



Shire of Koorda



AGENDA

NOTE:

Wednesday 20th June 2018
Ordinary Meeting 4.30pm



DISCLOSURE OF INTEREST

✦ WRITTEN

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

✦ VERBAL

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

✦ TO BE DISCLOSED

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



SHIRE OF KOORDA

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The Shire of Koorda warns that anyone who has any application lodged with the Shire of Koorda must obtain and should only rely on **written confirmation** of the outcome of the application, and any conditions attaching to the decision made by the Shire of Koorda in respect of the application.

To be read aloud if any member of the public is present.

Signed

A handwritten signature in black ink, appearing to be 'DN Burton', written over a horizontal line.

DN Burton
CHIEF EXECUTIVE OFFICER

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1 DECLARATION OF OPENING

2 ANNOUNCEMENT OF VISITORS

3 RECORD OF ATTENDANCE

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

**PRESIDENT TO DRAW THE DISCLAIMER TO THE PUBLIC'S ATTENTION
(If members of the public present)**

4 QUESTION TIME FOR THE PUBLIC

- 4.1 *Response to Previous Public Questions Taken on Notice*
- 4.2 *Public Question Time Open*
- 4.3 *Public Question Time Closed*

5 APPLICATIONS FOR LEAVE OF ABSENCE

6 DECLARATIONS OF INTEREST

7 PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS

8 CONFIRMATION OF MINUTES FROM PREVIOUS MEETINGS

8.1 ORDINARY MEETING HELD 23 May 2018

OFFICER RECOMMENDATION

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.

9 ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT DISCUSSION

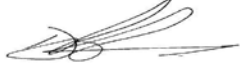
10 REPORTS OF COMMITTEES

11 CHIEF EXECUTIVE OFFICERS REPORT

11.1 Governance and Administration

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

Section 5.23 – Applicability

Location: NEWROC Regions
Portfolio: **Governance, Administration and Finance**
Cr JM Stratford
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 Executive Meeting held on 22nd 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

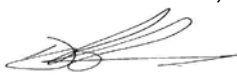
OFFICER RECOMMENDATION

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

11.1.2

NEWHEALTH MEETING
22nd May 2018

Section 5.23 – Applicability

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

Background:

Minutes of the NEWHealth Meeting held on 22nd 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

OFFICER RECOMMENDATION

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

11.1.3

GECZ MEETING - MERREDIN
26th April 2018

Section 5.23 – Applicability

Location:

Portfolio:

Governance, Administration and Finance

Cr JM Stratford

File Reference:

ADM 0092

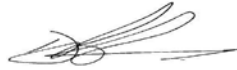
Disclosure of Interest:

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 26th 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 Conference2018 – 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

OFFICER RECOMMENDATION

That Council note and endorse the recommendations of the GECZ held on 26th April 2018 in Merredin.

11.1.4

STANDING ORDERS AMENDMENT LOCAL LAW 2018

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


Officer Recommendation

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.**

11.1.5

LOCAL GOVERNMENT PROPERTY AMENDMENT LOCAL LAW 2018

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

Officer Recommendation

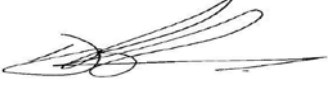
That:

- 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.**

11.2 Finance

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

Section 5.23 – Applicability

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

Background:

Submission of monthly Financial Statements for period ended 31 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

OFFICER RECOMMENDATION

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

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

Section 5.23 – Applicability	
Location:	Shire of Koorda
Portfolio:	Governance, Administration and Finance
	CR JM Stratford
File Reference:	ADM 0448
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 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

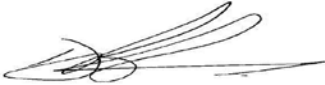
OFFICER RECOMMENDATION

That accounts as listed being for period 11th May 2018 to 13th June 2018.

Municipal Vouchers No's V869 to V933	Totalling	\$321,951.99
Credit Card Transactions	Totalling	\$ 273.95
	Total	\$322,225.95

To be endorsed or passed for payment

11.2.3 MONTHLY FINANCIAL POSITION
As at 14th June 2018

Section 5.23 – Applicability	
Location:	Shire of Koorda
Portfolio:	Governance, Administration and Finance
	Cr JM Stratford
File Reference:	ADM 0448
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 14th June 2018 on various accounts.

Comment:

The Municipal Account's financial position as at 14th 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

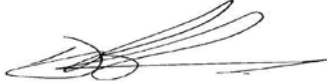
OFFICER RECOMMENDATION

That the Financial Position as at 14th June 2018 as presented, be noted, received and adopted.

11.2.4

EXPENDITURE REVIEW As at 13th June 2018

Section 5.23 – Applicability

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

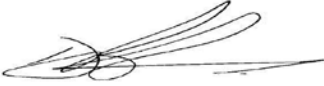
Simple majority

OFFICER RECOMMENDATION

That the Expenditure Review as at 13th June 2018 as presented, be received.

