

2018



MINUTES

Shire of Koorda

23/05/2018

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UNCONFIRMED



SHIRE OF KOORDA MINUTES

FOR THE ORDINARY MEETING OF COUNCIL
Held in the Council Chambers, Allenby Street,
Koorda, Wednesday 23 May 2018 at 4.31pm

1 **DECLARATION OF OPENING**

Presiding person declared the meeting open at 4.31 pm

2 **ANNOUNCEMENT OF VISITORS**

Chris & Jeff Larkman

3 **RECORD OF ATTENDANCE**

3.1 **Record of Attendance:**

Cr FJ Storer - President
Cr PL McWha - Deputy President
Cr BG Cooper - Councillor
Cr LC Smith - Councillor
Cr JM Stratford - Councillor
Cr GW Greaves - Councillor
Cr RDG Storer - Councillor

D Burton - CEO
L Foote - MoFA

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**

Chris and Jeff Larkman asked about the Shire's accommodation project, however as this was an item for discussion later in the meeting, no response could be given. A general conversation over accommodation and numbers of people requesting accommodation was had.

4.3 **Public Question Time Closed – 4.51pm**

Chris and Jeff Larkman withdrew from the chambers.

5 APPLICATIONS FOR LEAVE OF ABSENCE

COUNCIL DECISION

Officer Recommendation

Moved Cr G Storer

Seconded Cr GW Greaves

That Cr PL McWha & Cr FJ Storer's application for leave of absence for the June 2018 Ordinary Council Meeting be accepted.

**PUT & CARRIED: 7/0
RESOLUTION NO: 010518**

6 DECLARATIONS OF INTEREST

Nil

7 PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS

Cr PL McWha – Attended ANZAC Service. Attended GECZ meeting and had a few points to raise from the meeting, however the minutes have not be released so will discuss in public forum.

Cr JM Stratford – 14th May attended meeting in Narembeen in relation to the Future funding of CRCs. All Wheatbelt CRCs were invited, will discuss more in forum.

Cr G Storer – Attending meeting in Dalwallinu with Minister Logan and New Fire Service Officer. Spoke about the set up of the new division. It sounds promising, and hopefully we can set up something that is going to work. Seems like there will be more work for Local Government.

8 CONFIRMATION OF MINUTES FROM PREVIOUS MEETINGS

8.1 ORDINARY MEETING HELD 18 April 2018

COUNCIL DECISION

Officer Recommendation

Moved Cr BG Cooper

Seconded Cr LC Smith

That the Minutes of the Koorda Shire Council Ordinary Meeting held on the 18 April 2018, as circulated be confirmed and certified as a true and accurate record.

**PUT & CARRIED: 7/0
RESOLUTION NO: 020518**

9 ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT DISCUSSION

Extend sympathy to McLevie and Woods family on behalf of Shire for passing of Trish and Gwen

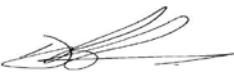
10 REPORTS OF COMMITTEES

11 CHIEF EXECUTIVE OFFICERS REPORT

11.1 Governance and Administration

11.1.1 **NEWROC COUNCIL MEETING** 24 April 2018

Section 5.23 – Applicability

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

Background:

Minutes of the NEWROC Council Meeting held on 24 April 2018 at Nungarin.

Comment:

The following issues were discussed:

- Item 4.2.2.1 NEWROC Telecommunications Project – update on issues.
- Item 4.2.2.2 Directors Reports – Allocation of projects.
- Item 5.1 List of Income and Expenditure
- Item 5.2 NEWROC Strategic Planning – Priority Projects.
- Item 5.3 Regional Subsidiary – Starting consideration of possible structure.
- Item 5.4 NEWROC Health Strategy – Discussions with Anita Campbell.
- Item 5.5 Literary Luncheon – Contribution of \$600 to luncheon in Koorda.
- Item 6 Emerging NEWROC Issues – Telstra Mobile Tower backup.
- Item 7 WALGA Zone Issues - Agenda Papers, EO Contract.
- Item 8 Other Matters – New CEO at Nungarin, Permit to Burn to be considered for NEWROC.

Consultation

Nil

Statutory Environment:

Nil

Policy Implications:

Nil

Financial Implications:

Nil

Strategic Implications:

Shire of Koorda Strategic Community Plan

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

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

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

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

Voting Requirement:

Simple majority

COUNCIL DECISION

Officer Recommendation

Moved Cr JM Stratford

Seconded Cr G Storer

That Council note and endorse the recommendations of the NEWROC meeting held at Nungarin on 24th April 2018.

**PUT & CARRIED: 7/0
RESOLUTION NO: 030518**

11.1.2 CEACA SPECIAL MEETING
2nd May 2018

Section 5.23 – Applicability

Location:

Portfolio:

Governance, Administration and Finance

CR JM Stratford

File Reference:

ADM 0092

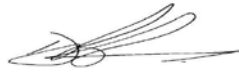
Disclosure of Interest:

No Interest declared by CEO

Author:

David N Burton, Chief Executive Officer

Signature of CEO



Attachment:

Minutes

Background:

Minutes of the CEACA Special Meeting held in Kellerberrin on the 2nd May 2018.

