local Government Act 1995 Section 6.10 & 7.9(1)
- Local Government Financial Management Regulation 1996 Part 2
- Local Government (Audit) Regulations 1996 – Reg 10

Policy Implications:

Nil

Financial Implications:

Nil.

Strategic Implications:

Strategic Community Plan

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

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

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

Voting Requirement:

Simple majority

COUNCIL DECISION

Officer Recommendation

Moved Cr

Seconded Cr

That the comments of the audit be noted and the Chief Executive Officer take correct action as required.

**PUT & CARRIED:
RESOLUTION NO:**

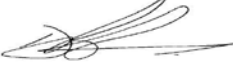
Item withdrawn - Annual Financials have not arrived.

10 CHIEF EXECUTIVE OFFICERS REPORT

10.1 Governance and Administration

10.1.1 **NEWROC EXECUTIVE COUNCIL MEETING** 27 September 2016 at Bencubbin

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 27 September 2016 at Bencubbin.

Comment:

The following issues were discussed:

- Item 5.1 Income and Expenditure
- Item 5.2 Balance Sheet
- Item 6.1 NEWROC Strategic Projects – further information to be sought from Ray Davy for road construction, update on subsidiaries legislation
- Item 6.2 NEWARTS Literary Luncheon – Information on event.
- Item 6.3 Kununoppin Bonded Medical Scholarship – Update
- Item 6.4 NEWROC Health Strategy – Project Steering Group to be endorsed.
- Item 7.1 Information / Knowledge Sharing – to happen between Shires, Reg 17 update for Shires.
- Item 8.1/2 WALGA Zone Issues – Land required for sewerage, Rent on GEHA properties in area.
- Item 9 WA Police Superintendant to attend at next meeting.

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 SE Boyd

Seconded Cr BG Cooper

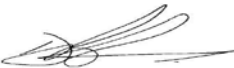
That Council note and endorse the recommendations of the NEWROC Executive meeting held at Bencubbin on 27th September 2016.

**PUT & CARRIED: 6/0
RESOLUTION NO: 041016**

10.1.2

ROAD RAIL INTERFACE AGREEMENT

Section 5.23 – Applicability

Location:	KOORDA
Portfolio:	Governance, Administration and Finance Cr BG Cooper
File Reference:	ADM 0286
Disclosure of Interest:	No Interest declared by CEO
Author:	David N Burton, Chief Executive Officer
Signature of CEO	
Attachment:	Agreement

Background:

The Office of Rail Safety has advised the Shire that it is a requirement to have an Interface Agreement in place with the rail operator when there is road-rail interaction to ensure that all involved are aware of their responsibilities.

This process has been several attempts to have the agreement be acceptable to local government with the assistance of WALGA.

Comment:

Local Governments raised several concerns with the agreement which has now been revised by Brookfield Rail with the concerns taken into consideration. The agreement in its current format addresses all the concerns raised by local governments including staff of the Shire of Koorda.

While the agreement is another compliance requirement for the local authority the specified responsibilities are not particularly onerous and just need to be managed as part of works programming.

Statutory Environment:

Rail Safety National Law (WA) Act 2015

It is a requirement for Local governments where there is an operating Rail line to enter into a Road-Rail Interface agreement.

Policy Implications:

Nil

Financial Implications:

Not measurable at this stage but will only be an impact when works are required around rail crossings.

Strategic Implications:

Strategic Community Plan

E 6.1 - Plan for the provision and delivery of transport services and infrastructure in the Shire in close consultation with the State and Federal governments and the local community (ongoing)

E 6.2 - Maintain an efficient, safe and quality local road network (ongoing)

E 6.3 - Support the provision of appropriate regional transportation links, including rail, air and bus services (ongoing)

C 1.6 - Develop successful and collaborative partnerships (ongoing)

Voting Requirement:

Simple majority

COUNCIL DECISION
Officer Recommendation

Moved Cr AD Clarke

Seconded Cr PL McWha

That the Shire of Koorda enter into the Public Road and Rail Crossing at Grade Interface Agreement (Version 2.3) with Brookfield Rail Pty Ltd and the Commissioners of Main Roads/Main Roads WA and authorise the signing of the documents when finalised by the Chief Executive Officer.

PUT & CARRIED: 6/0
RESOLUTION NO: 051016

*President FJ Storer joined the meeting at 4.57pm and assumed the chair.
Deputy President GW Greaves vacated the chair at 4.57pm*

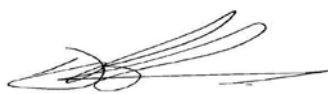
10.2 Finance

**10.2.1 MONTHLY FINANCIAL STATEMENTS
As at 30 September 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 30 September 2016.

