



Shire of Koorda



AGENDA

NOTE:

Wednesday 21st December 2016
Ordinary Meeting 6.00pm



PRESIDENT: F J STORER
COUNCILLOR: D N CARTON



DISCLOSURE OF INTEREST

✦ WRITTEN

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

✦ VERBAL

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

✦ TO BE DISCLOSED

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



SHIRE OF KOORDA

DISCLAIMER

No responsibility whatsoever is implied or accepted by the Shire of Koorda for any act, omission or statement or intimation occurring during Council or Committee meetings.

The Shire of Koorda disclaims any liability for any loss whatsoever and howsoever caused arising out of reliance by any person or legal entity on any such act, omission or statement or intimation occurring during Council or Committee meetings.

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

In particular and without derogating in any way from the broad disclaimer above, in any discussion regarding any planning application or application for a license, and statement or intimation of approval made by a member or officer of the Shire of Koorda during the course of any meeting is not intended to be and is not to be taken as notice of approval from the Shire of Koorda.

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

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

Signed

DN Burton
CHIEF EXECUTIVE OFFICER

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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 PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS

7 CONFIRMATION OF MINUTES FROM PREVIOUS MEETINGS

7.1 ORDINARY MEETING HELD 16 November 2016

COUNCIL DECISION

Moved Cr

Seconded Cr

That the Minutes of the Koorda Shire Council Ordinary Meeting held on the 16 November 2016, as circulated be confirmed and certified as a true and accurate record.

**PUT AND CARRIED:
RESOLUTION NO:**

8 ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT DISCUSSION

9 REPORTS OF COMMITTEES

9.1 2015/2016 Annual Audit

Section 5.23 – Applicability

Location:

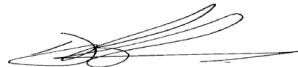
Portfolio: Governance, Administration and Finance
Cr B Cooper

File Reference: ADM 0114

Disclosure Of Interest: No interest declared by the CEO

Author: David Burton, Chief Executive Officer

Signature of CEO



Attachment: Annual Audit Management Report for the year ended 30 June 2016

Background:

Annual Audit

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

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

Comment

Mr Marius van der Merwe of Butler Settineri attended the November Ordinary Meeting of Council to discuss the Audit.

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

Consultation:

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

Statutory Environment:

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

Policy Implications:

Nil

Financial Implications:

Nil.

Strategic Implications:

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

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

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

Voting Requirement:

Simple majority

OFFICER RECOMMENDATION

That:

- 1) the comments of the audit be noted and the Chief Executive Officer take correct action as required; and**
- 2) a report of Annual Leave accruals be forwarded to Council in December and June each year.**

9.2 FINANCIAL MANAGEMENT REVIEW

Section 5.23 – Applicability

Location:

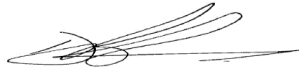
Portfolio: Governance, Administration and Finance
Cr B Cooper

File Reference: ADM 0114

Disclosure Of Interest: No interest declared by the CEO

Author: David Burton, Chief Executive Officer

Signature of CEO



Attachment: Copy of Financial Management Review Documents.

Background:

Under the Local Government (Financial Management) Regulations 1996, the Shire is required to have a Financial Management Systems Review completed no less than once every 4 financial years. This was completed earlier this year by the Auditors Butler Settineri (Audit) Pty Ltd

A copy of the report is attached for Councillors.

Comment

Through the Review, no major concerns were identified by Butler Settineri, however they did recommend some changes to systems to enhance our policies and procedures and improve them. Staff have been implementing the changes where possible and a few more are still to be finalised.

As part of this process and also due to changes to the Audit process with the responsibility of changing to the Auditor General in the near future, the executive staff have been reviewing all procedures and documentation to ensure that it is clearly following policies where applicable. This process will also ensure compliance to the policies and make it clearer for the Auditors.

Consultation:

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

Statutory Environment:

- Local Government Act 1995 Section 6.10
- Local Government Financial Management Regulation 1996 Section 5 (2) (c)

Policy Implications:

Nil

Financial Implications:

Nil.