Comment:

The following issues were discussed:

Item 4.1 2018/2019 CEACA Budget

Item 4.2 CEACA Executive Officer Contract – 1 July 2018 to 30 June 2020

Consultation

Members of CEACA

Statutory Environment:

Nil

Policy Implications:

Nil

Financial Implications:

Nil

Strategic Implications:

Shire of Koorda Strategic Community Plan

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

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

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

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

Voting Requirement:

Simple majority

COUNCIL DECISION

Officer Recommendation

Moved Cr PL McWha

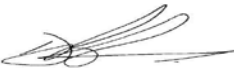
Seconded Cr BG Cooper

That Council note and endorse the recommendations of the CEACA held on 2nd May 2018 in Kellerberrin.

**PUT & CARRIED: 7/0
RESOLUTION NO: 040518**

UNCONFIRMED

11.1.3 LOCAL GOVERNMENT WEEK - WALGA AGM 2018

Section 5.23 – Applicability	
Location:	Perth
Portfolio:	Governance, Administration and Finance Cr JM Stratford
File Reference:	ADM0156
Disclosure of Interest:	No Interest declared by CEO
Author:	David N Burton, Chief Executive Officer
Signature of CEO	
Attachment:	No

Background:

Consideration for Local Government Week attendances and WALGA AGM Voting Delegates.

Comment:

The WALGA AGM and Local Government Week Convention will be held at the Perth Convention Centre from August 1st to 3rd. The AGM will be on Wednesday 1st and the conference following through to Friday 3rd August.

Accommodation has previously been booked at the Ambassador Hotel as it is in close proximity with available buses as well. In order to ensure booking reservations, it is requested that the number of Councillors attending the conference be known to allow for bookings to be made.

The Convention is an opportunity for Councillors to speak with members from other local governments and establish networks for sharing ideas and information. While attendance to the conference is not required, it does provide members with an informative insight into local government as a whole including city and rural Councils.

Cost for the conference are as follows:

Full Delegate	\$ 1,475
Day Delegate (Thursday)	\$ 845 (includes sun downer)
Day Delegate (Friday)	\$ 720
Gala Dinner - Full Delegate	\$ 140
Gala Dinner only	\$ 190
ALGWA Breakfast (Thursday)	\$ 55
Convention Breakfast (Friday)	\$ 88
Partners:	
Opening Reception	\$ 60
Lunch (each day)	\$ 50

Costs do not include accommodation, parking and travel.

For the WALGA AGM, two members are to be given voting rights for the meeting. This is usually for the President and Deputy President providing that they are attending the conference. If unavailable, another Council Member can be given voting rights. WALGA require notification of the Members with voting rights.

The Annual Budget for Conference for 2018/2019 has not yet been adopted by Council; however the budget for 2017/2018 was \$21,790 with current expenditure at \$7,731.

Consultation

Nil

Statutory Environment:

Nil

Policy Implications:

Policy A42

***Councillors** be encouraged to attend relevant conferences, seminars and forums i.e. Local Government Week (Shire President and Deputy are delegates), (Women in Local Government) etc.*

Shire President or Deputy President, if possible attends any open session of the Annual LGMA Conference.

Endorsement to be sought from Council before attendance to ensure budget funding and fair attendance to all Councillors.

***Staff** be encouraged to attend relevant conferences, seminars and forums. i.e. CEO to attend Local Government Week, Annual Roads Conference, Annual LGMA Conference etc.*

Financial Implications:

Allocations for attending the conference are made in the Annual Budget.

Strategic Implications:

Attending the conference does allow Councillors to establish information networks and gain insight to local government as a whole.

Shire of Koorda Strategic Community Plan

C 1.6 - Develop successful and collaborative partnerships (ongoing)

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

C 2.4 - Use resources efficiently and effectively (ongoing)

Voting Requirement:

Simple majority

COUNCIL DECISION

Officer Recommendation

Moved Cr JM Stratford

Seconded Cr GW Greaves

That:

1. Registration for the Local Government Week Conference / AGM be completed and accommodation reservations be made at the Ambassador Hotel for the following attendees:

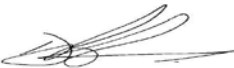
- 1. Cr FJ Storer**
- 2. Cr PL McWha – MAYBE**
- 3. Cr BG Cooper – MAYBE**
- 4. Cr LC Smith (Friday)**
- 5. Cr GW Greaves**
- 6. Cr G Storer**
- 7. CEO David Burton**

and

2. Voting rights for the WALGA AGM be given to Shire President and Deputy President.

**PUT & CARRIED: 7/0
RESOLUTION NO: 050518**

11.1.4 **CEO PERFORMANCE REVIEW 2018**

Section 5.23 – Applicability	
Location:	
Portfolio:	Governance, Administration and Finance
	Cr JM Stratford
File Reference:	ADM0013
Disclosure of Interest:	Impartiality Interest declared by CEO
Author:	David N Burton, Chief Executive Officer
Signature of CEO	
Attachment:	No

Background:

Last year the CEO Performance review was complete with assist from John Philips of JCP Consulting. If Council is wishing to use the same service, a booking will be required for June.

