



Shire of
Koorda

Drive in, stay awhile

AGENDA

Ordinary Council Meeting

To be held in Shire of Koorda Council Chambers

10 Haig Street, Koorda WA 6475

Wednesday 18 December 2024

Commencing 6.00pm

NOTICE OF MEETING

Dear Elected Members,

Notice is hereby given that the next Ordinary Meeting of Council of the Shire of Koorda will be held on Wednesday, 18 December 2024 in the Shire of Koorda Council Chambers, 10 Haig Street, Koorda.

The format of the day will be:

4.00pm	Koorda Grants Committee Meeting
5.00pm	Audit & Risk Committee Meeting
6.00pm	Council Meeting
Following conclusion of Council Meeting	Council Forum

Zac Donovan
Chief Executive Officer
13 December 2024

DISCLAIMER

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

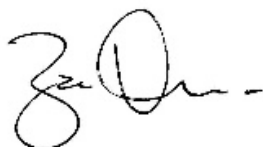
Any person or legal entity who acts or fails to act in reliance upon any statement, act or omission made in a Council or Committee meeting does so at that person's or legal entity's own risk.

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

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

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

Signed



Zac Donovan
Chief Executive Officer

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**Shire of Koorda
Ordinary Council Meeting
6.00pm, Wednesday 18 December 2024**



1. Declaration of Opening

The Presiding person welcomes those in attendance and declares the meeting open at X.XXpm.

2. Record of Attendance, Apologies and Leave of Absence

Councillors:

Cr JM Stratford	President
Cr NJ Chandler	
Cr GL Boyne	
Cr KM Burrell	
Cr KA Fuchsbichler	
Cr S Christie	

Staff:

Mr Z Donovan	Chief Executive Officer
Miss L Foote	Deputy Chief Executive Officer

Members of the Public:

Apologies:

Cr GW Greaves	Deputy President
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Visitors:

Approved Leave of Absence:

3. Citizenship Ceremony

3.1. Welcome

Koorda Shire President Cr Jannah Stratford, as the Presiding Officer authorised by the Department of Home Affairs, to welcome attendees to the Citizenship Ceremony for ANA-ROSE SITOY JOHNSON of Lodge Street Koorda.

3.2. Attendees and Apologies

Attendees:

Conferee:
Ana-Rose Johnson

Guests:

Jeremy Johnson
Leoline Johnson

Shire of Koorda

Cr JM Stratford	President
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Cr NJ Chandler

Cr GL Boyne

Cr KM Burrell

Cr KA Fuchsbichler

Cr S Christie

Mr Z Donovan

Miss L Foote

Chief Executive Officer

Deputy Chief Executive Officer

Apologies:

Hon. Mia Davies MLA, Member for Central Wheatbelt

Hon. Steve Martin MLC, Member for the Agricultural Region

Senator the Hon. Michaelia Cash

Senator the Hon. Linda Reynolds

Senator Dorinda Cox

Senator Varun Ghosh

Senator Matt O'Sullivan

Senator Fatima Payman

Senator Louise Pratt

Senator Dean Smith

Cr GW Greaves

Deputy President

3.3. Minister's Message

The Presiding Officer to read a message from Federal Minister for Home Affairs and Immigration and Multicultural Affairs the Honourable Tony Burke as follows:

In a few moments time, Australia becomes an even better nation.

When you make the citizenship pledge you take on the privileges and responsibilities of Australian citizenship. From that moment your journey and heritage will become part of our shared Australian story.

We are privileged to share this beautiful country with First Nations Australians, the custodians of the world's oldest continuing culture. Appreciating and understanding this truth is a vital part of what it means to be Australian.

Australia welcomes you as a full member of one of the most diverse nations on earth where our citizenship is a bond which unites us all.

Australia welcomes you and everything you bring to Australia.

Today your new nation says to you "welcome home".

3.4. Preamble

The Presiding Officer to read the Australian Citizenship Preamble as follows

Australian citizenship represents full and formal membership of the community of the Commonwealth of Australia, and Australian citizenship is a common bond, involving reciprocal rights and obligations, uniting all Australians, while respecting their diversity.

Persons on whom Australian citizenship is conferred enjoy these rights and undertake to accept these obligations:

- (a) by pledging loyalty to Australia and its people;
- (b) by sharing their democratic beliefs;
- (c) by respecting their rights and liberties; and
- (d) by upholding and obeying the laws of Australia.

3.5. Pledge of Commitment

The Presiding Officer and the Conferee (Ana-Rose Sitoy Johnson) in turn read aloud the Pledge of Commitment as follows:

From this time forward, under God,
I pledge my loyalty to Australia and its people,
whose democratic beliefs I share,
whose rights and liberties I respect, and
whose laws I will uphold and obey.

3.6. Presentation of Certificate

The Presiding Officer will present the Citizenship Certificate and declares ANA ROSE SITOY JOHNSON as a new Citizen of Australia.

