

**2018**



# MINUTES

**Shire of Koorda**

**20/06/2018**

## CONTENTS

<b>1</b>	<b>DECLARATION OF OPENING .....</b>	<b>3</b>
<b>2</b>	<b>ANNOUNCEMENT OF VISITORS .....</b>	<b>3</b>
<b>3</b>	<b>RECORD OF ATTENDANCE .....</b>	<b>3</b>
	<b>3.1 Record of Attendance: .....</b>	<b>3</b>
	<b>3.2 Apologies: .....</b>	<b>3</b>
	<b>3.3 Approved Leave of Absence: .....</b>	<b>3</b>
<b>4</b>	<b>QUESTION TIME FOR THE PUBLIC .....</b>	<b>3</b>
	<b>4.1 Response to Previous Public Questions Taken on Notice .....</b>	<b>3</b>
	<b>4.2 Public Question Time Open .....</b>	<b>3</b>
	<b>4.3 Public Question Time Closed .....</b>	<b>3</b>
<b>5</b>	<b>APPLICATIONS FOR LEAVE OF ABSENCE .....</b>	<b>3</b>
<b>6</b>	<b>DECLARATIONS OF INTEREST .....</b>	<b>3</b>
<b>7</b>	<b>PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS.....</b>	<b>4</b>
<b>8</b>	<b>CONFIRMATION OF MINUTES FROM PREVIOUS MEETINGS .....</b>	<b>4</b>
	<b>8.1 ORDINARY MEETING HELD 23 May 2018.....</b>	<b>4</b>
<b>9</b>	<b>ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT DISCUSSION.....</b>	<b>4</b>
<b>10</b>	<b>REPORTS OF COMMITTEES .....</b>	<b>4</b>
<b>11</b>	<b>CHIEF EXECUTIVE OFFICERS REPORT.....</b>	<b>5</b>
	<b>11.1 Governance and Administration .....</b>	<b>5</b>
	11.1.1 NEWROC EXECUTIVE MEETING .....	5
	11.1.2 NEWHEALTH MEETING .....	7
	11.1.3 GECZ MEETING - MERREDIN.....	9
	11.1.4 STANDING ORDERS AMENDEMENT LOCAL LAW 2018.....	11
	11.1.5 LOCAL GOVERNMENT PROPERTY AMENDMENT LOCAL LAW 2018 .....	14
	<b>11.2 Finance.....</b>	<b>17</b>
	11.2.1 MONTHLY FINANCIAL STATEMENTS.....	17
	11.2.2 ACCOUNTS PAID AS LISTED.....	19
	11.2.3 MONTHLY FINANCIAL POSITION .....	21
	11.2.4 EXPENDITURE REVIEW.....	23
	11.2.5 PURCHASE OF EXCAVATOR.....	26
	11.2.6 DRAFT BUDGET – 2018/2019 .....	28
	<b>11.3 Law, Order &amp; Public Safety.....</b>	<b>31</b>
	<b>11.4 Health and Building.....</b>	<b>31</b>
	<b>11.5 Education &amp; Welfare.....</b>	<b>31</b>
	<b>11.6 Housing.....</b>	<b>31</b>
	<b>11.7 Community Amenities.....</b>	<b>31</b>
	<b>11.8 Recreation and Culture .....</b>	<b>31</b>
	<b>11.9 Transport.....</b>	<b>31</b>
	<b>11.10 Economic Services.....</b>	<b>31</b>
	<b>11.11 Other Property &amp; Services.....</b>	<b>31</b>
	<b>11.12 Reserves .....</b>	<b>31</b>
<b>12</b>	<b>ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN .....</b>	<b>31</b>
<b>13</b>	<b>NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF THE MEETING.....</b>	<b>31</b>
<b>14</b>	<b>MATTERS FOR WHICH MEETING MAY BE CLOSED.....</b>	<b>32</b>
	<b>14.1.1 ANNUAL LEAVE ACCRUALS .....</b>	<b>32</b>
<b>15</b>	<b>DATE OF NEXT MEETING .....</b>	<b>34</b>
<b>16</b>	<b>CLOSURE .....</b>	<b>34</b>



# SHIRE OF KOORDA MINUTES

**FOR THE ORDINARY MEETING OF COUNCIL**  
Held in the Council Chambers, Allenby Street,  
Koorda, Wednesday 20 June 2018 at 4.35pm

## 1 DECLARATION OF OPENING

The presiding person declared the meeting open at 4.35 pm

## 2 ANNOUNCEMENT OF VISITORS

## 3 RECORD OF ATTENDANCE

### 3.1 Record of Attendance:

CR FJ Storer	President
CR BG Cooper	Councillor
CR LC Smith	Councillor
CR JM Stratford	Councillor
CR GW Greaves	Councillor
CR RDG Storer	Councillor

David Burton	CEO
Lana Foote	MoFA

### 3.2 Apologies:

### 3.3 Approved Leave of Absence:

Cr PL McWha

**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 DECLARATIONS OF INTEREST

## **7 PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS**

Cr LC Smith: It was nice to have a good crowd for the Art Gallery opening at the old Anglican Church. Appreciative for everyone's efforts and Councils assistance with getting the venue ready.

Cr JM Stratford: Attended Business After Dark Meeting. 16 people attended which was great. Linda Vernon was a guest speaker talking about tourism. It was a very proactive meeting with key tourism businesses, deciding to meet monthly to get initiatives going.