Comment:

The use of JCP Consulting for the CEO Review allowed the Shire to make changes to the review in order to streamline the process and make it easier for all parties involved. To ensure the new system of the review is working in practice, it is suggested that the same consultant be used for the current review to confirm the process and ensure that Council and the CEO are getting value from the reviews.

The cost of the review process will be approximately \$2,200 including GST but excluding travel and accommodation.

Consultation

Nil

Statutory Environment:

The CEO's performance is required to be reviewed annually with new KPI's set for the following year.

Policy Implications:

Nil

Financial Implications:

There is funding in the budget for this process.

Strategic Implications:

Shire of Koorda Strategic Community Plan

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

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

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

C 3.5 - Provide flexible and attractive work conditions in a supportive work environment (ongoing)

Voting Requirement:

Simple majority

COUNCIL DECISION

Officer Recommendation

Moved Cr PL McWha

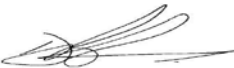
Seconded Cr LC Smith

That JCP Consulting be engaged for the CEO's 2018 Performance Appraisal.

**PUT & CARRIED: 7/0
RESOLUTION NO: 060518**

UNCONFIRMED

11.1.5 LOCAL LAW REVIEW 2018

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

Background:

Under the Local Government Act 1995, the Shire is required to review its local laws at least once every eight (8) years. The Local Law Review was advertised as required and staff have gone through the Local Laws to check if they are still relevant or need changing.

Comment:

According to the current Shire of Koorda Local Laws as listed by the Department of Local Government, Sport and Cultural Industries, the Shire has several local laws that were reviewed. This included the following:

- Local Government Property Local Law
- Local Government Property Amendment Local Law
- Dogs Local Law
- Dogs Amendment Local Law
- Cemeteries Local Law
- Cemeteries Amendment Local Law.

Of the Local Laws reviewed, the following notes were made:

Cemeteries Local Law / Cemeteries Amendment Local Law:

The current Cemeteries Local Law does not specify any controls with regards to the disposal of ashes in the cemetery or the Niche Wall. While this is an area of concern, the fact that we only have several ashes placed a year (three on average at the moment), it is not a significant concern as inserting this section into the local law will require a significant alteration and more likely a rewrite of the Local Law.

Dogs Local Law / Dogs Amendment Local Law

No significant issues were found with the Dog Local Law. Some of the prescribed fees and charges for fines and penalties could be lifted, but as they are rarely an issue, it is recommended that the changes not take place until a further change is required.

Local Government Property Local Law / Local Government Property Amendment Local Law

In general, the Property Local Law is in good order. The only concern is in the area relating to the Swimming Pool where age restrictions are listed. The details are old and the ages incorrect.

When entry must be refused

- 5.1 A Manager or an authorized person shall refuse admission to, may direct to leave or shall remove or cause to be removed from a pool area any person who –
- (a) in her or his opinion is -

- (i) *under the age of 6 years and who is unaccompanied by a responsible person over the age of 14 years;*
- (ii) *suffering from any contagious, infectious or cutaneous disease or complaint, or is in an unclean condition; or*
- (iii) *under the influence of liquor or a prohibited drug; or*

The correction for this should be:

When entry must be refused

5.1 *A Manager or an authorized person shall refuse admission to, may direct to leave or shall remove or cause to be removed from a pool area any person who –*

- (a) *in her or his opinion is -*
 - (i) *under the age of 10 years and who is unaccompanied by a responsible person over the age of 16 years;*
 - (ii) *suffering from any contagious, infectious or cutaneous disease or complaint, or is in an unclean condition; or*
 - (iii) *under the influence of liquor or a prohibited drug; or*

This would make the Property Local Law compliant with modern regulations. It is recommended that an Amendment Local Law be drafted to correct the issue and bring it in line with regulations and safety for swimming pools.

While going through the process, it was also found that the Shire of Koorda has an old local law called the Uniform Building By-Laws. This is currently being investigated with the Department as we believe it may have been rescinded with the new Building Act that came into being a few years ago. If it was rescinded we will need to take no further action, otherwise we may need to have a repealing local law to remove it.

No submissions were received from the public with regards to the Local Laws Review.

Consultation

Nil

Statutory Environment:

Local Government Act 1995

3.16. Periodic review of local laws

- (1) Within a period of 8 years from the day when a local law commenced or a report of a review of the local law was accepted under this section, as the case requires, a local government is to carry out a review of the local law to determine whether or not it considers that it should be repealed or amended.

Policy Implications:

Nil.

Financial Implications:

There is no cost associated with the Review, however changes to Local Laws will require a cost.

Strategic Implications:

Shire of Koorda Strategic Community Plan

- C 1.1 - Enhance open and interactive communication between Council and the community (ongoing)
- C 1.2 - Develop a policy framework to guide Council's decision making (short term, 2-4 years)
- 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:

Simple majority

COUNCIL DECISION

Officer Recommendation

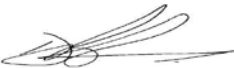
Moved Cr GW Greaves

Seconded Cr BG Cooper

That the Shire of Koorda Local Law Review process be considered completed with corrective action, where required, taken at the earliest convenience.