The Conferee is invited to speak should they choose.

4. Public Question Time

5. Disclosure of Interest

6. Applications for Leave of Absence

7. Petitions and Presentations

8. Confirmation of Minutes from Previous Meetings

8.1. Ordinary Council Meeting held on 20 November 2024

[Click here to view the previous minutes](#)

Voting Requirements Simple Majority Absolute Majority

Officer Recommendation

That, in accordance with Sections 5.22(2) and 3.18 of the *Local Government Act 1995*, the Minutes of the Ordinary Council Meeting held 20 November 2024, as presented, be confirmed as a true and correct record of proceedings.

8.2. Special Council Meeting held on 11 December 2024

[Click here to view the previous minutes](#)

Voting Requirements Simple Majority Absolute Majority

Officer Recommendation

That, in accordance with Sections 5.22(2) and 3.18 of the *Local Government Act 1995*, the Minutes of the Special Council Meeting held 11 December 2024, as presented, be confirmed as a true and correct record of proceedings.

9. Minutes of Committee Meetings to be Received

9.1. Minutes of Internal Committee Meetings to be Received

- a. Koorda Awards Committee Meeting Minutes for meeting held 20 November 2024
[Koorda Awards Committee Meeting Minutes](#)
- b. LEMC Meeting Minutes for meeting held 28 November 2024
[LEMC Meeting Minutes](#)
- c. CEO Recruitment Meeting Minutes for meeting held 6 December 2024
[CEO Recruitment Meeting Minutes](#)

Voting Requirements Simple Majority Absolute Majority


Officer Recommendation

That, in accordance with Sections 5.22(2) and 3.18 of the *Local Government Act 1995*, Council receives the Minutes of the below External Committee meetings, as tabled.

- a. Koorda Awards Committee Meeting, 20 November 2024;
- b. LEMC Meeting, 28 November 2024; and
- c. CEO Recruitment Meeting, 6 December 2024.

10. Recommendations from Committee Meetings for Council Consideration

10.1. Consideration of 2024/2025 Round 2 Koorda Community Grant Program Applications

Governance and Compliance		
Date	2 December 2024	
Location	Not Applicable	
Responsible Officer	Lana Foote, Deputy Chief Executive Officer	
Author	As above	
Legislation	Nil	
Disclosure of Interest	Nil	
Purpose of Report	<input checked="" type="checkbox"/> Executive Decision <input type="checkbox"/> Legislative Requirement <input type="checkbox"/> Information	
Attachments	2024 11 29 Koorda P&C \$4,354.00 2024 11 29 Koorda CRC Harmony on the Green \$4,000.00 2024 11 29 Koorda CRC Cinema in the Park \$2,453.63	

Background:

The Shire of Koorda is committed to recognising the value of all community organisations and has developed a clear and powerful vision “To build a vibrant and sustainable community with shared social values, in which we can live and work in harmony with our environment”.

The Community Grants Program is allocated from within Council’s general revenue budget each year to provide financial support to community organisations that meet the objectives of the Community Grants Program (“**CGP**”).

The CGP objectives are to support projects that promote community capacity, improve social participation and inclusion as well as enhance community harmony and social cohesion.

The Shire of Koorda CGP assists community groups and Not for Profit organisations with their vital work and programmes to:

- Promote community capacity, community harmony and social cohesion;
- Encourage people and organisations to help themselves;
- Ensure fair distribution of activities and services throughout Koorda; and
- Encourage resident participation in activities which benefit the community in Koorda.

A pool of \$20,000 is available over two funding rounds for 2024/2025, with Grants of up to \$5,000 (exc GST) being available to community organisations.

As per resolution 040824, an amount of \$4,022.97 remains from 2024/2025 Round 1 which is to be included in the Round 2 pool. The Round 2 pool is \$14,022.97

Comment:

The Koorda Grants Committee is to recommend to Council the successful applicants for this based on the below selection criteria;

- Applicant History: Has the applicant applied previously? Did the applicant adhere to the guidelines and acquittal requirements?
- Does the project meet a broader community need?
- Does the project benefit a sufficiently broad, or diverse, target group?
- Does the organisation have the capacity to undertake and manage the project?

- Does the application represent value for money?
- Collaborative community wide projects are encouraged.

Applications opened from 1 November to 30 November. A list of the applications for 2024/2025 Round 2 are included below;

Group	Project	Project Cost (exc GST)	Requested Amount
Koorda P&C	2025 Gymnastics	5,630.85	4,354.00*
Koorda CRC	Harmony on the Green	6,000.00 (approx.)	4,000.00
Koorda CRC	Cinema in the Park	2,453.63	2,453.63
		TOTAL	\$10,807.63

The “Requested Amounts” marked with an * indicate organisations not registered for GST, and if approved, would not be able to claim GST on their claim invoice to the Shire.