Cr G Storer: Meeting in March for the Advisory Bushfire Group. There is more push for LG involvement now that the rural fire service is commencing. Council representatives are to attend the meeting for direct council input into the new fire service. Generally there is 1 in Merredin and 1 in Northam (day after each other) twice a year. Cr Greaves is the Bushfire advisory member for Council and is happy to attend as Council representation.

## **8 CONFIRMATION OF MINUTES FROM PREVIOUS MEETINGS**

### **8.1 ORDINARY MEETING HELD 23 May 2018**

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

**Moved CR GW Greaves**

**Seconded CR JM Stratford**

**That the Minutes of the Koorda Shire Council Ordinary Meeting held on the 23 May 2018, as circulated be confirmed and certified as a true and accurate record.**

**PUT & CARRIED: 6/0  
RESOLUTION NO: 010618**

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

Meeting at the National General Assembly in Canberra. Resolutions that may affect us; push federal government to encourage state government to ensure crown land becomes rateable. This was generally the only resolution that could have impact on our Shire.

There were roughly 120 resolutions and they were generally to do with Waste. 95% of the resolutions were from the Eastern Seaboard. There was talk that the Chinese are taking recycling waste and value adding and selling back for other products. There is an opportunity for plastic to be recycled into road base and LGs are encouraged to use the recycled materials in their road base.

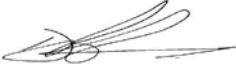
## **10 REPORTS OF COMMITTEES**

## 11 CHIEF EXECUTIVE OFFICERS REPORT

### 11.1 Governance and Administration

#### 11.1.1 **NEWROC EXECUTIVE MEETING** 22nd May 2018

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

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

##### **Background:**

Minutes of the NEWROC Executive Meeting held on 22<sup>nd</sup> May 2018 at Wyalkatchem.

##### **Comment:**

The following issues were discussed:

- Item 4.1 IWS Corporate – IT support for NEWROC Shires.
- Item 4.2 LGIS Benefits of Job Dictionaries – Information
- Item 4.3 Sean Conlan, WA Country Health – Information sharing.
- Item 7.1 Income, Expenditure and P&L – Financial Information.
- Item 7.2 2018/2019 Budget - Information
- Item 8.1 NEWROC Strategic Planning – Renewable Energy – More information Required.
- Item 8.2 Telecommunications Project – Project Update
- Item 8.3 NEWTravel – Update information on NEWtravel.
- Item 8.4 Federal Budget 2018/2019 – Information on Rural Health and Regional Aged Care in Budget, close to NEWROC Health Plan and CEACA.
- Item 8.5 Local Government Week – NEWROC Dinner
- Item 9.1 Local Government Health Plans – Meeting before next Council Meeting
- Item 9.2 Permit to Burn – NEWROC Draft to be considered
- Item 9.3 Renewable Energy Symposium – CEO Koorda to attend
- Item 10. Meeting Dates

##### **Consultation**

Nil

**Statutory Environment:**

Nil

**Policy Implications:**

Nil

**Financial Implications:**

Nil

**Strategic Implications:**

Shire of Koorda Strategic Community Plan

E 1.1 - Lobby for the technological infrastructure necessary to support commercial and business growth (short term, 2-4 years, NBN ADSL.)

E 1.3 - Support processes that will enhance local business access to professional services and advice (short term, 2-4 years)

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

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

C 1.6 - Develop successful and collaborative partnerships (ongoing)

**Voting Requirement:**

Simple majority

**COUNCIL DECISION**

**Officer Recommendation**

**Moved CR BG Cooper**

**Seconded CR G Storer**

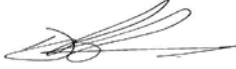
**That Council note and endorse the recommendations of the NEWROC Executive Meeting held at Wyalkatchem on 22nd May 2018.**

**PUT & CARRIED: 6/0  
RESOLUTION NO: 020618**

11.1.2

**NEWHEALTH MEETING**  
**22<sup>nd</sup> May 2018**

**Section 5.23 – Applicability**

<b>Location:</b>	NEWROC Regions
<b>Portfolio:</b>	<b>Governance, Administration and Finance</b> Cr JM Stratford
<b>File Reference:</b>	ADM 0115
<b>Disclosure of Interest:</b>	No Interest declared by CEO
<b>Author:</b>	David N Burton, Chief Executive Officer
<b>Signature of CEO</b>	
<b>Attachment:</b>	Minutes

**Background:**

Minutes of the NEWHealth Meeting held on 22<sup>nd</sup> May 2018 at Wyalkatchem.

**Comment:**

The following issues were discussed:

- Item 4.1 Service Provision – Continuation of services with EHO
- Item 4.2 NEWHealth Budget 2018/2019 – adoption of budget
- Item 5.1 Forum – Health Local Laws to be developed when model has been drafted.

**Consultation**

Nil

**Statutory Environment:**

Nil

**Policy Implications:**

Nil

**Financial Implications:**

Nil

**Strategic Implications:**

Shire of Koorda 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 1.4 - Advocate and strengthen Koorda as an administrative centre for local government services for the district (short term, in progress, NEWHealth, NRM.)

