

2016



MINUTES

Shire of Koorda

21/12/2016

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UNCONFIRMED



SHIRE OF KOORDA MINUTES

FOR THE ORDINARY MEETING OF COUNCIL
Held in the Council Chambers, Allenby Street,
Koorda, Wednesday 21st December 2016 at 6.pm

1 DECLARATION OF OPENING

The Presiding person declared the meeting open at 6.02 pm

2 ANNOUNCEMENT OF VISITORS

3 RECORD OF ATTENDANCE

3.1 *Record of Attendance:*

Cr FJ Storer	President
Cr GW Greaves	Deputy President
Cr LC Smith	Councillor
Cr BG Cooper	Councillor
Cr SE Boyd	Councillor
Cr AD Clarke	Councillor
Cr PL McWha	Councillor
D Burton	CEO
T McMiles	Administration Officer

3.2 *Apologies:* L Hendry DCEO

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

Councillor Greaves - attended Cadoux Primary School Presentation evening & congratulated Council & staff in regards to electors meeting.
Councillor Storer - attended Koorda Primary School Presentation evening
Councillor Clarke - GECZ meeting by teleconference

7 CONFIRMATION OF MINUTES FROM PREVIOUS MEETINGS

7.1 ORDINARY MEETING HELD 16 November 2016

**COUNCIL DECISION
Officer Recommendation**

Moved Cr Smith

Seconded Cr Clarke

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:7/0
RESOLUTION NO:011216**

8 ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT DISCUSSION

Councillor Storer received a call from ABC regarding dogs- gave them an update. Congratulated P&C & Shire staff for Town Christmas Party and the P&C for the Christmas item at Presentation evening.

Confidential Items 13.1.1. & 13.1.2 brought forward due to Police attending meeting at 7pm

9 REPORTS OF COMMITTEES

9.1 2015/2016 Annual Audit

Section 5.23 – Applicability

Location:

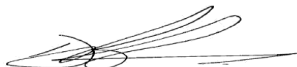
Portfolio: Governance, Administration and Finance
Cr B Cooper

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

COUNCIL DECISION
Officer Recommendation

Moved Cr Smith

Seconded Cr Cooper

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.**

PUT & CARRIED:7/0
RESOLUTION NO:021216

9.2 FINANCIAL MANAGEMENT REVIEW

Section 5.23 – Applicability

Location:

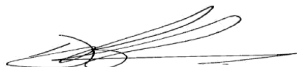
Portfolio: Governance, Administration and Finance
Cr B Cooper

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

COUNCIL DECISION
Officer Recommendation

Moved Cr Boyd

Seconded Cr Smith

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

PUT & CARRIED:7/0
RESOLUTION NUMBER:031216

UNCONFIDENTIAL

9.3 **AUDIT REPORT - REGULATION 17**

Section 5.23 – Applicability

Location:

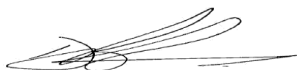
Portfolio: Governance, Administration and Finance
Cr B Cooper

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

**COUNCIL DECISION
Officer Recommendation**

Moved Cr Boyd

Seconded Cr Cooper

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

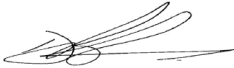
**PUT & CARRIED:7/0
RESOLUTION NO:041216**

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
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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 – Nungarin
- 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 Greaves

Seconded Cr Boyd

That Council note and endorse the recommendations of the NEWROC Executive meeting held at Koorda on 22nd November 2016.