Consultation:

Koorda CGP Applicants

Statutory Implications:

Nil.

Policy Implications:

Policy “[F - Grants - Community Grants Program](#)” covers all aspects of the Koorda CGP.

Strategic Implications:

Shire of Koorda Integrated Strategic Plan 2024

1.2 - Local volunteer groups supported through initiatives that reduce volunteer fatigue and strengthen their resilience.

1.2.2 - Review and refine community grants program as required.

Financial Implications:

An allocation of \$20,000 is included in the 2024/2025 Budget for the Shire of Koorda Community Grants Program.

An amount of \$14,022.97 is available for Round 2, due to carry over from Round 1.


Voting Requirements: Simple Majority Absolute Majority

Committee Recommendation

That Council, endorse the recipients and funding allocation, for the below applicants of the 2024/2025 Round 2 Koorda Community Grant Program, as determined at the Grants Committee Meeting held on 18 December 2024;

1. <GROUP> <AMOUNT APPROVED>;
2. <GROUP> <AMOUNT APPROVED>;
3. <GROUP> <AMOUNT APPROVED>;

10.2. 2023/2024 Annual Report and Annual Electors Meeting

Governance and Compliance		
Date	29 November 2024	
Location	Not Applicable	
Responsible Officer	Zac Donovan, Chief Executive Officer	
Author	Lana Foote, Deputy Chief Executive Officer	
Legislation	<i>Local Government Act 1995 Section 6.10 & 7.9(1)</i> <i>Local Government Financial Management Regulation 1996 Part 2</i> <i>Local Government (Audit) Regulations 1996 – Reg 10</i>	
Disclosure of Interest	Nil	
Purpose of Report	<input checked="" type="checkbox"/> Executive Decision <input checked="" type="checkbox"/> Legislative Requirement <input type="checkbox"/> Information	
Attachments	7.1a. 2023/2024 Annual Report 7.1b. 2023/2024 Annual Financial Statements 7.1c. 2023/2024 Independent Auditors Report	

Background:

This item presents the 2023/2024 Annual Report and Audited Financial Report to the Audit & Risk Committee for consideration and, if satisfactory, recommendation to Council for adoption.

The Annual Financial Statements for the year ended 30 June 2024 have been audited by Armada Auditing, under the Office of the Auditor General (OAG).

The 2023/2024 Annual Report, audited financial report and OAG's Opinion Letter are included as attachments to this item.

Comment:

Pursuant to its Terms of Reference, it is relevant that the Audit & Risk Committee considers the 2023/2024 Annual Report and where appropriate, makes recommendation(s) in respect of the report.

In accordance with Section 7.9 of the *Local Government Act 1995*, an Auditor is required to examine the accounts and annual financial report submitted by a local government for audit. The Auditor is also required, by 31 December following the financial year to which the accounts and report relate, to prepare a report thereon and forward a copy of that report to:

1. The Mayor or President;
2. The CEO of the local government; and
3. The Minister.

The Opinion Letter included as Attachment 7.1c provides an overview of the audit process and outcomes. A separate management letter has been issued and was presented to Council at the Audit Exit Meeting held during the November 2024 OCM. The findings have been listed under heading "Discussions with the OAG and Auditors" later in this item.

The finalised Financial Report and Audit Opinion were received on 28 November 2024 following the Audit Exit Meeting held 20 November 2024.

Local governments are required to conduct an Annual Electors Meeting not more than 56 days after adopting the Annual Report. A requirement of setting the date is that 14 days Local Public Notice is

required for advertising the meeting. To meet reporting requirements the Annual Electors Meeting should be held before Wednesday 12 February 2025.

Discussions with the OAG and Auditors:

Representatives from the OAG and Armada Auditing conducted the Audit Exit Meeting during the November 2024 OCM. The OAG and Auditors discussed the audit process and their findings and gave an overview of their Independent Audit Opinion.

There were no significant findings. There was one moderate finding being 'asset depreciation rates' which management resolved in October 2024.

Consultation:

Marcia Johnson, Director - Audit Services, Armada Auditing

Stephanie Kaharudin, Acting Assistant Director, Office of the Auditor General for WA

Council Members

Local Public Notice is required to be provided on the availability of the Annual Report and the Annual Electors Meeting.