Strategic Implications:

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

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

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

Voting Requirement:

Simple majority

OFFICER RECOMMENDATION

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

9.3 **AUDIT REPORT - REGULATION 17**

Section 5.23 – Applicability

Location:

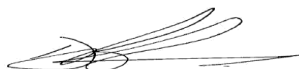
Portfolio: Governance, Administration and Finance
Cr B Cooper

File Reference: ADM 0114

Disclosure Of Interest: No interest declared by the CEO

Author: David Burton, Chief Executive Officer

Signature of CEO



Attachment: Regulation 17 Report attached.

Background:

Annual Audit

Under Audit Regulation 17, the Chief Executive Officer is to review certain systems and procedures of the local government.

17. CEO to review certain systems and procedures

- (1) The CEO is to review the appropriateness and effectiveness of a local government's systems and procedures in relation to —
 - (a) risk management; and
 - (b) internal control; and
 - (c) legislative compliance.
- (2) The review may relate to any or all of the matters referred to in subregulation (1)(a), (b) and (c), but each of those matters is to be the subject of a review at least once every 2 calendar years.
- (3) The CEO is to report to the audit committee the results of that review.

[Regulation 17 inserted in Gazette 8 Feb 2013 p. 868.]

Comment

As this was the first year for the requirement of this review, The Shire of Koorda engaged LGIS to assist with the review. This involved an extensive interview with LGIS to cover key areas of local government to ensure that the documents and procedures are in place to reduce the potential of major issues being caused through lack of preparation/ documentation or practices that reduce risk or reduce the impact of downtime due to significant events.

The CEO and DCEO worked through the review with LGIS and the attached report was produced. While no significant concerns were raised, a few minor improvements were

considered which may further reduce risk and impacts to Council. Most items were just to be monitored on an ongoing basis to ensure best practice.

This process has been improved on what was used last time and the process a lot more comprehensive. The CEO and DCEO will be using this process on an ongoing basis to ensure documentation and procedures are in place to minimise risk and ensure internal controls are in place and adhered to and legislation complied with.

The LGIS Report looked at Risk Management and Internal Controls. To review Legislative Compliance, the consideration of the Annual Compliance Audit was used (also considered in the process). As this report has not shown any breaches for several years, it is considered that the Shires practices for legislative compliance are appropriate and effective.

This review will be presented to the Audit Committee every two years are required under the Audit Regulations.

Consultation:

Michael Sparks - LGIS
Lynne Hendry - DCEO

Statutory Environment:

Local Government (Audit) Regulations 1996 – Reg 17

Policy Implications:

Nil

Financial Implications:

Nil.

Strategic Implications:

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

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

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

Voting Requirement:

Simple majority

OFFICER RECOMMENDATION

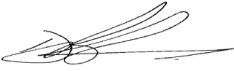
That the Review be noted and the Chief Executive Officer take corrective action as required to ensure best practice for the Shire of Koorda.

10	CHIEF EXECUTIVE OFFICERS REPORT
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10.1	Governance and Administration
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10.1.1 **NEWROC EXECUTIVE MEETING**
22nd November 2016 at Koorda

Section 5.23 – Applicability

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

Background:

Minutes of the NEWROC Council Meeting held on 22nd November 2016 at Koorda.

Comment:

The following issues were discussed:

- Item 6.1 List of Payments.
- Item 6.2 Balance Sheet
- Item 7.1 Future Project priorities – to be taken back to member Councils for consideration.
- Item 7.2 Telecommunication Business Case – Applications for towers at Mt Marshall, Trayning and Koorda, concern raised over data usage.
- Item 7.3 Annual NEWROC Dinner – Mt Marshall
- Item 7.4 NEWROC Public Transport – Survey to be taken on need.
- Item 7.5 Workforce Development – Funding to be used to establish staff skills matrix.