Comment:

Monthly Financial Statements for the period ended 30 September 2016 for Council's information and acceptance. The explanations for variances of \$10,000 and 10% more are in Note 12, the Material Variance Report.

Consultation:

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 AD Clarke

Seconded Cr GW Greaves

That the monthly Financial Statements for the period ended 30 September 2016, as presented, be received and adopted.

PUT & CARRIED: 7/0
RESOLUTION NO: 061016

10.2.2 **ACCOUNTS PAID AS LISTED**
As at 13 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 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 12 September 2016 to 13 October 2016 and are generally within budget guidelines and are of an operational nature.

V232	Koorda Ag Parts	\$9,788.90
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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 SE Boyd

Seconded Cr BG Cooper

That accounts as listed being for period 9 September 2016 to 13 October 2016.

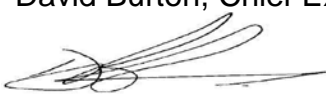
Municipal Vouchers No's V198 to V265	Totalling	\$256,194.05
Bendigo Bank Card (Included in Total)		\$ 574.49
	Total	\$256,525.05

Trust Vouch TV215	Totalling	\$331.00
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To be endorsed or passed for payment

PUT & CARRIED: 7/0
RESOLUTION NO: 071016

10.2.3 **MONTHLY FINANCIAL POSITION**
As at 13 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 the CEO
Author:	David Burton, Chief Executive Officer
Signature of CEO	
Attachment:	Financial Position

Background:
Current Monthly Financial position as at 13 October 2016 on the various accounts.

Comment:
The Municipal Account's financial position as at 13 October 2016 indicated at this time.

Monthly Financial Position	Municipal Account	\$1,208,171.87
	Reserve Account	\$4,751,433.95
	Trust Account	\$31,571.25

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 PL McWha

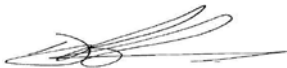
Seconded Cr GW Greaves

That the Financial Position, as at 13 October 2016, as presented, be noted, received and adopted.

PUT & CARRIED:7/0
RESOLUTION NO: 081016

10.2.4 INVESTMENT OF COUNCIL FUNDS

Section 5.23 – Applicability

Location:	Shire of Koorda
Portfolio:	Governance, Administration and Finance Cr BG Cooper
File Reference:	ADM 0480
Disclosure Of Interest:	
Author:	David Burton, Chief Executive Officer
Signature of CEO	
Attachment:	Quarterly Report

Background:

Quarterly Report for the period ended 30 September 2016.

The Quarterly Report to Council gives details of all current investments showing place of investment, term of investment, interest rate, name of funds invested and transactions for the period.

Comment:

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:

Finance Policy No. 1

Financial Implications:

Budgetary considerations, amendments and cash flow requirements.

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 SE Boyd

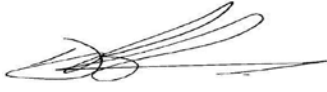
That the Quarterly Report to Council on all current investments to 30 September 2016, as presented, be received and adopted.

PUT & CARRIED: 7/0
RESOLUTION NO: 091016

10.2.5

ANNUAL REPORTING REQUIREMENTS ***ITEM WITHDRAWN***

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 1.1 - Enhance open and interactive communication between Council and the community (ongoing)

C 1.4 - Promote and support community members' participation in the Shire's governance (medium term, 4-8 years)

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

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

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

Voting Requirement:

Simple majority

COUNCIL DECISION

Officer Recommendation

Moved Cr

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 2014/2015;
- c) Resolve that the General Meeting of Electors be held on ?? October 2016 commencing at 7.30pm.

**PUT & CARRIED:
RESOLUTION NO:**

***** ITEM WITHDRAWN ***** *The item was withdrawn as the Audit Report had not been received.*

10.2.6 **REQUEST FOR HALL HIRE FEES WAIVED**

Cr PL McWha and CEO Mr. D Burton declared a financial interest in the matter as they have children that will be attending the event and left the meeting at 5.03pm

COUNCIL DECISION

Moved Cr GW Greaves

Seconded Cr AD Clarke

Standing Orders are suspended to discuss the item.

**PUT & CARRIED: 6/0
RESOLUTION NO: 101016**

COUNCIL DECISION

Moved Cr AD Clarke

Seconded Cr SE Boyd

Standing Orders are resumed.