Statutory Implications:

Sections 5.27, 5.29, 5.53 and 5.54 of the Local Government Act 1995 are applicable and state:

“5.27. Electors’ general meetings

- (1) A general meeting of the electors of a district is to be held once every financial year.*
- (2) A general meeting is to be held on a day selected by the local government but not more than 56 days after the local government accepts the annual report for the previous financial year.*
- (3) The matters to be discussed at general electors’ meetings are to be those prescribed.*

5.29. Convening electors’ meetings

- (1) The CEO is to convene an electors’ meeting by giving —*
 - (a) at least 14 days’ local public notice; and*
 - (b) each council member at least 14 days’ notice, of the date, time, place and purpose of the meeting.*

5.53. Annual reports

- (1) The local government is to prepare an annual report for each financial year.*
- (2) The annual report is to contain —*
 - (a) a report from the mayor or president; and*
 - (b) a report from the CEO; and*
 - [(c), (d) deleted]*
 - (e) an overview of the plan for the future of the district made in accordance with section 5.56, including major initiatives that are proposed to commence or to continue in the next financial year; and*
 - (f) the financial report for the financial year; and*
 - (g) such information as may be prescribed in relation to the payments made to employees; and*
 - (h) the auditor’s report prepared under section 7.9(1) or 7.12AD(1) for the financial year; and*
 - (ha) a matter on which a report must be made under section 29(2) of the Disability Services Act 1993; and*
 - (hb) details of entries made under section 5.121 during the financial year in the register of complaints, including —*
 - (i) the number of complaints recorded in the register of complaints; and*
 - (ii) how the recorded complaints were dealt with; and*

- (iii) any other details that the regulations may require;
- and
- (i) such other information as may be prescribed.

5.54. Acceptance of annual reports

(1) Subject to subsection (2), the annual report for a financial year is to be accepted* by the local government no later than 31 December after that financial year.

* Absolute majority required.

(2) If the auditor's report is not available in time for the annual report for a financial year to be accepted by 31 December after that financial year, the annual report is to be accepted by the local government no later than 2 months after the auditor's report becomes available.

Regulation 3A of the *Local Government (Administration) Regulations 1996* stipulates the requirements for providing Local Public Notices and states:

“3A. Requirements for local public notice (Act s. 1.7)

(1) For the purposes of section 1.7(a), notice of a matter must be published on the local government's official website for —

- (a) the period specified in or under the Act in relation to the notice; or
- (b) if no period is specified in relation to the notice — a period of not less than 7 days.

(2) For the purposes of section 1.7(b), each of the following ways of giving notice of a matter is prescribed —

- (a) publication in a newspaper circulating generally in the State;
- (b) publication in a newspaper circulating generally in the district;
- (c) publication in 1 or more newsletters circulating generally in the district;
- (d) publication on the official website of the Department or another State agency, as appropriate having regard to the nature of the matter and the persons likely to be affected by it, for —
 - (i) the period specified in or under the Act in relation to the notice; or
 - (ii) if no period is specified in relation to the notice — a period of not less than 7 days;
- (e) circulation by the local government by email, text message or similar electronic means, as appropriate having regard to the nature of the matter and the persons likely to be affected by it;
- (f) exhibition on a notice board at the local government offices and each local government library in the district for —
 - (i) the period specified in or under the Act in relation to the notice; or
 - (ii) if no period is specified in relation to the notice — a period of not less than 7 days;
- (g) posting on a social media account administered by the local government for —
 - (i) the period specified in or under the Act in relation to the notice; or
 - (ii) if no period is specified in relation to the notice — a period of not less than 7 days.

The *Local Government (Audit) Regulations 1996* provides the legislative framework for the conduct of audits in local government, and the role of the Audit & Risk Committee in considering the results of those audits.

Policy Implications:

Nil

Strategic Implications:

Shire of Koorda Integrated Strategic Plan 2024

4.1.1 - Ensure efficient use of resources and that governance and operational compliance and reporting meets legislative and regulatory requirements.

Risk Implications:

Risk Profiling Theme	Failure to fulfil statutory regulations or compliance requirements
Risk Category	Compliance
Risk Description	No noticeable regulatory or statutory impact
Consequence Rating	Insignificant (1)
Likelihood Rating	Possible (3)
Risk Matrix Rating	Low (3)
Key Controls (in place)	Annual Audit Process. Financial Management & Reg 17 Review.
Action (Treatment)	Management implementing recommendations in line with management letter.
Risk Rating (after treatment)	Adequate

Financial Implications:

Nil


Voting Requirements: Simple Majority Absolute Majority

Committee Recommendation

That, by Absolute Majority, in accordance with Sections 5.27, 5.29, 5.53 and 5.54 of the *Local Government Act 1995*, the Council:

- 1. Adopts the 2023/2024 Annual Report and Annual Financial Statements, as presented and attached to this item; and**
- 2. Conducts its Annual Electors Meeting on _____, at the Shire of Koorda Council Chambers, 10 Haig Street Koorda, commencing at ____pm.**

10.3. Quarterly Reporting of Integrated Strategic Plan and Workforce Plan

Governance and Compliance		
Date	2 December 2024	
Location	Not Applicable	
Responsible Officer	Zac Donovan, Chief Executive Officer	
Author	Zac Donovan, Chief Executive Officer	
Legislation	<i>Local Government Act 1995;</i> <i>Local Government (Administration) Regulations 1996</i>	
Disclosure of Interest	Nil	
Purpose of Report	<input type="checkbox"/> Executive Decision <input checked="" type="checkbox"/> Legislative Requirement <input checked="" type="checkbox"/> Information	
Attachments	Quarterly Scorecard - December 2024	

Background:

Section 5.56(1) of the Local Government Act 1995 requires all local governments to have a plan for the future of the district and under the Local Government (Administration) Regulations 1996, all local governments in Western Australia are required to have adopted two key documents: a Strategic Community Plan (SCP) and a Corporate Business Plan (CBP). Together these documents drive the development of each local government's Annual Budget.