Consultation

Nil

Statutory Environment:

Nil

Policy Implications:

Nil

Financial Implications:

Nil

Strategic Implications:

Shire of Koorda Strategic Community Plan

C 1.6 - Develop successful and collaborative partnerships

C 2.3 - Facilitate resource sharing on a regional basis

Voting Requirement:

Simple majority

COUNCIL DECISION

Officer Recommendation

Moved Cr

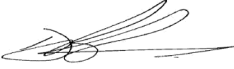
Seconded Cr

That Council note and endorse the recommendations of the NEWROC Council meeting held at Nungarin on 13th December 2016.

10.1.2

GREAT EASTERN COUNTRY ZONE MEETING
1 December 2016 by Teleconference

Section 5.23 – Applicability

Location:	GECZ Regions
Portfolio:	Governance, Administration and Finance Cr BG Cooper
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 on 1 December 2016 by teleconference.

Comment:

The following issues were discussed:

- Item 7.1 Meeting Schedule for 2017
- Item 7.2 Scrap Metal Collection – To member Council regions to discuss.
- Item 7.3 Impact of Severe Increase to Rent for GEHA – GEHA to attend next meeting to discuss rents and suitable housing.
- Item 8.0 Zone Reports - Various reports presented.
- Item 9.0 WALGA Business - State Councillors Report, WALGA Status Report, State Council Agenda Items (concern raised over Natural Disaster Funding)
- Item 12.1 Zone Audits – Confirmation of Audit Reports.

Consultation

Nil

Statutory Environment:

Nil

Policy Implications:

Nil

Financial Implications:

Nil

Strategic Implications:

Shire of Koorda Strategic Community Plan

C 1.6 - Develop successful and collaborative partnerships

C 2.3 - Facilitate resource sharing on a regional basis

Voting Requirement:

Simple majority

COUNCIL DECISION

Officer Recommendation

Moved Cr

Seconded Cr

That Council note and endorse the recommendations of the GECZ meeting held via teleconference on 1st December 2016.

10.1.3 ANNUAL ELECTORS MEETING

Section 5.23 – Applicability

Location: Shire of Koorda

Portfolio: Governance, Administration and Finance

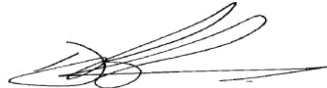
Cr BG Cooper

File Reference: ADM 0023

Disclosure Of Interest: No interest declared by the CEO

Author: David N Burton Chief Executive Officer

Signature of CEO



Attachment: Minutes Of Annual Electors Meeting 2016

Background:

Minutes of the Annual Meeting of Electors held on Thursday 15th December 2016.

Comment:

The Annual Electors Meeting was attended by 5 Members, 2 staff and 3 members of the public.

All reports included in the Annual Report for 2015/2016 were accepted.

During General Business, several questions were raised by the Public. These were answered at the time or will be considered as part of process in the future. Some items will need to be actioned in the future when required.

No matters required a decision of Council.

Consultation:

Matters arising from the General Electors Meeting

Statutory Environment:

Local Government Act 1995 – Section 5.33

1. All decisions made in Electors Meetings are to be considered at the next Ordinary Meeting of Council or; if that is not practicable;
 - a) At the first Ordinary Meeting after that meeting or;
 - b) Have a special meeting called for that purpose, whichever happens first.

2. If at a meeting of the Council, the Local Government makes a decision in response to a decision made at an Electors Meeting, the reason for the decision is to be recorded in the minutes of the Council Meeting.

Policy Implications:

Nil

Financial Implications:

Nil

Strategic Implications:

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

Voting Requirement:

Simple majority

COUNCIL DECISION

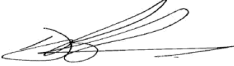
Officer Recommendation

Moved Cr

Seconded Cr

That Council note and accept the Minutes of the 2015/2016 Annual Electors Meeting.

10.1.4 **STANDING ORDERS LOCAL LAW**

Section 5.23 – Applicability	
Location:	Koorda Townsite
Portfolio:	Governance, Administration and Finance Cr BG Cooper
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 24 July 1998 Council adopted the Local Law relating to Standing Orders. These local laws are still currently in use and are now dated.