**PUT & CARRIED: 7/0
RESOLUTION NO: 070518**

11.1.6 **STANDING ORDERS LOCAL LAW**

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

Background:

Earlier this year, the Shire of Koorda Standing Orders Local Law was adopted by Council and sent off to the Joint Standing Committee on Delegated Legislation for approval. A response has since been received.

Comment:

The Local Law has not been disallowed, but does require some fixes in order to be accepted by the Joint Standing Committee on Delegated Legislation. As such, they have requested that Council adopt a resolution to repair the issues with the Local Law in the next six months.

As we will have some changes to the Shire of Koorda Property Local Law to complete as well, this work should be able to be undertaken at the same time.

Consultation

Department of Local Government
Joint Standing Committee on Delegated Legislation

Statutory Environment:

Local Government Act 1995

Policy Implications:

Nil.

Financial Implications:

There will be some costs associated with advertising the repairs, but these will be included in the 2018/2019 Budget.

Strategic Implications:

Shire of Koorda Strategic Community Plan

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

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

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:

Simple majority

COUNCIL DECISION

Officer Recommendation

Moved Cr JM Stratford

Seconded Cr PL McWha

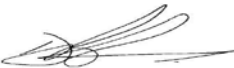
That the Council of the Shire of Koorda resolves to undertake to the Joint Standing Committee on Delegated Legislation that the Shire will:

- 1. Within six (6) Months, amend the Standing Orders Local Law to:**
 - a) Correct the incorrect reference contained in clauses 2.3(2), 3.10(2) and 7.10(d)**
 - b) Remove the duplication contained in clauses 4.3(1)**
 - c) Remove the duplication contained in clauses 10.6, 10.7, 10.8 and 10.10 and clauses 9.9(3) 9.2(2), 9.9(2) and 9.9(5) respectively**
 - d) Insert the missing works from clauses 9.5(2) and 11.11(3)**
 - e) Make all the necessary consequential amendments**

- 2. Until the Local Law is amended in accordance with undertaking 1:**
 - a) Not enforce the Local Law in a manner contrary to undertaking 1.**
 - b) Where the Local Law is made publicly available, whether in hard copy or electronic form (including on the Shire's website), ensure that it is accompanied by a copy of these undertakings.**

**PUT & CARRIED: 7/0
RESOLUTION NO: 080518**

11.1.7 DRAFT STRATEGIC COMMUNITY PLAN 2018

Section 5.23 – Applicability	
Location:	Koorda
Portfolio:	Governance, Administration and Finance Cr JM Stratford
File Reference:	ADM0381 & ADM0443
Disclosure of Interest:	No Interest declared by CEO
Author:	David N Burton, Chief Executive Officer
Signature of CEO	
Attachment:	No

Background:

As per the Local Government Act 1995, the Shire of Koorda is required to conduct a full review of the Strategic Community Plan.

A consultant, Mr Ron Back, has been used to assist with this process in completing the reviewed Strategic Community Plan based on information received from the general public.

Comment:

The Strategic Community Plan 2018 is not available in a draft format.

It is recommended that the document be made available for public comment before coming back to the Council for adoption.

Consultation

Mr Ron Back
General Public

Statutory Environment:

Local Government Act 1995

Policy Implications:

Nil.

Financial Implications:

Minor advertising and printing costs.

Strategic Implications:

Shire of Koorda Strategic Community Plan

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

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

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:

Simple majority

COUNCIL DECISION

Officer Recommendation

Moved Cr G Storer

Seconded Cr LC Smith

That the Chief Executive Officer advertise the Draft Shire of Koorda Strategic Community Plan 2018 to the public for comments to be returned to Council for the July Council Meeting.

**PUT & CARRIED: 7/0
RESOLUTION NO: 090518**

UNCONFIRMED

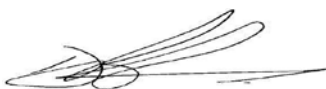
11.2 Finance

**11.2.1 MONTHLY FINANCIAL STATEMENTS
As at 30 April 2018**

Section 5.23 – Applicability

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

Signature of CEO



Attachment: Monthly Financial Statement

Background:

Submission of monthly Financial Statements for period ended 30 April 2018

Comment:

Monthly Financial Statements for the period ended 30 April 2018 for Council's information and acceptance. The variances are mentioned on Note 13 of Statement of Financial Activity.

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

Consultation:

Nil

Statutory Environment:

Local Government Act 1995, Section 6.4

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

Policy Implications:

Nil

Financial Implications:

Nil

Strategic Implications:

Shire of Koorda Strategic Community Plan

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

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

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

Voting Requirement:

Simple majority

COUNCIL DECISION

Officer Recommendation

Moved Cr BG Cooper

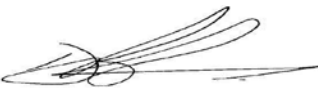
Seconded Cr JM Stratford

That the monthly Financial Statements for the period ended 30 April 2018, as presented, be received and adopted.