**PUT & CARRIED: 6/0
RESOLUTION NO: 111016**

Section 5.23 – Applicability

Location:

KOORDA

Portfolio:

Governance, Administration and Finance

File Reference:

Cr BG Cooper

ADM 0149

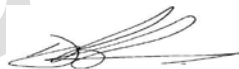
Disclosure of Interest:

CEO declared a financial interest as he has children that will be attending the function.

Author:

David N Burton, Chief Executive Officer

Signature of CEO



Attachment:

Letter

Background:

A request has been received from the Koorda P&C Inc for the waiving of the hall hire fees for the Annual Halloween Ball to be held on the 28th October 2016.

Comment:

This is a public event for the youth of Koorda which is quite well attended. The activities are centred on the youth of the town and do provide entertainment. Initially this event was done so that the children would not be wandering the streets “trick or treating” however this still does happen to some extent.

One of the advantages of the Halloween Ball is that it does provide some entertainment for the youth of the area to keep them from creating other issues such as vandalism and graffiti.

The P&C would also need the use of the facility for the week leading up to the ball to decorate the facility and then a few days after to remove all the decorations. This should not be an issue as the facility receives minimal use at this time of the year.

Council has previously supported this event in the past by waiving the fees for the hall hire. This would reduce the income for the hall by the hire fee of \$120.00, but will make the event more accessible for participants.

The Shire of Koorda Finance Policy F7 allows for the waiving of fees and charges for the Koorda Primary School during school hours, but does not include the P&C activities after school hours. Therefore the decision to waive the fees is at the discretion of Council.

The Shire of Koorda Finance Policy F8 does not list the Halloween Ball either.

Statutory Environment:

Nil

Policy Implications:

Nil

Financial Implications:

Reduction of the income for the hall by \$120.00

Strategic Implications:

Strategic Community Plan

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

S 2.3 - Provide an environment that enhances the growth, development and retention of youth (ongoing)

S 4.3 - Partner with stakeholders to achieve greater community participation in recreational facilities and services (medium term, [in progress 4-15 years](#))

Voting Requirement:

Simple majority

COUNCIL DECISION

Officer Recommendation

Moved Cr AD Clarke

Seconded Cr SE Boyd

That the Hall Fees be waived for the holding of the Annual Halloween Ball for 28th October 2016.

**PUT & CARRIED: 6/0
RESOLUTION NO: 121016**

Cr PL McWha and CEO Mr. D Burton returned to the meeting at 5.10pm.

10.3 Law, Order & Public Safety

10.3.1 BUSH FIRE BRIGADE – KOORDA/KULJA APPOINTMENTS

Section 5.23 – Applicability

Location:	Shire of Koorda
Portfolio:	Law, Order, Health and Building Cr SE Boyd
File Reference:	ADM 0119
Disclosure Of Interest:	No interest declared by the CEO
Author:	David Burton– CEO
Attachment:	Shire of Wyalkatchem Letter

Background:

In order to prepare for the up and coming Bush Fire Season, consideration needs to be given for Bush Fire Control Officers for the area.

A request from the Shire of Wyalkatchem has also been received for Dual Fire Control Officers. A copy of the letter is attached

Comment:

Under section 38.1 of the old Bush Fires Act 1954, a local government may from time to time appoint such persons as it thinks necessary to be its Bush Fire Control Officers under and for the purposes of the Act, and those officers shall appoint two as a Chief Bush Fire Control Officer and a Deputy Bush Fire Control Officer, who shall be first and second in seniority of those officers, subject there to may determine the respect of seniority of Bush Fire Control Officers appointed by it.

The recommendation would therefore be:

Fire Control Officers:

RDG Storer	Chief Bush Fire Control Officer
G Westlund	Deputy Chief Bush Fire Control Officer
AJ Leeke	Fire Control Officer
M Sutton	Fire Control Officer
C Strahan	Fire Control Officer
G Surtees	Fire Control Officer

Fire Weather Officer: AJ Leeke

Deputy Fire Weather Officer: RDG Storer

Bush Fire Advisory Committee:

RDG Storer	Chief Bush Fire Control Officer
G Westlund	Deputy Chief Bush Fire Control Officer

G Surtees	Captain Koorda Brigade/Fire Control Officer
J Smith	1 st Lieutenant Koorda Brigade
G Greaves	1 st Lieutenant Kulja Brigade
G Westlund	Captain Kulja Fire Brigade

A 'Committee' appointed should include a member of the council of the local government nominated by it for that purpose, as a member of the committee, it is recommended that Cr _____ become the council member of the committee.