C 1.6 - Develop successful and collaborative partnerships (ongoing)

**Voting Requirement:**

Simple majority

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

**Moved CR LC Smith**

**Seconded CR JM Stratford**

**That Council note and endorse the recommendations of the NEWHEALTH meeting held at Wyalkatchem on 22<sup>nd</sup> May 2018.**

**PUT & CARRIED: 6/0**  
**RESOLUTION NO: 030618**



**11.1.3 GECZ MEETING - MERREDIN**  
**26<sup>th</sup> April 2018**

**Section 5.23 – Applicability**

**Location:**

**Portfolio:**

**Governance, Administration and Finance**

Cr JM Stratford

**File Reference:**

ADM 0092

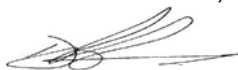
**Disclosure of Interest:**

No Interest declared by CEO

**Author:**

David N Burton, Chief Executive Officer

**Signature of CEO**



**Attachment:**

Minutes

**Background:**

Minutes of the GECZ Meeting held at Merredin on the 26<sup>th</sup> April 2018.

**Comment:**

The following issues were discussed:

- Item 7.1 GECZ 2018/2019 Budget - \$3500 Membership fees per Council
- Item 7.2 Engagement of Executive Officer Services – WALGA Engaged for Executive Officer.
- Item 7.3 Wheatbelt Conference 2018 – Information on Conference
- Item 7.4 South West Native Title – WALGA to attend next meeting for information.
- Item 7.5 Establishment of Rural Fire Division – Information
- Item 7.6 Power/Telecommunications Outages over Easter Weekend – WALGA and SEMC work with zone for resolution to issues of outages.
- Item 8.1 Zone Presidents Report
- Item 8.2 Agriculture Freight Group Report
- Item 8.3 Wheatbelt District Emergency Management Committee
- Item 8.4 Healthy Wheatbelt
- Item 8.5 Wheatbelt North Regional Road Group
- Item 8.6 Wheatbelt South Regional Road Group
- Item 9 WALGA Business
- Item 10 Agency Reports
- Item 11 Hon Mia Davies notes
- Item 12 Future funding for CRC's in area

**Consultation**

Members of GECZ

**Statutory Environment:**

Nil

**Policy Implications:**

Nil

**Financial Implications:**

Nil

**Strategic Implications:**

Shire of Koorda Strategic Community Plan

E 1.1 - Lobby for the technological infrastructure necessary to support commercial and business growth (short term, 2-4 years, NBN ADSL.)

E 1.3 - Support processes that will enhance local business access to professional services and advice (short term, 2-4 years)

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

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

**Voting Requirement:**

Simple majority

**COUNCIL DECISION**

**Officer Recommendation**

**Moved CR GW Greaves**

**Seconded CR BG Cooper**

**That Council note and endorse the recommendations of the GECZ held on 26<sup>th</sup> April 2018 in Merredin.**

**PUT & CARRIED: 6/0  
RESOLUTION NO: 040618**

#### 11.1.4

### STANDING ORDERS AMENDMENT LOCAL LAW 2018

<b>Section 5.23 – Applicability</b>	
<b>Location:</b>	Koorda Townsite
<b>Portfolio:</b>	<b>Governance, Administration and Finance</b> Cr JM Stratford
<b>File Reference:</b>	KOLL 0345
<b>Disclosure of Interest:</b>	No Interest declared by CEO
<b>Author:</b>	David N Burton, Chief Executive Officer
<b>Signature of CEO</b>	
<b>Attachment:</b>	Draft Local Law

#### **Background:**

In December 2017, the Shire of Koorda adopted the Shire of Koorda Standing Orders Local Law 2017. This was advertised in the Government Gazette and also sent to the Joint Standing Committee on Delegated Legislation as required under the Local Government Act 1995.

Since then, advice has been received from the Joint Standing Committee on Delegated Legislation that several changes were required for the Local Law to be accepted. These changes are now being made through the Shire of Koorda Standing Orders Amendment Local Law 2018.

#### **Comment:**

The process of adopting a local law is very specific and details of the requirements have been included under the heading Statutory Environment for Councillors.

*(To be read out aloud by Chairperson)* For the Standing Orders Local Law, the purpose and effect are as follows:

#### **Purpose:**

*To provide for the orderly conduct of the proceedings and business of the Council, and for the safe custody and use of the Council's common seal.*

#### **Effect:**

*All Council meetings, committee meetings and other meetings as described in the Act, and the use of Council's common seal, shall be governed by these standing orders unless otherwise provided in the Act, regulations or other written laws.*

After advertising the local law, it will need to come back to Council for consideration of any submissions and adoption by absolute majority. The local law would then be published in the *Gazette* and a copy of it is given to the appropriate Ministers, state wide public notice is then given.

#### **Consultation**

WALGA Model Local Laws  
Joint Standing Committee on Delegated Legislation

#### **Statutory Environment:**

Local Government Act 1995

### 3.12. Procedure for making local laws

- (1) In making a local law a local government is to follow the procedure described in this section, in the sequence in which it is described.
- (2) At a council meeting the person presiding is to give notice to the meeting of the purpose and effect of the proposed local law in the prescribed manner.
- (3) The local government is to —
  - (a) give Statewide public notice stating that —
    - (i) the local government proposes to make a local law the purpose and effect of which is summarized in the notice; and
    - (ii) a copy of the proposed local law may be inspected or obtained at any place specified in the notice; and
    - (iii) submissions about the proposed local law may be made to the local government before a day to be specified in the notice, being a day that is not less than 6 weeks after the notice is given;and
  - (b) as soon as the notice is given, give a copy of the proposed local law and a copy of the notice to the Minister and, if another Minister administers the Act under which the local law is proposed to be made, to that other Minister; and
  - (c) provide a copy of the proposed local law, in accordance with the notice, to any person requesting it.
- (3a) A notice under subsection (3) is also to be published and exhibited as if it were a local public notice.
- (4) After the last day for submissions, the local government is to consider any submissions made and may make the local law\* as proposed or make a local law\* that is not significantly different from what was proposed.