Previously, the Shire of Koorda looked at adopting a new Standing Orders Local Law, however there were some issues and Council resolved to look at it once a new model local law had been established by WALGA.

Since then, staffs have taken the model local law and have adapted it to the Shire of Koorda processes. This draft was accepted by Council at the September 2016 Ordinary Meeting and made available for public comment and sent to the Department of Local Government for comment.

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.

The submission from the Department of Local Government has been taken into account with minor changes made to the draft Local Law accordingly. No significant changes were made to the draft Local Law. No other comments were received.

To complete the Local Law, the Shire is required to continue with the steps of advertising the Local Law in the Government Gazette and forward a copy to the Joint Standing Committee on Delegated Legislation.

Consultation

WALGA Model Local Laws

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

Seconded Cr

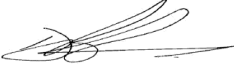
That:

- a. The Shire of Koorda adopts the “Shire of Koorda Standing Orders Local Law 2016”;**
- b. The Chief Executive Officer advertises the “Shire of Koorda Standing Orders Local Law 2016” in the Government Gazette; and**
- c. A copy of the “Shire of Koorda Standing Orders Local Law 2016” is submitted to the Joint Standing Committee on Delegated Legislation.**

CARRIED / LOST BY ABSOLUTE MAJORITY

10.1.5

TENDER – SALE OF SURPLUS ITEMS

Section 5.23 – Applicability	
Location:	Koorda Townsite
Portfolio:	Governance, Administration and Finance Cr BG Cooper
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:

Recently we replaced the small fridges in the Yallambee units with some larger fridges as we are getting people staying in them for longer periods. As such, this has now left the Shire with some excess items which are not being used.

To ensure that the fridges are disposed of in a fair and proper manner, it is recommended that they be listed for tender to the public for purchase. We will also look through the offices and the depot to see if there are any other items surplus to need that may be offered as well.

Comment:

We have looked for other areas where the fridges could be used, but that are too small for many buildings and too large for any other purpose. Therefore, it is recommended that they be disposed of as surplus to requirements.

The process of going to tender for the surplus items will ensure that they are disposed of in a fair and equitable manner and in accordance with the Local Government Act 1995.

As most people are away in January, we will be advertising over the Christmas period and early February with the items coming back to Council in February.

Consultation

Darren West – Works Supervisor

Statutory Environment:

Local Government Act 1995

Policy Implications:

Nil

Financial Implications:

The sale of the items has not been budgeted, but will be a small additional income for the Shire.

Strategic Implications:

Shire of Koorda Strategic Community Plan
C 2.4 - Use resources efficiently and effectively (ongoing)

Voting Requirement:

Simple majority

COUNCIL DECISION

Officer Recommendation

Moved Cr

Seconded Cr

That the Chief Executive Officer calls for tenders for the disposal of items that are surplus to the needs of the Shire.

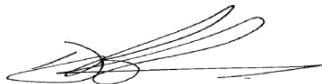
10.2	Finance
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10.2.1 **MONTHLY FINANCIAL STATEMENTS**
As at 30 November 2016

Section 5.23 – Applicability

Location:	Shire of Koorda
Portfolio:	Governance, Administration and Finance Cr BG Cooper
File Reference:	ADM 0488
Disclosure Of Interest:	No interest declared by CEO
Author:	David Burton, Chief Executive Officer

Signature of CEO



Attachment: Monthly Financial Statement

Background:

Submission of monthly Financial Statements for period ended 30 November 2016.

Comment:

Monthly Financial Statements for the period ended 30 November 2016 for Council's information and acceptance. The explanations for variances of \$10,000 and 10% or more are in Note 13 of the Financial Monthly Report.