**PUT & CARRIED: 7/0
RESOLUTION NO: 100518**

UNCONFIRMED

11.2.2 **ACCOUNTS PAID AS LISTED**
As at 8th May 2018

Section 5.23 – Applicability	
Location:	Shire of Koorda
Portfolio:	Governance, Administration and Finance
	Cr JM Stratford
File Reference:	ADM 0448
Disclosure Of Interest:	No interest declared by CEO
Author:	David Burton, Chief Executive Officer
Signature of CEO	
Attachment:	Monthly 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 13 April to 8 May 2018 and are generally within budget guidelines and are of an operational nature. Payments for capital assets expenditure are:

V757	Boyne Bros Contracting	\$1,892.02
V758	PG & TA Brandenburg	\$574.20
V760	Colas WA Pty Ltd	\$201,075.60
V764	DMB Quarries	\$6,700.98
V765	Elders Wongan Hills	\$993.85
V766	GW & N Fuchsbichler	\$4,534.20
V779	Treebrook Pty Ltd	\$3,385.80
V799	R Munns Engineering	\$13,730.20

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

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

Voting Requirement:

Simple majority

COUNCIL DECISION

Officer Recommendation

Moved Cr BG Cooper

Seconded Cr GW Greaves

That accounts as listed being for period 13th April 2018 to 8th May 2018.

Municipal Vouchers No's V750 to V840	Totalling	\$437,795.01
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Trust Vouchers (TV790 & TV838)	Totalling	\$299.50
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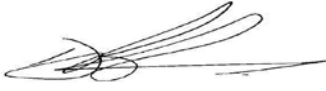
Credit Card Transactions	Totalling	\$907.48
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Total		\$439,001.99
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To be endorsed or passed for payment

PUT & CARRIED: 7/0
RESOLUTION NO: 110518

11.2.3 **MONTHLY FINANCIAL POSITION** As at 8th May 2018

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

Background:

Current Monthly Financial position as at 8th May 2018 on various accounts.

Comment:

The Municipal Account's financial position as at 8th May 2018 indicated at this time.

Monthly Financial Position	Municipal Account	\$ 1,073,741.47
	Reserve Account	\$ 4,921,214.53
	Trust Account	\$ 42,179.11

Consultation:

Monthly advice

Statutory Environment:

Local Government Act 1995, Section 6.4

Policy Implications:

Regulation

Financial Implications:

Shows current financial position

Strategic Implications:

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

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

Voting Requirement:

Simple majority

COUNCIL DECISION

Officer Recommendation

Moved Cr BG Cooper


Seconded Cr G Storer

That the Financial Position as at 8th May 2018 as presented, be noted, received and adopted.

**PUT & CARRIED: 7/0
RESOLUTION NO: 120518**

UNCONFIRMED

11.2.4 **DRAFT BUDGET – 2018/2019**

Section 5.23 – Applicability	
Location:	Shire of Koorda
Portfolio:	Governance, Administration and Finance Cr JM Stratford
File Reference:	ADM0448
Disclosure Of Interest:	No interest declared by CEO
Author:	Lana Foote, Manager of Finance & Administration
Signature of CEO	
Attachment:	Draft Budget – Separate Attachment

Background:

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

Comment:

The Budget has been prepared in accordance with the Shire's Long Term Financial Plans, the Long Term Financial Plan maintains a 5% rate increase and Council can reduce from that, however Council should note that continuous reductions may require future rate increases to go above 5% to maintain financial services. In preparation for the 2017/18 budget, Council noted of the bad agricultural year and it was considered at that stage to have a reduction in the increase to alleviate the financial burden. This year we have worked into the draft budget a 3% increase.

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

Over the last few years, the Shire has maintained a rates increase per annum to allow for a steady increase in rates rather than having a reactive increase that will put a larger burden on the ratepayers. The rate increases for the previous years are as follows; 2017/18 – 4% and 2016/17 – 5%.

In consideration of the 3% increase, there are several key factors that have been incorporated into the budget document which must be taken into account:

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

- Although the imposing of licensing and stamp duty fees on Local Governments was overruled, instead of costing the shire \$30,000, unfortunately the State Government pulled \$60,000 from the Main Roads Direct Grant. So effectively, we have missed out of \$30,000 worth of funding. WALGA have been advocating to have the Main Roads Direct grant fully re-instated, however the outcome of this is still unknown.
- As Local Government audits are now the responsibility of the Office of Auditor General, the audit fees for the Shire have been estimated at \$20,000 in appose to last year's budgeted figure of \$8,800. A portion of this cost is the fact that the scope of audit has slightly shifted and the OAG are required to report the results of the audits to Parliament.
- Road to Recovery funding for this five year round (2014/15 – 2018/19) are set to be completed and expended by the end of 2018/19 financial year. Good news was received that a possible \$50million will be added to the RtR funding pool, which should see the same funding amount for Koorda, if not slightly higher amount. This will be a great income pool to ensure we are able to continue with our forward road work plans.
- The Federal Assistance Grants in the previous years have had a freeze on the increase, for 2018/19, the Federal Government are looking to re-introduce the C.P.I increase to the funding available.
- Base salary increases as per the award has been estimated at 2%.
- The Salaries and Allowances tribunal has not increased the allowances for Councillor payments and Chief Executive Officers Salaries, however the Shire of Koorda is below the maximum allowance in both of these areas, so additional payments can be made and still be within the guidelines.