\* *Absolute majority required.*

- (5) After making the local law, the local government is to publish it in the *Gazette* and give a copy of it to the Minister and, if another Minister administers the Act under which the local law is proposed to be made, to that other Minister.
- (6) After the local law has been published in the *Gazette* the local government is to give local public notice —
  - (a) stating the title of the local law; and
  - (b) summarizing the purpose and effect of the local law (specifying the day on which it comes into operation); and
  - (c) advising that copies of the local law may be inspected or obtained from the local government's office.
- (7) The Minister may give directions to local governments requiring them to provide to the Parliament copies of local laws they have made and any explanatory or other material relating to them.
- (8) In this section —  
**making** in relation to a local law, includes making a local law to amend the text of, or repeal, a local law.

[Section 3.12 amended by No. 1 of 1998 s. 8; No. 64 of 1998 s. 6; No. 49 of 2004 s. 16(4) and 23.]

### Policy Implications:

Nil

### Financial Implications:

Nil

**Strategic Implications:**

Shire of Koorda Strategic Community Plan

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

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

**Voting Requirement:**

Absolute majority

**COUNCIL DECISION**

**Officer Recommendation**

**Moved CR GW Greaves**

**Seconded CR G Storer**

**That:**

- 1) **Makes the proposed Standing Orders Amendment Local Law 2018 for the purpose of public advertising; and**
- 2) **Authorise the Chief Executive Officer to:**
  - a) **Advertises the proposed local law in accordance with Section 3.12 (3)(a) of the Local Government Act 1995;**
  - b) **Forward copies of the proposed local law to the relevant Ministers in accordance with Section 3.12 (3)(a) of the Local Government Act 1995; and**
  - c) **report back to Council after the closing of the submission period.**

**PUT & CARRIED ABSOLUTE MAJORITY: 6/0  
RESOLUTION NO: 050618**

## 11.1.5

## LOCAL GOVERNMENT PROPERTY AMENDMENT LOCAL LAW 2018

<b>Section 5.23 – Applicability</b>	
<b>Location:</b>	Koorda Townsite
<b>Portfolio:</b>	<b>Governance, Administration and Finance</b> Cr JM Stratford
<b>File Reference:</b>	KOLL 0345
<b>Disclosure of Interest:</b>	No Interest declared by CEO
<b>Author:</b>	David N Burton, Chief Executive Officer
<b>Signature of CEO</b>	
<b>Attachment:</b>	Draft Local Law

### Background:

On 19 January 2000, the Shire of Koorda advertised the Shire of Koorda Local Government Property Local Law as required in the Government Gazette

As required under the Local Government Act 1995, a review of the Shires Local Laws was conducted earlier this year and noted that some changes were required for the Local Government Property Local Law to update the Law with current legislation. This Amendment Local Law is for the correction.

### Comment:

The process of adopting a local law is very specific and details of the requirements have been included under the heading Statutory Environment for Councillors.

*(To be read out aloud by Chairperson)* For the Local Government Property Amendment Local Law, the purpose and effect are as follows:

### Purpose:

*To provide for the regulation, control and management of activities and facilities on local government and public property.*

### Effect:

*To establish the requirements with which any persons using or being on local government and public property within the district must comply.*

After advertising the local law, it will need to come back to Council for consideration of any submissions and adoption by absolute majority. The local law would then be published in the *Gazette* and a copy of it is given to the appropriate Ministers, state wide public notice is then given.

### Consultation

WALGA Model Local Laws  
Royal Life Saving guidelines  
Leisure Institute of WA (Aquatics)

### Statutory Environment:

Local Government Act 1995

### 3.12. Procedure for making local laws

- (1) In making a local law a local government is to follow the procedure described in this section, in the sequence in which it is described.
  - (2) At a council meeting the person presiding is to give notice to the meeting of the purpose and effect of the proposed local law in the prescribed manner.
  - (3) The local government is to —
    - (a) give Statewide public notice stating that —
      - (i) the local government proposes to make a local law the purpose and effect of which is summarized in the notice; and
      - (ii) a copy of the proposed local law may be inspected or obtained at any place specified in the notice; and
      - (iii) submissions about the proposed local law may be made to the local government before a day to be specified in the notice, being a day that is not less than 6 weeks after the notice is given;and
    - (b) as soon as the notice is given, give a copy of the proposed local law and a copy of the notice to the Minister and, if another Minister administers the Act under which the local law is proposed to be made, to that other Minister; and
    - (c) provide a copy of the proposed local law, in accordance with the notice, to any person requesting it.
- (3a) A notice under subsection (3) is also to be published and exhibited as if it were a local public notice.
- (4) After the last day for submissions, the local government is to consider any submissions made and may make the local law\* as proposed or make a local law\* that is not significantly different from what was proposed.