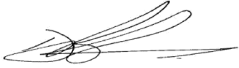
PUT & CARRIED:7/0
RESOLUTION NO:051216

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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 Clarke

Seconded Cr Greaves

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

**PUT & CARRIED:7/0
RESOLUTION NO:061216**

UNCONFIRMED

10.1.3 ANNUAL ELECTORS MEETING

Section 5.23 – Applicability

Location: Shire of Koorda

Portfolio: Governance, Administration and Finance

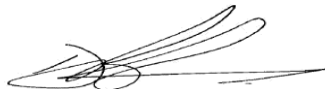
Cr BG Cooper

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

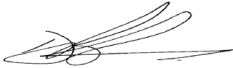
Moved Cr Cooper

Seconded Cr Greaves

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

PUT & CARRIED:7/0
RESOLUTION NO:071216

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 Boyd

Seconded Cr Clarke

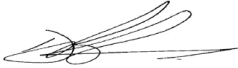
That:

- 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 BY ABSOLUTE MAJORITY:7/0
RESOLUTION NO:081216**

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 Yallabee 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 Clarke

Seconded Cr Boyd

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

PUT & CARRIED:7/0
RESOLUTION NO:091216

UNCONFIRMED

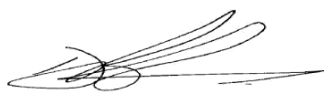
10.2	Finance
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10.2.1	MONTHLY FINANCIAL STATEMENTS As at 30 November 2016
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Section 5.23 – Applicability

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 Cooper

Seconded Cr Smith

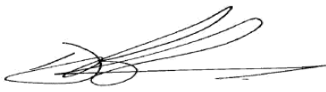
That the monthly Financial Statements for the period ended 30 November 2016, as presented, be received and adopted.

PUT & CARRIED:7/0
RESOLUTION NO:101216

UNCONFIRMED

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 Greaves

Seconded Cr Cooper

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

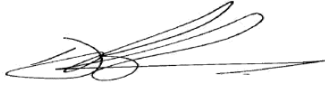
Municipal Vouchers No's V372 to V480	Totalling	\$453,888.07
Credit Card	Totalling	\$4.00
	Total	\$453,892.07

To be endorsed or passed for payment

PUT & CARRIED:7/0
RESOLUTION NO:111216

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 Clarke

Seconded Cr Smith

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

**PUT & CARRIED:7/0
RESOLUTION NO:121216**

UNCONFIRMED

CEO & Councillor McWha left meeting at 6.48pm.

10.2.4 WAIVER FEES FOR USE OF BUS

Section 5.23 – Applicability

Location: Shire of Koorda

Portfolio: **Governance, Administration and Finance**

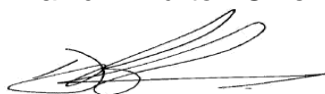
Cr BG Cooper

File Reference: ADM 0149

Disclosure Of Interest: Financial interest declared by the CEO
& Councillor McWha

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

COUNCIL DECISION
Officer Recommendation

Moved Cr Cooper

Seconded Cr Greaves

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

PUT & CARRIED:6/0
RESOLUTION NO:131216

CEO & Councillor McWha returned to the meeting at 6.53pm and were advised of the result of voting.

10.3 Law, Order & Public Safety

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

**COUNCIL DECISION
Officer Recommendation**

Moved Cr Greaves

Seconded Cr Smith

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

Mt Marshall

**Damian Tomas
Terry Gobbart
Tim Cashmore**

**PUT & CARRIED:7/0
RESOLUTION NO:141216**

UNCONFIDENTIAL

10.4 Health and Building

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

COUNCIL DECISION

Officer Recommendation

Moved Cr Clarke

Seconded Cr Cooper

**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.**

**PUT & CARRIED:7/0
RESOLUTION NO:151216**

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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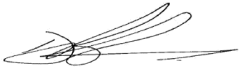
No items this month

UNCONFIRMED

10.11	Other Property & Services
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10.11.1	TRANSFER OF PROPERTY TO CEACA
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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 Boyd

Seconded Cr McWha

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.

PUT & CARRIED:7/0
RESOLUTION NO:161216

UNCONFIRMED

“regional” in accordance with the guidelines and is therefore eligible to apply for a ratio of 1:3, or 75% of total costs.

Comment:

Council has previously acknowledged that within anticipated financial parameters likely to be available; there is a need to continue to review the standard of community facilities and give consideration to replacement facilities.