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

1. Recreation Centre Upgrade – pending the outcome of the Building Better Regions Funding. While this project will take more than 1 financial year to complete, the full amount is allocated in the single financial year and then acted as a carried forward into the following budget. If this is not done, then it can be questioned why the Shire has not budgeted for the full expenditure of the item - \$2.68m. If BBRF Grant is unsuccessful, Council will still construct the new change rooms and gymnasium for the total project cost of \$766,000.
2. The construction of accommodation units at the Caravan Park - \$200,000.
3. Council House/Building Program: Capital expenses for housing are budgeted at \$102,000. This includes major works at L203 (Bathroom - Mays), L204 (Flooring - GROH) and L68 (Flooring - WS). The overall building capital expenses, minus the recreation upgrade and caravan park accommodation equates to \$203,000. These major works include Server upgrades in the admin office, exterior painting of the Health Centre, new Refuse Site establishment, Drive In upgrade and Swimming Pool blankets.
4. The ongoing road construction program - \$1.2m. This will see major construction works to the Koorda/Kulja, Koorda/Mollerin, Burakin/Wialki, Koorda/Dowerin and Cadoux/Koorda Roads.
5. The Plant replacement program has a total changeover cost of \$242,000. This makes allowances for the changeover of 2 x Work Supervisors utes, 3 x Executive Vehicles, 5 x outside crew utes, a cherry picker and Case Tractor. There are no major plant changeovers included in the 2018/2019 budget.

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

Staff are now seeking consideration and direction of the draft budget and any alterations for consideration so that the finalised documents can be prepared in June and July and the rates notices sent out in a timely manner so as not to impact the finances of the Shire.

With amendments to the AASB 101 format changes to the Annual budget and financial statements have been made. These amendments include changes in the presentation of financial statements and the applicability of materiality to disclosure requirements contained in the Australian Accounting Standards. This focus is on, where possible, decluttering the annual budget to aide in the understandability and accessibility of the information contained in the document.

Consultation:

David Burton – Chief Executive Officer
Darren West – Works Supervisor

Statutory Environment:

Local Government Act 1995
Local Government (Financial Management) Regulations 1996 12(1) (a), 13(1), 13(3).

Policy Implications:

Nil

Financial Implications:

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

Strategic Implications:

Shire of Koorda Strategic Community Plan
C 2.4 - Use resources efficiently and effectively (ongoing)
C 2.5 - Operate in a financially sustainable manner (ongoing)
C 3.2 - Enhance the capacity and effectiveness of administrative processes (short term, in progress)
C 3.3 - Provide reporting processes in a transparent, accountable and timely manner (short term, in progress)

Voting Requirement:

Simple majority

COUNCIL DECISION

Officer Recommendation

Moved Cr BG Cooper

Seconded Cr GW Greaves

1) That the Draft Budget be tabled and noted (with amendments if required) for consideration of the drafting of the finalised budget in June/July 2018.

2) Council meet for a budget workshop on Monday 11th June 2018.

**PUT & CARRIED: 7/0
RESOLUTION NO: 130518**

UNCONFIRMED

11.3	Law, Order & Public Safety
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No items this month

11.4	Health and Building
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No items this month

11.5	Education & Welfare
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No items this month

11.6	Housing
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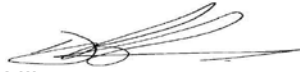
No items this month

UNCONFIRMED

11.7 Community Amenities

11.7.1 DEVELOPMENT APPLICATION – CRISP WIRELESS

Section 5.23 – Applicability

Location:	Shire of Koorda
File Reference:	ADM0105 & ADM0229
Disclosure of Interest:	No interest to declare by the CEO
Author:	David Burton, Chief Executive Officer
Signature of CEO	
Attachment:	Nil

Background:

A Development Application has been received from Crisp Wireless on behalf of the Cooke Family for placement of a 6m sea container to house telecommunications equipment and a 12m mast at Avon Location 22256 Cooper Road, Dukin.

Comment:

The installation of the mobile telecommunications tower is to allow for the NEWROC/Crisp Wireless Internet Service to be delivered to the Koorda area.

As the installation of the mast is outside of the town area to the south of the Koorda town site, so the impact to town will not be an issue. There are houses in the area, the closest being over 600 meters away and another about 950 meters away. Given the distances to the domiciles, it is not considered necessary to seek input from the residents of these homes for the consideration of the application.

For the Development Application, this would normally attract a fee of \$320.00, however as this development is for the NEWROC project and any additional costs will ultimately come back to the Shires, it is recommended that this fee and the building licence fees (other than those that need to be sent of, i.e. BCITF) are waived.