\* *Absolute majority required.*

- (5) After making the local law, the local government is to publish it in the *Gazette* and give a copy of it to the Minister and, if another Minister administers the Act under which the local law is proposed to be made, to that other Minister.
- (6) After the local law has been published in the *Gazette* the local government is to give local public notice —
  - (a) stating the title of the local law; and
  - (b) summarizing the purpose and effect of the local law (specifying the day on which it comes into operation); and
  - (c) advising that copies of the local law may be inspected or obtained from the local government's office.
- (7) The Minister may give directions to local governments requiring them to provide to the Parliament copies of local laws they have made and any explanatory or other material relating to them.
- (8) In this section —  
**making** in relation to a local law, includes making a local law to amend the text of, or repeal, a local law.

[Section 3.12 amended by No. 1 of 1998 s. 8; No. 64 of 1998 s. 6; No. 49 of 2004 s. 16(4) and 23.]

### Policy Implications:

Nil

### Financial Implications:

Nil

**Strategic Implications:**

Shire of Koorda Strategic Community Plan

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

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

**Voting Requirement:**

Absolute majority

**COUNCIL DECISION**

**Officer Recommendation**

**Moved CR JM Stratford**

**Seconded CR BG Cooper**

**That:**

- 1) **Makes the proposed Local Government Property Amendment Local Law 2018 for the purpose of public advertising; and**
- 2) **Authorise the Chief Executive Officer to:**
  - a) **Advertises the proposed local law in accordance with Section 3.12 (3)(a) of the Local Government Act 1995;**
  - b) **Forward copies of the proposed local law to the relevant Ministers in accordance with Section 3.12 (3)(a) of the Local Government Act 1995; and**
  - c) **report back to Council after the closing of the submission period.**

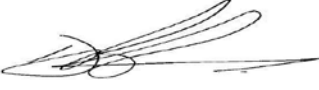
**PUT & CARRIED ABSOLUTE MAJORITY: 6/0  
RESOLUTION NO: 060618**



**11.2 Finance**

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

**Section 5.23 – Applicability**

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

**Background:**

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

**Comment:**

Monthly Financial Statements for the period ended 31 May 2018 for Council's information and acceptance. The variances are mentioned on Note 13 of Statement of Financial Activity.

The financial position will continue to be monitored to ensure that planned projects can continue and maintain expenditure within budget parameters.

**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

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

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

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

**Voting Requirement:**

Simple majority

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

**Moved CR GW Greaves**

**Seconded CR BG Cooper**

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

**PUT & CARRIED: 6/0**  
**RESOLUTION NO: 070618**

**11.2.2**                      **ACCOUNTS PAID AS LISTED**  
**As at 13 June 2018**

<b>Section 5.23 – Applicability</b>	
<b>Location:</b>	Shire of Koorda
<b>Portfolio:</b>	<b>Governance, Administration and Finance</b>
	CR JM Stratford
<b>File Reference:</b>	ADM 0448
<b>Disclosure Of Interest:</b>	No interest declared by CEO
<b>Author:</b>	David Burton, Chief Executive Officer
<b>Signature of CEO</b>	
<b>Attachment:</b>	Monthly Report List

**Background:**

Regulatory requirement to advise Council of payments made, since the previous meeting.

**Comment:**

The payments on the attached schedule have been made for the period to 13 June 2018 and are generally within budget guidelines and are of an operational nature. Payments for capital assets expenditure are:

V841	Koorda AG Parts	\$9,680.00
V850	Colas WA	\$25,251.00
V854	Elders Limited	\$1,485.00
V860	MW Grant	\$8,316.00
V886	MW Grant	\$9,856.00
V901	Associated Sound Newcastle	\$6,016.19

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

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

**Voting Requirement:**

Simple majority

**COUNCIL DECISION**

**Officer Recommendation**

**Moved CR G Storer**

**Seconded CR BG Cooper**

**That accounts as listed being for period 11<sup>th</sup> May 2018 to 13<sup>th</sup> June 2018.**

**Municipal Vouchers No's V869 to V933  
Credit Card Transactions**

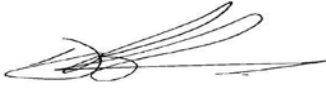
**Totalling  
Totalling  
Total**

**\$321,951.99  
\$273.95  
\$322,225.95**

**To be endorsed or passed for payment**

**PUT & CARRIED: 6/0  
RESOLUTION NO: 080618**

## 11.2.3 **MONTHLY FINANCIAL POSITION** As at 14<sup>th</sup> June 2018

<b>Section 5.23 – Applicability</b>	
<b>Location:</b>	Shire of Koorda
<b>Portfolio:</b>	<b>Governance, Administration and Finance</b> Cr JM Stratford
<b>File Reference:</b>	ADM 0448
<b>Disclosure Of Interest:</b>	No interest declared by the CEO
<b>Author:</b>	David Burton, Chief Executive Officer
<b>Signature of CEO</b>	
<b>Attachment:</b>	Financial Position

### **Background:**

Current Monthly Financial position as at 14<sup>th</sup> June 2018 on various accounts.

### **Comment:**

The Municipal Account's financial position as at 14<sup>th</sup> June 2018 indicated at this time.