11.2.5 PURCHASE OF EXCAVATOR

Section 5.23 – Applicability

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

OFFICER RECOMMENDATION

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.**

11.2.6

DRAFT BUDGET – 2018/2019

Section 5.23 – Applicability

Location:

Shire of Koorda

Portfolio:

Governance, Administration and Finance

Cr JM Stratford

File Reference:

ADM0448

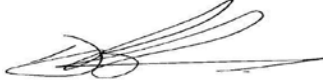
Disclosure Of Interest:

No interest declared by CEO

Author:

Lana Foote, Manager of Finance & Administration

Signature of CEO



Attachment:

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

OFFICER RECOMMENDATION

- 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.**

11.3	Law, Order & Public Safety
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No items this month

11.4	Health and Building
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No items this month

11.5	Education & Welfare
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No items this month

11.6	Housing
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No items this month

11.7	Community Amenities
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No items this month

11.8	Recreation and Culture
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No items this month

11.9	Transport
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No items this month

11.10	Economic Services
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No items this month

11.11	Other Property & Services
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No items this month

11.12	Reserves
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No items this month

12	ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN
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13	NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF THE MEETING
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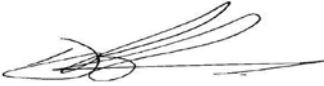
14 MATTERS FOR WHICH MEETING MAY BE CLOSED

Officer Recommendation

That the Meeting be closed to the public to consider 14.1.1

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.

Background:

In the Annual Audit in 2016, a concern was raised with regards to the level of annual leave that some staff do have. This is fairly standard in audit practices as it is a possible indication of wrongdoing by staff if they are not taking leave. This is not always correct as there are other circumstances that may increase leave accruals. The other concern of excessive leave of staff is that it creates a financial burden on the Shire as allocations have to be made in the Leave Reserve.

As part of the discussion with the Auditor, it was also suggested to look at reporting the annual leave accruals to Council twice a year to keep Council informed. As such, we will be looking at providing the information in December and June.

It should be noted that annual leave is a staffing matter and thus operation, however Council needs to be informed as the accrual of leave does create a financial burden on the Council to maintain an Accrued Leave Reserve.

Comment:

The CEO currently has a 5 weeks leave owing and another 5 weeks will be due in July (anniversary), this will be taken part through the year with leave in July (1 week), September/October (1 week) and December January (5 weeks). There will also be other time taken when duties permit.

Lana Foote will be taking leave in November to travel, which will reduce the liability.

Darren West is due to take some leave in January which will reduce this down. As the next report will be in December, this will be listed in the next report also.

Margaret Polkinghorne will be taking 8 weeks leave in December and January to reduce the liability.

Rob Fleay will also be taking time off in September which will reduce his leave liability. Otherwise he would have to take time off in January.

We will be trying to keep the leave accruals to staff in general being under 200hrs or 5 weeks and the CEO under 230hrs as per contract.

Several Staff are due for long service leave which will need to be looked at too, however Long Service Leave is controlled under Regulations.

Personal Leave (sick leave) is accrued unless it is taken. This is not paid out if the staff member should leave.

Consultation:

Nil

Statutory Environment:

Nil

Policy Implications:

Nil

Financial Implications:

Nil

Strategic Implications:

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

Voting Requirement:

Simple majority

Officer Recommendation

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

Officer Recommendation

That the Meeting be reopened to the public.

15 **DATE OF NEXT MEETING**

Wednesday 18 July 2018 @ 4.30pm

16 **CLOSURE**

Items for Discussion

Renewable Energy Conference - Collie

The CEO attended the Energy Conference at Collie on 7th and 8th June.

The conference provided some great incite into the future considerations of energy supply for WA. It was interesting to note that Synergy is talking about “micro-grids” as a possible future which is what NEWROC are considering. Also I met with people in regards to bio-fuel including people from the Department of Agriculture who are currently looking at using straw for bio-fuel for energy generation.

Information from the event will be fed back to NEWROC.

OPEN FORUM SESSION

Bar Duties – Cr PL McWha

General discussion on issues

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

GOVERNANCE & ADMINISTRATION Cr JM Stratford

FINANCE Cr JM Stratford

LAW, ORDER & PUBLIC SAFETY Cr BG Cooper

HEALTH Cr BG Cooper

EDUCATION & WELFARE Cr LC Smith

HOUSING Cr LC Smith

COMMUNITY AMENITIES Cr PL McWha

RECREATION & CULTURE Cr PL McWha

TRANSPORT & COMMUNICATION Cr GW Greaves

ECONOMIC SERVICES Cr G Storer

OTHER PROPERTY & SERVICES & RESERVES Cr G Storer

OTHER:

PORTFOLIO'S

- *Governance, Administration and Finance* - **Cr JM Stratford**

- *Law, Order, Health and Building* - **Cr BG Cooper**

- *Education, Welfare and Property* - **Cr LC Smith**

- *Community Amenities, Environment, Recreation and Culture* - **Cr PL McWha**

- *Transport and Communication* - **Cr GW Greaves**

- *Economic, Other Property and Services and Reserves* - **Cr G Storer**

Council Calendar

June

GECZ 7th	GECZ Executive - Teleconference
Saturday 16th	Drive - In
Wednesday 20th	Ordinary meeting of Council
Tuesday 26th	NEWROC Council - Wyalkatchem
Thursday 28th	GECZ - Kelleberrin

July

Saturday 7th	Drive - In
Wednesday 18th	Ordinary Meeting of Council
Tuesday 24th	NEWROC Executive - Koorda

August

Wednesday 1st	WALGA AGM
Wednesday 1st	Local Government Week
Thursday 2nd	Local Government Week
Friday 3rd	Local Government Week
Friday 3rd	Drive - In
Thursday 23rd	GECZ - Merredin
Friday 28th	NEWROC Council - Koorda

September

Saturday 1st	Koorda Show
Wednesday 19th	Ordinary Meeting of Council
Tuesday 25th	NEWROC Executive - Mt Marshall