Consultation:

John Gosper – Building Officer

Statutory Environment:

Nil

Policy Implications:

Nil

Financial Implications:

Nil

Strategic Implications:

Strategic Community Plan

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

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

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

E 1.5 - Promote new commercial and industrial development through appropriate zoning of land and the provision of suitable infrastructure (ongoing)

E 1.8 - Build the capacity to develop and implement communication and marketing initiatives (medium term, 4-8 years)

Voting Requirement:

Simple majority

COUNCIL DECISION

Officer Recommendation

Moved Cr GW Greaves

Seconded Cr G Storer

That the Development Application for Crisp Wireless, for a new wireless telecommunications facility at Location 22256 Cooper Road, Dukin, be approved and that Development Application Fees and Building Licence Fees be waived where possible.

**PUT & CARRIED: 7/0
RESOLUTION NO: 140518**

11.8	Recreation and Culture
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No items this month

11.9	Transport
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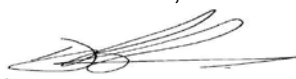
No items this month

UNCONFIRMED

11.10 Economic Services

11.10.1 CARAVAN PARK ACCOMMODATION DEVELOPMENT

Section 5.23 – Applicability

Location:	Shire of Koorda
File Reference:	L267 Scott
Disclosure of Interest:	No interest to declare by the CEO
Author:	David Burton, Chief Executive Officer
Signature of CEO	
Attachment:	Letter

Background:

In approximately March 2017 it was raised in a Council Forum that additional accommodation was required in town to assist farmers with housing seasonal workers. It was considered that locating the units at the lot alongside the current Caravan Park would provide an area where the housing would be able to be used for other tenants as well and would give it a location close to town and amenities, while away from the general populace area of town so as not to disturb neighbours.

Concern was raised by staff about the ability of the power supply in the area to handle additional units, and also of the sewage system to be able to deal with effluent. As such, reports and quotes were sought for these items to ensure that the development did not run into any hidden costs due to lack of planning. Subsequent reports have indicated that the development of units is possible without any extreme costs.

At the time of considering the development, the Shire was also looking at developing the Yallambee Units to a higher standard due to excerpts from reports that indicated a general lack of suitable accommodation in the Wheatbelt area. The information from the reports is as follows:

*Wheatbelt Development Commission – Growing Wheatbelt Tourism 2017-2020: Page 30
Item 6.4 Key Issues – Accommodation – Where visitors can stay:*

- *Inconsistent quality, variety and supply*
- *Minimal International standard accommodation*
- *Lack of catered accommodation for self-drivers not caravanning or camping*

ROE Tourism Report – Visitor Accommodation Study for the Wheatbelt: Page 16 Issues Identified:

- *Not enough accommodation at a suitable standard for customers*
- *Dated fit out of accommodation – including bedding and mattresses, carpets, lights and lamps, air-conditioning and heating.*

As part of discussions of the plans for the Caravan Park, it was considered favourable for the Yallambee units to be used for seasonal workers and the new units for consideration at the Caravan Park to be higher quality for tourists passing through the area.

As all available information had been received by officers, a recommendation was presented to the April Ordinary Meeting of Council which resolved:

COUNCIL DECISION
Officer Recommendation

Moved Cr BG Cooper

Seconded Cr GW Greaves

That the:

- 1. 2017/2018 Budget Allocation for the Caravan Park Units is reduced to \$140,000 with the remaining funds allocated to the Building Reserve;**
- 2. Chief Executive Officer be authorised to start the ground works for the units as soon as possible; and**
- 3. An amount of \$180,000 is considered for the 2018/2019 Budget for units to be placed on the site.**

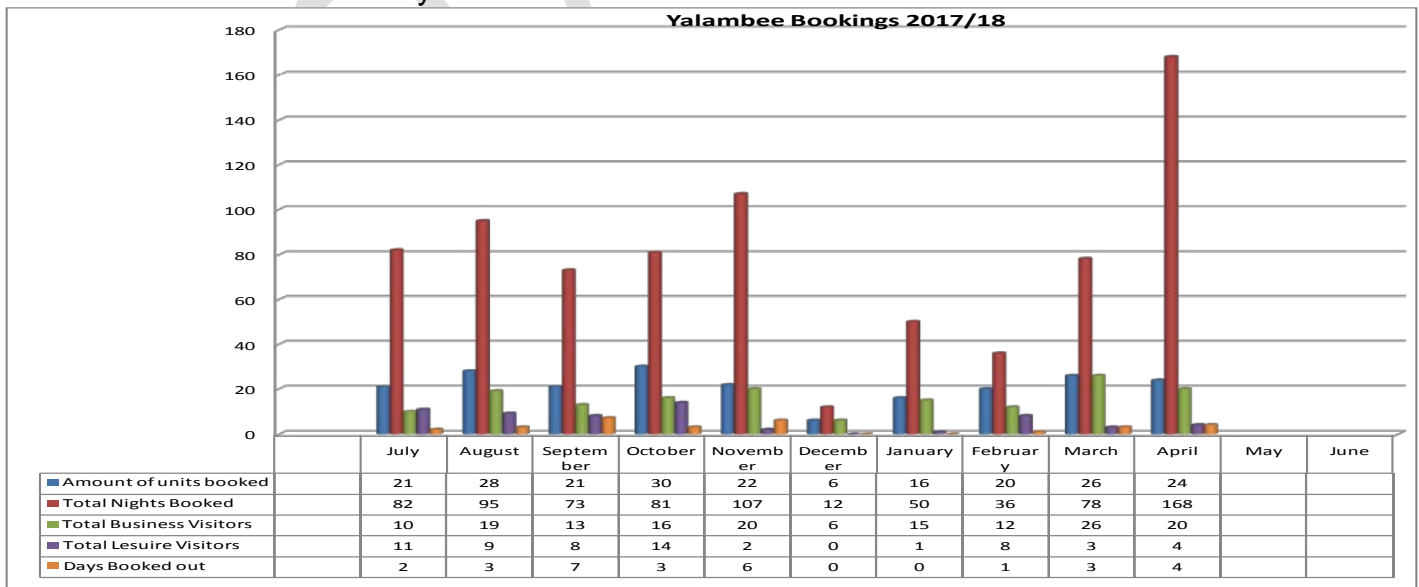
**PUT & CARRIED by ABSOLUTE MAJORITY: 6/1
 RESOLUTION NO: 050418
 Cr GW Greaves voted against the motion.**