Monthly Financial Position	Municipal Account	\$ 1,072,901.64
	Reserve Account	\$ 4,921,214.53
	Trust Account	\$ 42,808.21

### **Consultation:**

Monthly advice

### **Statutory Environment:**

Local Government Act 1995, Section 6.4

### **Policy Implications:**

Regulation

### **Financial Implications:**

Shows current financial position

### **Strategic Implications:**

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

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 GW Greaves**

**Seconded CR BG Cooper**

**That the Financial Position as at 14<sup>th</sup> June 2018 as presented, be noted, received and adopted.**

**PUT & CARRIED: 6/0**  
**RESOLUTION NO: 090618**

## 11.2.4 **EXPENDITURE REVIEW** As at 13<sup>th</sup> June 2018

### **Section 5.23 – Applicability**

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

### **Background:**

As part of the end of year process, Council has requested an expenditure review on all accounts focusing mainly on payroll, plant and equipment.

A review on all general ledger expenditure accounts has been completed along with all capital works.

### **Comment:**

As outlined at the budget workshop, the overall expenditure is under budget by \$550,000. There are some areas where the spending has exceeded the budgeted amounts, which will be outlined below. Areas of concern for overspend have been highlighted in the attachment for Council to easily identify. Areas of overspend have been taken into consideration when preparing the 2018/2019 budget as an extensive account trend comparison has been undertaken to ensure budgeted figures are as relevant as they can be.

Over expended areas of concern include;

- Depreciation of assets in most programs have finished over budget. Staff will discuss this issue with Moore Stephens to ensure the depreciation rates are monitored and relevant and that these are reflected more accurately in the budget.
- TV and Rebroadcasting is over budget by \$9,000. This is due to the unforeseen purchase of the SBS & ABC Decoders to ensure they are compatible with the stations signals and softwares.
- Road maintenance group costs are over budget by \$100,000. This is made up from a portion of depreciation on Streets and Roads (\$74,000). Road Maintenance expenditure is \$65,000 higher than the budgeted figure. Road maintenance is a hard program to gauge as it heavily relies on rain to ensure effective grading is undertaken and any large rain events can see the account being over spent. Generally the budget for road maintenance has sat around \$250,000 for the financial year, however after comparing previous year actuals, the budget amount proposed for 2018/19 has been increased to \$300,000 to better reflect the actual spends in this area.

Other areas and comments to be noted include;

- Administration Overheads, the following areas have ended over budget; Advertising (\$1,000), Conference (\$2,800), Asset, Strategic & Financial Plans (\$2,700) and Legal Expenses (\$6,400).  
Although there were some cost blow outs, the program total is under budget as all expenditure gets allocated out with the admin allocations to various accounts. The actual admin allocation expenditure is \$700,000 in appose to the budgeted amount of \$890,000. Therefore, admin expenditure was \$190,000 less than anticipated.
- In Works Overheads, the following areas have ended over budget; Employee Workers Compensation (\$8,000) (however this was refunded through the income side of things from our insurance company) and Staff Housing Allocated (\$17,000).  
Although there were some over expended items, the program total is under budget. Like the administration side of things, the works overheads are also allocated out. This is completed through clearing journals which split the expenditure on a percentage basis as to where the works crew have worked on throughout the whole financial year.
- Capital road expenditure has been overspent by \$100,000. The main contributor to this over spend was the Widen & Seal project on the Koorda-Kulja Road. A few of the resealed sections had failed which required them to be re-done.
- Capital Building Expenditure has been underspent by \$3,310,000. This included \$2,860,000 for the recreation project which has been allocated through to the 2018/19 budget. Generally the capital budget for building improvements are there as a provision for the just in case. The capital provision budget sees each house/building having provision of repairs coming through the budget every second to third year.
- Capital Plant and Equipment additions were underspent by \$85,000. The second Work Supervisor Ute was not required (\$39,000) and the Vib Roller was \$32,000 less than budgeted. The provision of \$15,000 is budgeted for miscellaneous plant purchases every financial year also, and was not spent in 2017/18.

**Consultation:**

Monthly advice

**Statutory Environment:**

Nil

**Policy Implications:**

Regulation

**Financial Implications:**

Shows current financial position

**Strategic Implications:**

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

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 GW Greaves**

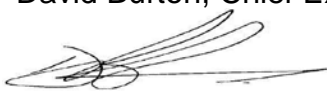
**Seconded CR BG Cooper**

**That the Expenditure Review as at 13<sup>th</sup> June 2018 as presented, be received.**

**PUT & CARRIED: 6/0**  
**RESOLUTION NO: 100618**

## 11.2.5 PURCHASE OF EXCAVATOR

### **Section 5.23 – Applicability**

<b>Location:</b>	Shire of Koorda
<b>Portfolio:</b>	<b>Governance, Administration and Finance</b> Cr JM Stratford
<b>File Reference:</b>	ADM 0448
<b>Disclosure Of Interest:</b>	No interest declared by the CEO
<b>Author:</b>	David Burton, Chief Executive Officer
<b>Signature of CEO</b>	
<b>Attachment:</b>	Plant Changeover Actuals

### **Background:**

In discussions between the Work Supervisor and the Westrac Sales representative, notification of an excavator for sale was forwarded through to the shire. The Work Supervisor requested that it be considered by Council to purchase the machine.

### **Comment:**

As part of this process, the Works Supervisor looked at machines from different suppliers and found nothing comparable in condition and price of the current machine. The Mechanic has inspected the machine and made comment that the machine is in good condition and a very reasonable price for the hours (3,444 hours) on the machine.