Consultation:

Nil

Statutory Environment:

Local Government Act 1995, Section 6.4

Local Government (Financial Management) Regulations 1996 34.1(2) as amended 2005

Policy Implications:

Nil

Financial Implications:

Nil

Strategic Implications:

Shire of Koorda Strategic Community Plan

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

Voting Requirement:

Simple majority

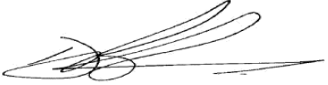
COUNCIL DECISION
Officer Recommendation

Moved Cr

Seconded Cr

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

10.2.2 **ACCOUNTS PAID AS LISTED**
As at 15 December 2016

Section 5.23 – Applicability	
Location:	Shire of Koorda
Portfolio:	Governance, Administration and Finance
	Cr BG Cooper
File Reference:	ADM 0488
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 15 November 2016 to 15 December 2016 and are generally within budget guidelines and are of an operational nature.

V375	Boyne Bros Contracting	\$29,593.23
V381	Major Motors	\$33,309.75
V396	BGC Quarries	\$52,717.81
V398	Boral Construction	\$2,117.50
V401	Dowerin Engineering	\$49.50
V403	Elders Limited	\$584.76
V405	Koorda Ag Parts	\$5,134.09
V468	Onsite Rental Group	\$4,976.13
V475	K G Moir	\$3,940.20

Consultation:

Nil

Statutory Environment:

Local Government Act 1995, Section 5.42

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

Policy Implications:

Nil

Financial Implications:

Budget guidelines and constraints

Need to authorise unbudgeted expenditure (if any)

Strategic Implications:

Shire of Koorda Strategic Community Plan

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

Voting Requirement:

Simple majority

COUNCIL DECISION

Officer Recommendation

Moved Cr

Seconded Cr

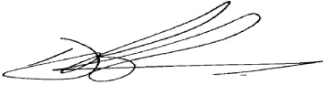
That accounts as listed being for period 15 November 2016 to 15 December 2016.

Municipal Vouchers No's V372 to V480	Totalling	\$453,888.07
Credit Card	Totalling	\$4.00
	Total	\$453,892.07

To be endorsed or passed for payment

10.2.3

MONTHLY FINANCIAL POSITION
As at 15 December 2016

Section 5.23 – Applicability	
Location:	Shire of Koorda
Portfolio:	Governance, Administration and Finance Cr BG Cooper
File Reference:	ADM 488
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 15 December 2016 on the various accounts.

Comment:

The Municipal Account's financial position as at 15 December 2016 indicated at this time.

Monthly Financial Position	Municipal Account	\$1,196,133.46
	Reserve Account	\$4,751,433.95
	Trust Account	\$30,976.16

Consultation:

Monthly advice

Statutory Environment:

Local Government Act 1995, Section 6.4

Policy Implications:

Regulation

Financial Implications:

Shows current financial position

Strategic Implications:

Shire of Koorda Strategic Community Plan

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

Voting Requirement:

Simple majority

COUNCIL DECISION
Officer Recommendation

Moved Cr

Seconded Cr

That the Financial Position, as at 15 December 2016, as presented, be noted, received and adopted.

10.2.4 **WAIVER FEES FOR USE OF BUS**

Section 5.23 – Applicability

Location: Shire of Koorda

Portfolio: **Governance, Administration and Finance**

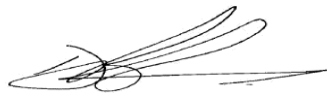
Cr BG Cooper

File Reference: ADM 0149

Disclosure Of Interest: Financial interest declared by the CEO

Author: David N Burton Chief Executive Officer

Signature of CEO



Attachment: **Email from school**

Background:

A request has been received from the Koorda Primary School for the use of the Community Bus for Wednesday 14th for a Movie Night for the students. For the night, the bus will pick up the children and drop them off in town. Out of town students will need to have the parents bring them into town for the bus.

Comment:

Under Policy P12, there is an allowance for Council to donate the use of the bus to the Koorda Primary School for arranges school children activities. This Policy has an allowance of \$500 per year.

The use of the bus is only in town, so travel will be minimal.