The Integrated Planning and Reporting Framework and Guidelines (2016) issued by the DLGSC that guides the SCP and CBP process require that regular monitoring and reporting of these plans are undertaken. This quarterly update forms part of this key reporting process.

Council adopted the Integrated Strategic Plan 2022-2032 (which incorporates both the SCP & CBP) at its meeting held 20 April 2022. In 2024 a desktop review of the plan was undertaken and the updated plan was adopted at the June 2024 OCM as per resolution 120624.

Comment:

To assist Council to meet its IPR requirements under the Local Government Act 1995, the Local Government (Administration) Regulations 1996, Shire staff have prepared the quarterly report, as attached to this item, for the Committee to consider and, if appropriate, recommend to Council that the quarterly scorecard be adopted and the Integrated Strategic Plan and Workforce Plan components be endorsed for publication.

Consultation:

Lana Foote, Deputy Chief Executive Officer
 Jannah Stratford, President, Shire of Koorda

Statutory Implications:

Local Government Act 1995 and relevant subsidiary legislation.

Policy Implications:

Nil

Strategic Implications:

Shire of Koorda Integrated Strategic Plan 2024

4.1 – Open and transparent leadership.

4.1.1 – Ensure efficient use of resources and the governance and operational compliance and reporting meets legislative and regulatory requirements.

4.3 – Forward planning and delivery of services and facilities that achieve strategic priorities.

4.3.2 – Report to Council progress of Council Actions using a quarterly score card and report results to community.

Risk Implications:

The Risk Theme Profile identified as part of this report is Failure to Fulfil Compliance Requirements. The consequence could be Compliance if the requirements of both the Local Government Act 1995 and the Local Government (Administration) Regulations 1996 are not met in terms of the Shire having a plan for the future of the district. Another consequence could be Reputational if the public perceives that the Shire does not have the business planning tools in place to manage ratepayer money in transparent and accountable manner. The measure of Consequence is Minor, and the likelihood is Unlikely, giving an overall risk rating of Low. Both risks will be mitigated through adherence to the Integrated Planning and Reporting framework.

Financial Implications:

Nil


Voting Requirements: Simple Majority Absolute Majority

Committee Recommendation

That Council:

1. **Adopts the quarterly reporting documents to December 2024 as attached to this item; and**
2. **Endorses the publication of the Integrated Strategic Plan and Workforce Plan components for community information.**

10.4. Review of Financial Management, Risk Management, Legislative Compliance and Internal Controls

Governance and Compliance		
Date	2 December 2024	
Location	Not Applicable	
Responsible Officer	Zac Donovan, Chief Executive Officer	
Author	Zac Donovan, Chief Executive Officer	
Legislation	<i>Local Government (Audit) Regulations 1996 – Reg 16 and 17</i>	
Disclosure of Interest	Nil	
Purpose of Report	<input type="checkbox"/> Executive Decision <input checked="" type="checkbox"/> Legislative Requirement <input type="checkbox"/> Information	
Attachments	FRM Action Plan - December 2024	

Background:

The Review of Financial Management, Risk Management, Legislative Compliance and Internal Controls helps an organisation accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control, and governance.

At the May 2023 Audit Committee Meeting, the Review of Financial Management, Risk Management, Legislative Compliance and Internal Controls was presented for consideration with the below committee recommendation being resolved at the May 2023 Council Meeting.

Committee Recommendation RESOLUTION 050523

Moved CR GW Greaves

Seconded CR BG Cooper

That Council:

1. Receives Moore's Review of Financial Management, Risk Management, Legislative Compliance and Internal Controls report, dated April 2023 (Attachment A);
2. Directs the CEO to provide a report, on a quarterly basis, to the Audit Committee to enable the Committee to monitor the Shire's progress in addressing the recommendations, pursuant to Regulation 16 (d) of the Local Government (Audit) Regulations 1996; and
3. Directs the CEO at the first quarterly review to provide proposed actions, including expected completion dates, to the recommendations identified in the report.

CARRIED BY ABSOLUTE MAJORITY 6/0

Comment:

This report has been presented to the Audit & Risk committee as the committee has a role in supporting Council in fulfilling its governance and oversight responsibilities and provide the audit committee with the opportunity to raise any issues that the document has identified or ask any other questions, they may have in relation to our risk management and compliance activities.