With regard to community facilities, the public demands for a reasonable standard of facility is acknowledged as is the fact that Recreation facilities in particular, are in reality the social hub and outlet of the community. Council has also accepted the longer term view that multi-purpose facilities are obviously the ‘more affordable’ and plans for the upgraded Recreation Complex are currently being undertaken.

The proposed financial funding strategy would only take effect as a result of a successful grant application for the BBRF that is expected to be announced in mid 2017.

If the Shire’s grant application for the BBRF was unsuccessful the project would be reviewed and staged over a number of years to eventually deliver the required project and outcomes.

The project would commence in September 2017 with construction starting in January 2018 with a completion date being October 2018.

Consultation:

Tammy King, Grants Empire
Neil Tredwell, Tredwell Management Services

Statutory Environment:

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

Policy Implications:

The upgraded Recreation Complex will assist Council in replacing a number of outdated buildings in poor condition and deliver one asset that will be energy efficient and meet the Shire asset management strategy.

Financial Implications:

Council’s total financial commitment would be \$1,217,500 for the upgrade of the Recreation Complex. This commitment includes \$1,000,000 towards construction costs which is 33.55% of total project costs in the Recreation Reserve, and \$217,500 secured in the Building Reserve Account to be used in the event of any financial variations or cost overruns. The commitments would be allocated over two financial years being 2017/18 and 2018/19.

Strategic Implications:

Shire of Koorda Strategic Community Plan

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

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

S 4.2 - Partner with stakeholders to achieve greater community participation in recreational facilities and services (medium term)

E 5.1 - Advocate, promote and market the Shire as a place to live, work and visit (ongoing)

E 5.4 - Provide and support local festivals and tourist events (medium term)

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

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

C 1.6 - Develop successful and collaborative partnerships (ongoing)

C 1.7 - Advocate for infrastructure and access to services (ongoing)

Voting Requirement:

Simple majority

COUNCIL DECISION

Officer Recommendation

Moved Cr Greaves

Seconded Cr Boyd

That Council endorse:

- 1. The submission of a grant application to the Building Better Regions Fund seeking 66.45% of project costs for the Upgrade of the Recreation Complex Project. Total project cost approx 2.7 million.**
- 2. The financial commitment up to \$1,217,500 only in the event of a successful Building Better Regions Fund application for the Upgrade of the Recreation Complex Project.**
- 3. The financial commitment being for the 2017/18 and 2018/19 financial years as follows;**
 - \$900,000 for the 2017/18 and 2018/19 financial years towards construction costs;**
 - \$317,500 in the 2018/19 financial year to cover any financial variations or cost overruns.**

**PUT & CARRIED: 7/0
RESOLUTION NO:181216**

COUNCIL DECISION
Moved Cr Boyd

Seconded Cr Clarke

That Council move behind closed doors to discuss the confidential items

PUT & CARRIED 7/0
RESOLUTION NO:191216

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:

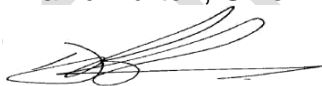
ADM 0139

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 McWha

Seconded Cr Cooper

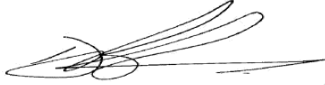
That the nominations for Citizen of the Year for the 2016 Australia Day Celebrations be accepted and awarded as presented.

**PUT & CARRIED:7/0
RESOLUTION NO:201216**

UNCONFIRMED

CEO & Administration Officer left meeting at 7.07pm and returned at 7.12pm

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:	Nil

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 Greaves

Seconded Cr Clarke

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

**PUT & CARRIED:7/0
RESOLUTION NO:211216**

COUNCIL DECISION
Moved Cr Clarke

Seconded Cr Greaves

That Council come out of closed.

PUT & CARRIED 7/0
RESOLUTION NO:22/12/16

14 DATE OF NEXT MEETING

Wednesday 15 February 2017 @ 4.30pm

15 CLOSURE

The President thanked Councillors for the participation and closed the meeting at 7.23 pm

Signed

Presiding person at the meeting at which the minutes were confirmed

Date: 15th February 2017

UNCONFIRMED