The Shire of Wyalkatchem has also requested the following Officers be accepted as Dual Registered Fire Control Officers:

Marcus Reilly	kellimarcus@bigpond.com	0427 422 249
Ian Jones	lrjones8@bigpond.com	0428 815 013
Trent Tyler	Tjt1979@bigpond.com	0427 814 034
Dale Tyler	tylerfarms@bigpond.com	0429 103 991
Sean Stratford	seanstratford@bigpond.com	0427 485 955

As part of the Dual Fire Control Officer Scheme, we will also be recommending RDG Storer, G Westlund and A Leeke be registered as Dual Registration Bush Fire Control Officers so that they can assist if required.

Consultation:

RDG Storer – Chief Bushfire Control Officer
Rachel Nightingale – Shire of Wyalkatchem

Statutory Environment:

Nil

Policy Implications:

Shire of Koorda Policy B5 - Bush Fire Control Officers.

Financial Implications:

Nil

Strategic Implications:

Strategic Community Plan

S 3.1 - Provide community services to uphold public safety standards (ongoing)

S 3.2 - Collaborate with stakeholders to update and implement the community safety plan (short term, 2-4 years)

S 3.3 - Support provision of emergency services (ongoing)

S 3.4 - Provide, monitor and improve adequate bush fire protection provisions (ongoing)

Voting Requirement:

Simple majority

COUNCIL DECISION

Officer Recommendation

Moved Cr BG Cooper

Seconded Cr LC Smith

That Council make the following appointments with regard the Koorda and Kulja Bush Fire Brigades.

Fire Control Officers:

**RDG Storer
G Westlund
AJ Leeke
M Sutton**

**Chief Bush Fire Control Officer
Deputy Chief Bush Fire Control Officer
Fire Control Officer
Fire Control Officer**

Fire Weather Officer:

RDG Storer

Deputy Fire Weather Officer: AJ Leeke

Bush Fire Advisory Committee:

**RDG Storer
G Westlund
J Smith
G Greaves**

**Chief Bush Fire Control Officer
Deputy Chief Bush Fire Control Officer/Captain Kulja Brigade
A/Captain Koorda Brigade/Fire Control Officer
1st Lieutenant Kulja Brigade/Council Representative**

Dual Registration Bush Fire Control Officers

Wyalkatchem

**Marcus Reilly
Ian Jones
Trent Tyler
Dale Tyler
Sean Stratford**

Koorda

**RDG Storer
G Westlund
A Leeke**

**PUT & CARRIED: 7/0
RESOLUTION NO: 131016**

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

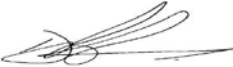
10.8	Recreation and Culture
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No items this month

10.9 Transport

10.9.1 PURCHASE OF TRUCK

Section 5.23 – Applicability

Location:	KOORDA
Portfolio:	Transport & Communication Cr GW Greaves Plant
File Reference:	
Disclosure of Interest:	No Interest declared by CEO
Author:	David N Burton, Chief Executive Officer
Signature of CEO	
Attachment:	Nil

Background:

At the September Meeting it was requested for staff to seek quotes for the replacement of the 2009 Isuzu Tip Truck.

Quotes have been sought for the replacement and are put forward for the vehicle changeover.

Comment:

Quotes were sought from several WALGA Preferred Suppliers, however on four quotes were received within the timeframe from three dealers. These quotes are GST Inclusive:

WA Hino	Hino 300 Series 717 Medium Dump	\$34,905.83
Daimler trucks Perth	Canter 815 Wide Cab Fuso	\$42,295.00
Major Motors Pty Ltd	Isuzu NH NPR 65-190 Tipper	\$33,422.00
Major Motors Pty Ltd	Isuzu NH NPR 65-190 Tipper (custom tray)	\$44,004.00

The ability of the vehicles is very similar and there does not appear to be any advantages between them. The Shire is trading in an Isuzu truck and we do run other Isuzu trucks which also allow some advantage of maintaining a single supplier for vehicles.

For changeover, the Isuzu truck is slightly lower than the Hino, but the changeover is still above the budgeted allocation of \$25,000 due to a lower trade-in value than anticipated. While the changeover is more than the budget allowance (by \$5,500 GST exclusive), it is recommended to change the vehicle rather than hold onto it for another budget cycle and use funds from the Plant Reserve to cover the shortfall if required at the end of the budget period.