An initial report was tabled at the June 2023 Audit Committee Meeting and the attached Action Plan is an update on actions that have been taken within the past quarter to align with the quarterly reporting on the Integrated Strategic Plan.

Consultation:

Lana Foote, Deputy Chief Executive Officer
Administration Staff

Statutory Implications:

Regulation 16 of the Local Government (Audit) Regulations 1996 prescribes the functions of an Audit Committee which includes;

“16 (c) to review a report given to it by the CEO under regulation 17(3) and is to –

- (i) Report to the council the results of that review; and*
- (ii) Give a copy of the CEO’s report to the council.”*

“16 (d) to monitor and advise the CEO when the CEO is carrying out functions in relation to a review under –

- (i) Regulations 17 (1); and*
- (ii) The Local Government (Financial Management) Regulations 1996 regulation 5(2)(c).”*

Regulation 17 of the Local Government (Audit) Regulations 1996 reads as follows;

“(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 not less than once in every 3 financial years.

(3) The CEO is to report to the audit committee the results of that review.”

Regulation 5 (2) (c) of the Local Government (Financial Management) Regulations 1996 states that -
“the CEO is to undertake reviews of the appropriateness and effectiveness of the financial management systems and procedures of the local government regularly (and not less than once in every 3 financial years) and report to the local government the results of those reviews.”

Policy Implications:

The review recommended some potential improvement opportunities to some of the Council’s policy. These will be considered separately by the Policy Review Committee and Council at the completion of the review process. Comments made in the FM Review relating to specific Policies and Procedures will be taken on-board as part of the review process.

Strategic Implications:

Shire of Koorda Integrated Strategic Plan 2024

4.1 – Open and transparent leadership.

4.1.1 – Ensure efficient use of resources and the governance and operational compliance and reporting meets legislative and regulatory requirements

Risk Implications:

The CEO would be contravening the *Local Government (Audit) Regulations 1996* if this review was not undertaken at least once every 3 financial years. The CEO is to report to the Audit & Risk Committee the results of this review.

The Financial Management, Risk Management, Legislative Compliance and Internal Controls Review covers a robust area of risk assessment and compliance with auditing in compliance with the Local Government Act 1995 and associated Regulations. The objective of this review is to identify risks to the organisation where non-compliant activities may have taken place enabling processes and procedures to be developed or reviewed and amended, if required.

Financial Implications:


Nil.

Voting Requirements: Simple Majority Absolute Majority

Committee Recommendation

That, in accordance with Regulations 16 and 17 of the *Local Government (Audit) Regulations 1996*, Council, as per the quarterly report document to December 2024 as attached to this item, notes and endorses the actions taken to the identified improvements highlighted in the Financial Management, Risk Management, Legislative Compliance and Internal Controls review.

10.5. Shire of Koorda Risk Profile Report

Governance and Compliance		
Date	2 December 2024	
Location	Not Applicable	
Responsible Officer	Zac Donovan, Chief Executive Officer	
Author	Zac Donovan, Chief Executive Officer	
Legislation	<i>Local Government (Audit) Regulations 1996 – Reg 16 and 17</i> <i>Local Government Act 1995</i> AS/NZS ISO 31000:2018	
Disclosure of Interest	Nil	
Purpose of Report	<input checked="" type="checkbox"/> Executive Decision <input checked="" type="checkbox"/> Legislative Requirement <input type="checkbox"/> Information	
Attachments	Shire of Koorda Risk Profile Action Plan - December 2024	

Background:

The Review of Financial Management, Risk Management, Legislative Compliance and Internal Controls helps an organisation accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control, and governance.

In addition to the Review of Financial Management, Risk Management, Legislative Compliance and Internal Controls undertaken by Moore in February 2023, as per the above item, Staff undertook an additional review, facilitated by LGIS, to understand the Operational Risks within the organisation.

The Risk Profile workshop, undertaken in October 2023, worked through 15 risk themes to identify what is the risk of this occurring at the Shire, both with and without controls, and what controls are, or should be in place.

Under the Risk Management Framework, the Shire utilises risk profiles to capture its operational and strategic risks. The profiles assessed are:

- Asset Sustainability
- Business and Community Disruption
- Community Engagement
- Compliance Obligations
- Document Management
- Employment Practices
- Environment Management
- Errors, Omissions and Delays
- External Theft and Fraud
- IT, Communication Systems and Infrastructure
- Management of Facilities, Venues and Events
- Misconduct
- Project / Change Management
- Purchasing and Supply
- WHS

For each category, the profile contains the following:

- Objective.
- Risk Event.
- Potential Causes.
- Key Controls / Control Type.
- Control Adequacy.
- Control owner.
- Risk Rating.
- Actions and Responsibility.