As this event is organised by the School and is for the school children, it would fit within the guidelines of the Policy.

The School has not had the bus donated for school use so far this financial year.

Consultation:

Nil

Statutory Environment:

Nil

Policy Implications:

Policy P12

That Council donate to the Koorda Primary School, for arranged school children activities, the sum of five hundred dollars (\$500.00) per annum as their contribution towards Community Bus hire.

Financial Implications:

The financial cost of this donation would be minimal as the bus will only be used on town.

Strategic Implications:

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

Voting Requirement:

Simple majority

Officer Recommendation

Moved Cr

Seconded Cr

That Council donate the use of the Community Bus for the Koorda Primary School Movie night for 14th December 2016 as per Policy P12.

10.3	Law, Order & Public Safety
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10.3.1 DUAL FIRE CONTROL OFFICERS

Section 5.23 – Applicability

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

Background:

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

Comment:

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

Damian Tomas	0429 010 574	damiantomas@westnet.com.au
Terry Gobbart	0428 848 042	terry_leeanne@wn.com.au
Tim Cashmore	0427 926 684	tjcashmore@wn.com.au

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

Consultation:

RDG Storer – Chief Bushfire Control Officer
Jack Walker – Shire of Mt Marshall

Statutory Environment:

Nil

Policy Implications:

Shire of Koorda Policy B5 - Bush Fire Control Officers.

Financial Implications:

Nil

Strategic Implications:

Strategic Community Plan

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

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

S 3.3 - Support provision of emergency services (ongoing)

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

Voting Requirement:

Simple majority

OFFICER RECOMMENDATION

That Council make the following appointments of Dual Registration Bush Fire Control Officers:

Mt Marshall

Damian Tomas

Terry Gobbart

Tim Cashmore

10.4	Health and Building
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10.4.1 RENEWAL OF LEASE AGREEMENT KOORDA MEDICAL CENTRE

Section 5.23 – Applicability

Location:

21 Allenby Street, Koorda

Portfolio:

Law, Order, Health & Building

Cr SE Boyd

File Reference: ADM 108

Disclosure Of Interest:

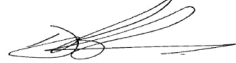
No interest declared by the CEO

No interest declared by Councillors

Author:

David N Burton, Chief Executive Officer

Signature of CEO



Attachment(s)

Agreement (New) - WA Country Health Services

Background:

The Lease agreement with Western Australian Country Health Services (WACHS) for use of the Koorda Health Centre will expire on the 31st January 2017.

A letter has been received from WACHS requesting the option of an extension from the 1st February 2017 to 31st January 2019 with options for extending for two options for two years each.

Comment

The Agreement is a remake of the current agreement with changing of dates.

The contribution Agreement allows two options for extensions. These are:

Option 1:

1st February 2019 expiring 31st January 2021

Option 2:

1st February 2021 expiring 31st January 2023

The options for the extensions can allow for the continuance of the agreement without creating a new agreement.

Previously, the facility was rented for \$125 per week, it is suggested that this be lifted to \$130 per week to allow for inflation. This can be lifted further with the renewal options. WA Country Health Service has indicated that they would be happy with \$130 per week.

Consultation

WA Country Health Services

Statutory Environment

Contribution Agreement between WACHS and the Shire of Koorda

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

S 2.1 - Advocate for appropriate and accessible health services (ongoing)

Voting Requirements

Simple majority

Officer Recommendation

Moved:

Seconded:

**That the Shire of Koorda accept the offer from WA Country Health Services for the Contribution Agreement for the Koorda Health Centre from the 1st February 2017 to 31st January 2019 with possible options to extend through to 31st January 2021 and 31st January 2023 with weekly rent to be started at \$130 per week; and
The Chief Executive Officer advise WA Country Health Services accordingly.**

10.5	Education & Welfare
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No items this month

10.6	Housing
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No items this month

10.7	Community Amenities
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No items this month

10.8	Recreation and Culture
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No items this month

10.9	Transport
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No items this month

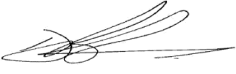
10.10	Economic Services
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No items this month

10.11 Other Property & Services

10.11.1 TRANSFER OF PROPERTY TO CEACA

Section 5.23 – Applicability

Location:	Koorda Townsite
Portfolio:	Economic and Other Property and Services Cr AD Clarke
File Reference:	ADM 0237
Disclosure of Interest:	No Interest declared by CEO
Author:	David N Burton, Chief Executive Officer
Signature of CEO	
Attachment:	Copy of Public Notice.