As part of the Resolution, Council also requested that a letter be written to the local accommodation providers advising of Councils intentions.

Comment:

Since the April Meeting, the Chief Executive Officer has also met with consultants for Co-Operative Bulk Handling (CBH) with regards to accommodation for the CBH site. As an option, CBH want to explore installing accommodation at the CBH site or look at the possibility of a joint venture with the Shire for the units to be located at the caravan park. This had been a previous suggestion, but had not been agreed to. While CBH are likely to want to place their units on their own land, it may be a consideration for the caravan park if this cannot be achieved. As such, it may be preferential for Council to ‘hold off’ on the caravan park development until the direction of CBH is known, as these units are likely to clash with the Shires intended units.

As a result of the letters being sent to accommodation providers in Koorda, a response has been received from Koorda Tree Farms with some concerns about the new units and the possibility of having too much accommodation in town. This is a concern about the financial impact of the units for the Council, as once they are established, occupancy will be needed to ensure that the units are not a drain on the Shire. This graph below details occupancy information from the Yallambee Units for the current financial year.



From the information provided, it should be noted that since this was a dry year agriculturally, the seasonal workers using the units may have been significantly reduced during the peak times.

Koorda Farm Trees has also requested Council consider having double bedroom units as the likely tenants for these would be different to what would be staying at the Koorda Farms Trees, therefore they would not be competing for business. This may be of assistance to the Shire with the future planning for the units. Double bedrooms units were to be initially installed at the site at the caravan park.

While the project is still a consideration and can be a carried forward project, it may be preferable that the initial works be delayed until the full consideration of all additional information can be determined.

Consultation:

Local Accommodation providers
Co-Operative Bulk Handling.

Statutory Environment:

Nil

Policy Implications:

Nil

Financial Implications:

Nil

Strategic Implications:

Strategic Community Plan

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

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

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

Voting Requirement:

Simple majority

COUNCIL DECISION

Officer Recommendation

Moved Cr GW Greaves

Seconded Cr LC Smith

That the development of the units at the Caravan Park be delayed to a future date while the outcomes of all other considerations are unknown.

**PUT & CARRIED: 7/0
RESOLUTION NO: 150518**

11.11 Other Property & Services

No items this month

11.12 Reserves

No items this month

12 ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

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

UNCONFIRMED

14 MATTERS FOR WHICH MEETING MAY BE CLOSED

**COUNCIL DECISION
Officer Recommendation**

Moved Cr BG Cooper

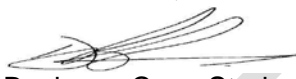
Seconded Cr GW Greaves

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

**PUT & CARRIED: 7/0
RESOLUTION NO: 160518**

14.1.1 OPERATING REVIEW – KOORDA MEMORIAL SWIMMING POOL

Section 5.23 – Applicability

Location: Shire of Koorda
File Reference: Swimming Pool
Disclosure of Interest: No interest to declare by the CEO
Author: David Burton, Chief Executive Officer
Signature of CEO

Attachment: Business Case Study

****CONFIDENTIAL****

5.23. Meetings generally open to public

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

Voting Requirement:

Simple majority

COUNCIL DECISION

Officer Recommendation

Moved Cr G Storer

Seconded Cr GW Greaves

That the Koorda Memorial Swimming Pool be operated under a managed contract for operation and maintenance of the facility; and

The Chief Executive Officer make all necessary steps to facilitate the change.

**PUT & CARRIED: 7/0
RESOLUTION NO: 170518**

COUNCIL DECISION

Officer Recommendation

Moved Cr PL McWha

Seconded Cr BG Cooper

That the Meeting be reopened to the public.

**PUT & CARRIED: 7/0
RESOLUTION NO: 180518**

15 **DATE OF NEXT MEETING**

Wednesday 20 June 2018 @ 4.30pm

16 **CLOSURE**

The President thanked Councillors for the participation and closed the meeting at 6.21pm

Signed

Presiding person at the meeting at which the minutes were confirmed

Date: 20 June 2018

UNCONFIRMED