Comment:

This report has been presented to the Audit & Risk Committee as the committee has a role in supporting Council in fulfilling its governance and oversight responsibilities and provide the audit committee with the opportunity to raise any issues that the document has identified or ask any other questions, they may have in relation to our risk management and compliance activities.

The initial Risk Profile Report was tabled at the December 2023 Audit and Risk Committee Meeting. Similar to the FRM Action Plan, the Risk Profile will be tabled at the quarterly Audit & Risk Committee workshops as a tracking tool to determine progress made against the key themes and improvements towards any identified areas of improvement.

Consultation:

Lana Foote, Deputy Chief Executive Officer
Darren West, Works Supervisor
Kristyn Harrap, Governance Officer
Chris Gilmour, Regional Risk Coordinator, LGIS
Ben Galvin, Divisional Manager - Risk Services, LGIS

Statutory Implications:

Local Government Act 1995

AS/NZS ISO 31000:2018

Regulation 16 of the Local Government (Audit) Regulations 1996 prescribes the functions of an Audit Committee which includes;

“16 (c) to review a report given to it by the CEO under regulation 17(3) and is to –

- (i) Report to the council the results of that review; and*
- (ii) Give a copy of the CEO’s report to the council.”*

“16 (d) to monitor and advise the CEO when the CEO is carrying out functions in relation to a review under –

- (i) Regulations 17 (1); and*
- (ii) The Local Government (Financial Management) Regulations 1996 regulation 5(2)(c).”*

Regulation 17 of the Local Government (Audit) Regulations 1996 reads as follows;

“(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 not less than once in every 3 financial years.

(3) The CEO is to report to the audit committee the results of that review.”

Policy Implications:

Shire of Koorda Risk Management Strategy 2023

Policy “G - Risk Management” states;

Risk Assessment and Acceptance Criteria

The Shire quantified its broad risk appetite through the development and endorsement of the Shire’s Risk Assessment and Acceptance Criteria. The criteria are included within the Risk Management Framework and as a component of this policy.

All organisational risks are to be assessed according to the Shire’s Risk Assessment and Acceptance Criteria to allow consistency and informed decision making. For operational requirements such as projects or to satisfy external stakeholder requirements, alternative risk assessment criteria may be utilised, however these cannot exceed the organisations appetite and are to be noted within the individual risk assessment.

Strategic Implications:

Shire of Koorda Integrated Strategic Plan 2024

4.1 – Open and transparent leadership.

4.1.1 – Ensure efficient use of resources and the governance and operational compliance and reporting meets legislative and regulatory requirements.

Risk Implications:

The Shire of Koorda has adopted a ‘Three Lines of Defence’ model for the management of risk. This model ensures roles, responsibilities and accountabilities for decision making are structured to demonstrate effective governance and assurance. By operating within the approved risk appetite and framework, Council, management and the community will have assurance that risks are managed effectively to support the delivery of the strategic, corporate and operational plans.

The Risk Profile covers a robust area of risk assessment. The objective of this review is to identify potential and actual risks to the organisation, determine the chances of these risks occurring within the organisation and identify key controls that are and should be in place to help reduce or mitigate the perceived risks.

Financial Implications:

Resource requirements are in accordance with existing budgetary allocation.

Voting Requirements: Simple Majority Absolute Majority


Committee Recommendation

That, in accordance with Regulations 16 and 17 of the *Local Government (Audit) Regulations 1996*, the Council, as per the quarterly report document to December 2024 as attached to this item, notes and endorses the actions taken to the identified improvements highlighted in the Risk Profile.

11. Announcements by the President without Discussion

12. OFFICER'S REPORTS – CORPORATE & COMMUNITY

12.1. Monthly Financial Statements

Corporate and Community		
Date	11 December 2024	
Location	Not Applicable	
Responsible Officer	Zac Donovan, Chief Executive Officer	
Author	Lana Foote, Deputy Chief Executive Officer	
Legislation	<i>Local Government Act 1995;</i> <i>Local Government (Financial Management) Regulations 1996</i>	
Disclosure of Interest	Nil	
Purpose of Report	<input type="checkbox"/> Executive Decision <input checked="" type="checkbox"/> Legislative Requirement <input type="checkbox"/> Information	
Attachments	November 2024 Financial Activity Statement	

Background:

This item presents the Statement of Financial Activity to Council for the period ending 30 November 2024.

Section 6.4 of the *Local Government Act 1995* requires a local government to prepare financial reports.

Regulations 34 and 35 of the *Local Government (Financial Management) Regulations 1996* set out the form and content of the financial reports, which have been prepared and presented to Council.

Comment:

All financial reports are required to be presented to Council within two meetings following the end of the month that they relate to.

Consultation:

Zac Donovan, Chief Executive Officer
Finance Officers

Statutory Implications:

Council is required to adopt monthly statements of financial activity to comply with Regulation 34 of the *Local Government (Financial Management) Regulations 1996*.