Background:

As members are aware, we have been working with 11 other shires towards the Central East Aged Care Alliance for the development of aged housing in the region.

Recently, CEACA was successful in receiving funding for the project to get started in the development and building of the houses.

In preparation of the construction of the houses, all Shires were requested to transfer land for the housing project to CEACA Inc.

At the September Ordinary Meeting it was resolved to advertise the sale of the properties as required under the Local Government Act 1995 as required. The information has appeared several times in the local newsletter as well.

Comment:

Since advertising the sale of the properties as required, no feedback has been received from the public with regards to concerns about the transfer.

Some concern was raised at the recent CEACA meeting about one of the Shires wanting to have a Memorandum of Understanding (MOU) and a peppercorn lease agreement for the properties for the housing project, but this was rejected by the group as a MOU is not legally binding and CEACA resolved not to build on properties where the land was not owned by CEACA.

As the obligations of the notice required under the Local Government Act 1995 have been met and no concerns have been raised by the public, it is recommended that the transfer of land be approved.

Consultation

Helen Westcott – CECA Executive.

Statutory Environment:
Local Government Act 1995
3.58. Disposing of property

- (1) In this section —
- dispose** includes to sell, lease, or otherwise dispose of, whether absolutely or not;
- property** includes the whole or any part of the interest of a local government in property, but does not include money.
- (2) Except as stated in this section, a local government can only dispose of property to —
- (a) the highest bidder at public auction; or
 - (b) the person who at public tender called by the local government makes what is, in the opinion of the local government, the most acceptable tender, whether or not it is the highest tender.
- (3) A local government can dispose of property other than under subsection (2) if, before agreeing to dispose of the property —
- (a) it gives local public notice of the proposed disposition —
 - (i) describing the property concerned; and
 - (ii) giving details of the proposed disposition; and
 - (iii) inviting submissions to be made to the local government before a date to be specified in the notice, being a date not less than 2 weeks after the notice is first given;and
 - (b) it considers any submissions made to it before the date specified in the notice and, if its decision is made by the council or a committee, the decision and the reasons for it are recorded in the minutes of the meeting at which the decision was made.
- (4) The details of a proposed disposition that are required by subsection (3)(a)(ii) include —
- (a) the names of all other parties concerned; and
 - (b) the consideration to be received by the local government for the disposition; and
 - (c) the market value of the disposition —
 - (i) as ascertained by a valuation carried out not more than 6 months before the proposed disposition; or
 - (ii) as declared by a resolution of the local government on the basis of a valuation carried out more than 6 months before the proposed disposition that the local government believes to be a true indication of the value at the time of the proposed disposition.

- (5) This section does not apply to —
- (a) a disposition of an interest in land under the *Land Administration Act 1997* section 189 or 190; or
 - (b) a disposition of property in the course of carrying on a trading undertaking as defined in section 3.59; or
 - (c) anything that the local government provides to a particular person, for a fee or otherwise, in the performance of a function that it has under any written law; or
 - (d) any other disposition that is excluded by regulations from the application of this section.

[Section 3.58 amended by No. 49 of 2004 s. 27; No. 17 of 2009 s. 10.]

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 2.1 - Advocate for appropriate and accessible health services (ongoing)

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

E 1.4 - Facilitate and create sustainable business and community partnerships (medium term, 4-8 years)

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

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

C 2.3 - Facilitate resource sharing on a regional basis (medium term, in progress, ongoing)

Voting Requirement:

Simple majority

**COUNCIL DECISION
Officer Recommendation**

Moved Cr

Seconded Cr

That the Chief Executive Officer ensure the transfer of Lots 119,120,121 and 122 Greenham Street are transferred to CEACA Inc. for the cost of \$1 per property.