The purchase of the Excavator would eliminate costs of hiring one and travelling to and from supplier's site to pick up/drop off the machine. The Works Supervisor has indicated that in the near future there will be multiple concrete culverts which will need to be replaced. The purchase of this excavator now will ensure that we are able to perform works when is required and to ensure there is no delay if we are having to wait to hire the plant.

The plant program had a budgeted out lay change over cost of \$152,000. To date the actual change over outlay is \$114,400. Due to lower change over costs for plant purchases and the unspent \$15,000 allocated to miscellaneous plant purchases, the unspent change over figure is \$37,600.

The considered cost for the 2013 Cat Excavator is \$45,000 plus \$2,300 for an extra two new dig buckets. If Council approve the purchase of the plant, this will mean an additional \$10,000 from the Plant Reserve will be required to be transferred out for the purpose of this purchase.

### **Consultation:**

Darren West – Works Manager  
Lana Foote – Manager of Finance & Administration  
Vehicle providers

### **Statutory Environment:**

Nil

**Policy Implications:**

Nil

**Financial Implications:**

The purchase of the 2013 Cat 305E Excavator will require an additional \$10,000 from the Reserve funds to the budget for Plant purchases

**Strategic Implications:**

Shire of Koorda 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)

**Voting Requirement:**

Absolute majority

**COUNCIL DECISION**

**Officer Recommendation**

**Moved CR G Storer**

**Seconded CR GW Greaves**


**That the:**

- a) **Chief Executive Officer be authorized to purchase the Cat Excavator; and**
- b) **Plant Purchases budget be increased by \$10,000 from Plant Reserve to allow for the purchase of 2013 Cat Excavator.**

**PUT & CARRIED ABSOLTE MAJORITY: 6/0  
RESOLUTION NO: 110618**

## 11.2.6

## DRAFT BUDGET – 2018/2019

<b>Section 5.23 – Applicability</b>	
<b>Location:</b>	Shire of Koorda
<b>Portfolio:</b>	<b>Governance, Administration and Finance</b> Cr JM Stratford
<b>File Reference:</b>	ADM0448
<b>Disclosure Of Interest:</b>	No interest declared by CEO
<b>Author:</b>	Lana Foote, Manager of Finance & Administration
<b>Signature of CEO</b>	
<b>Attachment:</b>	Draft Budget - Attachment will be sent out as soon as received

### Background:

In preparation for the finalising of the Annual Budget for 2018/2019, a draft has been created for Council consideration prior to the adoption of the final document to allow for Council to examine the budget and allow for the preparation of the final documents.

### Comment:

During the budget workshop it was decided that the rates would increase by 2.5% from the original drafted document which was 3%.

When considering rate increases we must also be aware of the impact that it will have on our ratios as this is the standard that the Department of Local Government use to ascertain if local governments are sustainable or not. If we are not receiving enough funding from rates or if we are not renewing our assets at an acceptable level, then it is interpreted that the Shire is not acting in a sustainable manner.

Over the last few years, the Shire has maintained a rates increase per annum to allow for a steady increase in rates rather than having a reactive increase that will put a larger burden on the ratepayers. The rate increases for the previous years are as follows; 2017/18 – 4% and 2016/17 – 5%. Discussed at the budget meeting was also the possibility to reduce the discount amount offered of early payment of rates. The discount currently is set at 10% off rate charges only. Koorda are one of the only shires who offer a discount this high and it contributes to a loss of around \$85,000 in rate income. It was also discussed that the discount amount penalises those who can't pay upfront, however as Council has opted not to charge instalment fees, this also gives people the option to pay this way without penalty.

In consideration of the 2.5% increase, there were several key factors that were incorporated into the budget document which must be taken into account:

- CPI increase over the last 12 months for Perth is 0.9% (Australia 1.9%) in accordance with the Bureau of Statistics financial information, but this needs to be considered into where the changes have been. As an example, fuel has increased in cost by 2.7%, Insurances have increased by 0.6%, rents have fallen 1.6%, furniture has fallen 2.8%, Water has increased by 5.5%, Electricity has increased 7% and international travel and accommodation has fallen by 2.4%. Although international travel has fallen, the Wheatbelt Way has seen an increase of 1,000 travellers through the area in the previous financial year. Other changes are listed in the budget document.

- The 2018/19 audit fees for the Shire have been estimated at \$20,000 in appose to last year's budgeted figure of \$8,800. A portion of this cost is the fact that the scope of audit has slightly shifted and the OAG are required to report the results of the audits to Parliament.
- Road to Recovery funding for this five year round (2014/15 – 2018/19) are set to be completed and expended by the end of 2018/19 financial year. The remaining funds for Koorda are \$277,000 for 2018/19.
- Like last year, there will be a pre-payment of about half of the Federal Assistance Grants which is set to be received around mid to end of June. This will be included in the net current credit amount carried forward from 2017/18 to 2018/19.
- Notice of the base salary increase was received in June. The award increase is set at 3.5%.
- The Shire of Koorda is below the maximum allowance in both Councillor Allowances and CEO Allowances. It was noted at the Budget workshop that Councillor Allowances will remain the same as the previous financial year.