Statutory Environment:

Local Government Act 1995

6.8. Expenditure from municipal fund not included in annual budget

- (1) A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure —
 - (a) is incurred in a financial year before the adoption of the annual budget by the local government; or

- (b) is authorised in advance by resolution*; or
- (c) is authorised in advance by the mayor or president in an emergency.

* Absolute majority required.

Policy Implications:

Nil

Financial Implications:

Purchase of this item will increase the use of the Plant Reserve by approximately \$5,500 pending on saving from other vehicles. The Plant Reserve currently has approximately \$470,000 in funds.

Strategic Implications:

Strategic Community Plan

E 6.1 - Plan for the provision and delivery of transport services and infrastructure in the Shire in close consultation with the State and Federal governments and the local community (ongoing)

E 6.2 - Maintain an efficient, safe and quality local road network (ongoing)

E 6.3 - Support the provision of appropriate regional transportation links, including rail, air and bus services (ongoing)

C 2.4 - Use resources efficiently and effectively (ongoing)

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

Voting Requirement:

Absolute majority

COUNCIL DECISION

Officer Recommendation

Moved Cr GW Greaves

Seconded Cr AD Clarke

That:

1. the Chief Executive Officer be authorised to purchase a Isuzu NH NHP65-190 truck from Major Motors Pty Ltd with a changeover cost of \$33,422.00;

and

2. A budget alteration of \$5,500 from the Plant Reserve to the Capital Budget be approved to cover the changeover cost of the vehicle.

**PUT & CARRIED ABSOLUTE MAJORITY:7/0
RESOLUTION NO: 141016**

10.10	Economic Services
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No items this month

10.11	Other Property & Services
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No items this month

10.12	Reserves
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No items this month

UNCONFIRMED

11 ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

12 NEW BUSINESS OF AN URGENT NATURE INTRODUCED

COUNCIL DECISION

Moved Cr GW Greaves

Seconded Cr AD Clarke

That Late Item 12.1.1 be accepted

**PUT & CARRIED:7/0
RESOLUTION NO: 151016**

12.1.1 CEACA INC. REPRESENTATION

Section 5.23 – Applicability

Location:

KOORDA

Portfolio:

Administration & Finance

File Reference:

Cr B Cooper

Disclosure of Interest:

ADM

Author:

David N Burton, Chief Executive Officer

Signature of CEO



Attachment:

Nil

Background:

The Shire of Koorda has been involved with CEACA Inc since its inception as the body to run the Aged Care facilities that 11 Shires have been trying to attract to the area.

As part of this Incorporated body, the Shire needs to elect a Representative and Deputy to ensure that the area of Koorda has a voice on the Board. This representative needs to be adopted by Council before the November AGM of CEACA Incorporated.

Comment:

Previously, the Shire President was the Representative of the CEACA Inc Board for Koorda. The Deputy in his absence was the Chief Executive Officer.

At the current time, CEACA Inc has received a grant of \$19million, so the development will be going ahead in stage 1 and Stage 2, which will see the first houses being allocated to the various towns. While this is going ahead, it may be prudent to retain the same representative to the CEACA Inc Board as they are aware of the current processes of the group and where the project is at and heading. At a later date when the constructions phase has settled, Council may consider changes to the representatives.

Statutory Environment:

Nil

Policy Implications:

Nil

Financial Implications:

Nil

Strategic Implications:

Strategic Community Plan

S 1.1 - Advocate for enhanced service provision from government and community agencies to ensure these support services are available to local families and individuals (short term, ongoing)

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

S 2.2 - Facilitate provision of services for aged persons and people with disabilities (medium term, 4-10 yrs)

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

Voting Requirement:

Simple majority

COUNCIL DECISION

Officer Recommendation

Moved Cr BG Cooper

Seconded Cr GW Greaves

That:

- 1. The Shire President be elected as the Representative of Koorda for the CEACA Inc. Board; and**
- 2. The Chief Executive Officer be elected as the Deputy Representative of Koorda for the CEACA Inc. Board.**

**PUT & CARRIED:7/0
RESOLUTION NO: 161016**

13 MATTERS FOR WHICH MEETING MAY BE CLOSED

14 DATE OF NEXT MEETING

Wednesday 16 November 2016 @ 6.00pm

15 CLOSURE

The President thanked Councillors for the participation and closed the meeting at 5.23pm

Signed

Presiding person at the meeting at which the minutes were confirmed

Date: 21 September 2016

UNCONFIRMED