10.12	Reserves
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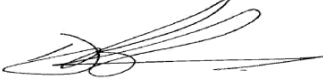
No items this month

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

13.1.1 CITIZEN OF YEAR NOMINATION

Section 5.23 – Applicability	
Location:	Shire of Koorda
Portfolio:	Recreation & Culture
	Cr PL McWha
File Reference:	ADM 0139
Disclosure Of Interest:	
Author:	David Burton, Chief Executive Officer
Signature of CEO	
Attachment:	Application

5.23. Meetings generally open to public

- (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 —
- (b) the personal affairs of any person; 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

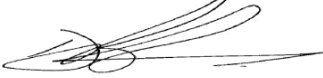
**COUNCIL DECISION
Officer Recommendation**

Moved Cr

Seconded Cr

That the nominations for Citizen of the Year for the 2016 Australia Day Celebrations be accepted and awarded as presented.

13.1.2 **ANNUAL LEAVE ACCRUALS**

Section 5.23 – Applicability	
Location:	Shire of Koorda
Portfolio:	Governance, Administration and Finance Cr BG Cooper
File Reference:	Personal files
Disclosure Of Interest:	Impartiality interest declared by the CEO
Author:	David Burton, Chief Executive Officer
Signature of CEO	
Attachment:	

5.23. Meetings generally open to public

- (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 —
- (b) the personal affairs of any person; 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

Seconded Cr

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

14	DATE OF NEXT MEETING
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Wednesday 15 February 2017 @ 4.00pm

15	CLOSURE
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Items for Discussion

NRM Officer

As Members are aware, our NRM Officer will be finishing in February. As Mukinbudin and Wyalkatchem have withdrawn from the joint venture, I have approached the Shires of Trayning and Nungarin and Trayning is happy for their NRM Officer to service us for one day a week. This will enable our services to continue. Any additional works may be contracted to Wheatbelt NRM if required.

Mobile Telephone Blackspot

In the northern area of our Shire, it is still very difficult to receive good mobile signal. We will be looking at putting in a submission to the Black Spot Telecommunications project to see if we can improve the service to the area.

Recreation Centre Management Plan

As we will be looking at trying to get funding early next year, I would like to try and organise a meeting with the Sports Club and local sporting groups to start looking at options for a Management Plan for the Recreation Centre once it is completed. This may assist with funding. I will be looking at trying to do this from about February next year when everyone has come back from holidays.

OPEN FORUM SESSION

Bar Duties – Cr LC Smith

General discussion on issues

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

GOVERNANCE & ADMINISTRATION Cr BG Cooper

FINANCE Cr BG Cooper

LAW, ORDER & PUBLIC SAFETY Cr SE Boyd

HEALTH Cr SE Boyd

EDUCATION & WELFARE Cr LC Smith

HOUSING Cr LC Smith

COMMUNITY AMENITIES Cr PL McWha

RECREATION & CULTURE Cr PL McWha

TRANSPORT & COMMUNICATION Cr GW Greaves

ECONOMIC SERVICES Cr AD Clarke

OTHER PROPERTY & SERVICES & RESERVES Cr AD Clarke

OTHER:

PORTFOLIO'S

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

- ***Law, Order, Health and Building-* Cr SE Boyd**

- ***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 AD Clarke**

Council Calendar

December

Saturday 24th

Office closes for Christmas

January

Tuesday 3rd

Office resumes from Christmas break

Thursday 26th

Australia Day

February

Thursday 2nd

100 years Council Meeting

Wednesday 15th

Ordinary Meeting of Council

Thursday 23rd

GECZ - Merredin (TBC)

Monday 27th

WBN RRG - Northam

Tuesday 28th

NEWROC Council - Trayning (TBC)