The budget does have several major projects that have been allocated for funding. This includes:

1. Recreation Centre Upgrade – pending the outcome of the Building Better Regions Funding. While this project will take more than 1 financial year to complete, the full amount is allocated in the single financial year and then acted as a carried forward into the following budget. If this is not done, then it can be questioned why the Shire has not budgeted for the full expenditure of the item - \$2.68m. If BBRF Grant is unsuccessful, Council will still construct the new change rooms and gymnasium for the total project cost of \$766,000.
2. Council House/Building Program: Capital expenses for housing are budgeted at \$102,000. This includes major works at L203 (Bathroom - Mays), L204 (Flooring - GROH) and L68 (Flooring - WS). The overall building capital expenses, minus the recreation upgrade equates to \$203,000. These major works include Server upgrades in the admin office, exterior painting of the Health Centre, new Refuse Site establishment, Drive In upgrade and Swimming Pool blankets.
3. The ongoing road construction program - \$1.2m. This will see major construction works to the Koorda/Kulja, Koorda/Mollerin, Burakin/Wialki, Koorda/Dowerin and Cadoux/Koorda Roads.
4. The Plant replacement program has a total changeover cost of \$268,000. This makes allowances for the changeover of 2 x Work Supervisors utes, 4 x Executive Vehicles, 5 x outside crew utes, a cherry picker, a water tank and Case Tractor. There are no major plant changeovers included in the 2018/2019 budget.

Operational Costs have been based on requirements from previous years and also from building / facilities inspections. When considering operational costs it is essential to ensure that enough funds have been allocated to keep staff working throughout the year.

Staff are now seeking final considerations and comments on the presented Draft Budget for 2018/19. As amendments to the AASB 101 changes the format of the Annual Statutory Budget, as per Officer Recommendation, it would be favourable to meet before the July Council meeting if required to go through the final Detail and Statutory Budget to ensure Councillors can get a feel for the new format and have any queries or questions answered, to ensure Councillors are confident in adopting the budget at the July Council meeting.

**Consultation:**

David Burton – Chief Executive Officer

Darren West – Works Supervisor

**Statutory Environment:**

Local Government Act 1995

Local Government (Financial Management) Regulations 1996 12(1) (a), 13(1), 13(3).

**Policy Implications:**

Nil

**Financial Implications:**

The Annual Budget sets the finance consideration for the next financial year.

**Strategic Implications:**

Shire of Koorda Strategic Community Plan

C 2.4 - Use resources efficiently and effectively (ongoing)

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

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 BG Cooper**

**Seconded CR JM Stratford**

**1) That the Draft Budget be tabled and noted (with amendments from the Budget Workshop) for consideration of the drafting of the finalised budget in July 2018.**

**2) That Council meet for a workshop prior to the next Council meeting to go through the Statutory Budget section.**

**PUT & CARRIED: 6/0  
RESOLUTION NO: 120618**

**11.3 Law, Order & Public Safety**

***No items this month***

**11.4 Health and Building**

***No items this month***

**11.5 Education & Welfare**

***No items this month***

**11.6 Housing**

***No items this month***

**11.7 Community Amenities**

***No items this month***

**11.8 Recreation and Culture**

***No items this month***

**11.9 Transport**

***No items this month***

**11.10 Economic Services**

***No items this month***

**11.11 Other Property & Services**

**No items this month**

**11.12 Reserves**

**No items this month**

**12 ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

**13 NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF THE MEETING**

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

**COUNCIL DECISION  
Officer Recommendation**

**Moved CR GW Greaves**

**Seconded CR JM Stratford**

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

**PUT & CARRIED: 6/0  
RESOLUTION NO: 130618**

**14.1.1 ANNUAL LEAVE ACCRUALS**

**Section 5.23 – Applicability**

**Location:**

Shire of Koorda

**Portfolio:**

**Governance, Administration and Finance**

Cr JM Stratford

**File Reference:**

Personal files

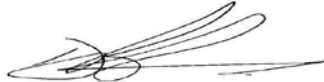
**Disclosure Of Interest:**

Impartiality interest declared by the CEO

**Author:**

David Burton, Chief Executive Officer

**Signature of CEO**



**Attachment:**

Separate Attachment

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

**5.23. Meetings generally open to public**

- (1) Subject to subsection (2), the following are to be open to members of the public —
  - (a) all council meetings; and
  - (b) all meetings of any committee to which a local government power or duty has been delegated.
- (2) If a meeting is being held by a council or by a committee referred to in subsection (1)(b), the council or committee may close to members of the public the meeting, or part of the meeting, if the meeting or the part of the meeting deals with any of the following —
  - (a) a matter affecting an employee or employees; and
  - (c) a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting; and
- (3) A decision to close a meeting or part of a meeting and the reason for the decision are to be recorded in the minutes of the meeting.



**Voting Requirement:**

Simple majority

**COUNCIL DECISION  
Officer Recommendation**

**Moved CR LC Smith**

**Seconded CR GW Greaves**

**That the Annual Leave Accruals be noted and every effort made by the Chief Executive Officer to keep the leave at acceptable levels.**

**PUT & CARRIED: 6/0  
RESOLUTION NO: 140618**

**COUNCIL DECISION  
Officer Recommendation**

**Moved CR GW Greaves**

**Seconded CR LC Smith**

**That the Meeting be reopened to the public.**

**PUT & CARRIED: 6/0  
RESOLUTION NO: 150618**

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

Wednesday 18 July 2018 @ 4.30pm

**16**                    **CLOSURE**

The President thanked Councillors for the participation and closed the meeting at 5.40 pm

Signed .....

Presiding person at the meeting at which the minutes were confirmed

Date: 18 July 2018

UNCONFIRMED