Policy Implications:

Finances have been managed in accordance with the Shire of Koorda policies.

Strategic Implications:

Shire of Koorda Integrated Strategic Plan 2024

4.1.1 - Ensure efficient use of resources and that governance and operational compliance and reporting meets legislative and regulatory requirements.

Risk Implications:

Risk Profiling Theme	Failure to fulfil statutory regulations or compliance requirements
Risk Category	Compliance
Risk Description	No noticeable regulatory or statutory impact
Consequence Rating	Insignificant (1)
Likelihood Rating	Rare (1)
Risk Matrix Rating	Low (1)
Key Controls (in place)	Governance Calendar, Financial Management Framework and Legislation
Action (Treatment)	Nil
Risk Rating (after treatment)	Adequate

Timely preparation of the monthly financial statements within statutory guidelines is vital to good financial management. Failure to submit compliant reports within statutory time limits will lead to non-compliance with the Local Government Act 1995 and the Local Government (Financial Management) Regulations 1996.

Financial Implications:


Nil

Voting Requirements: Simple Majority Absolute Majority

Officer Recommendation

That Council, by Simple Majority, pursuant to Regulation 34 of the *Local Government (Financial Management) Regulations 1996*, receives the statutory Financial Activity Statement report for the period ending 30 November 2024, as presented.

12.2. List of Accounts Paid

Corporate and Community		
Date	11 December 2024	
Location	Not Applicable	
Responsible Officer	Zac Donovan, Chief Executive Officer	
Author	Lana Foote, Deputy Chief Executive Officer	
Legislation	<i>Local Government Act 1995;</i> <i>Local Government (Financial Management) Regulations 1996</i>	
Disclosure of Interest	Nil	
Purpose of Report	<input type="checkbox"/> Executive Decision <input checked="" type="checkbox"/> Legislative Requirement <input type="checkbox"/> Information	
Attachments	List of Accounts Paid	

Background:

This item presents the List of Accounts Paid, paid under delegated authority, for the period 14 November 2024 to 11 December 2024.

Comment:

From 1 September 2023, Regulations were amended that required Local Governments to disclose information about each transaction made on a credit card, debit card or other purchasing cards. Purchase cards may include the following: business/corporate credit cards, debit cards, store cards, fuel cards and/or taxi cards.

The List of Accounts Paid as presented has been reviewed by the Chief Executive Officer.

Consultation:

Zac Donovan, Chief Executive Officer
Finance Team

Statutory Implications:

Regulation 12 and 13 of the *Local Government (Financial Management) Regulations 1996* requires that a separate list be prepared each month for adoption by Council showing creditors paid under delegate authority.

Policy Implications:

Finances have been managed in accordance with the Shire of Koorda policies. Payments have been made under delegated authority.

Strategic Implications:

Shire of Koorda Integrated Strategic Plan 2024

4.1.1 - Ensure efficient use of resources and that governance and operational compliance and reporting meets legislative and regulatory requirements.

Risk Implications:

Risk Profiling Theme	Failure to fulfil statutory regulations or compliance requirements
Risk Category	Compliance
Risk Description	No noticeable regulatory or statutory impact
Consequence Rating	Insignificant (1)
Likelihood Rating	Rare (1)
Risk Matrix Rating	Low (1)
Key Controls (in place)	Governance Calendar
Action (Treatment)	Nil
Risk Rating (after treatment)	Adequate

Financial Implications:

Funds expended are in accordance with Council’s adopted 2024/2025 Budget.

Voting Requirements: Simple Majority Absolute Majority

Officer Recommendation


That Council, by Simple Majority, pursuant to Section 6.8(1)(a) of the *Local Government Act 1995* and Regulation 12 & 13 of the *Local Government (Financial Management) Regulations 1996*;

Receives the report from the Chief Executive Officer on the exercise of delegated authority in relation to creditor payments from the Shire of Koorda Municipal Fund, as presented in the attachment, and as detailed below:

For the period 14 November 2024 to 11 December 2024.

Municipal Voucher V303 to V394	Totalling \$ 990,142.58
Purchase Card Transactions (V354)	Totalling \$ 3,808.95
	Total \$ 993,951.53

12.3. Proposed Additional Medical Services

Corporate and Community		
Date	29 November, 2024	
Location	Koorda Health Centre	
Responsible Officer	Zac Donovan, Chief Executive Officer	
Author	As above	
Legislation	Nil	
Disclosure of Interest	Nil	
Purpose of Report	<input checked="" type="checkbox"/> Executive Decision <input type="checkbox"/> Legislative Requirement <input type="checkbox"/> Information	
Attachments	Nil	

Background:

A community priority in the Shire of Koorda revised Integrated Strategic Plan is for “local people to... enjoy a healthy lifestyle” with Council actions including “securing a medical practitioner... for two days per week.” The Shire entered into an agreement for a doctor service in July with the Shire of Wongan-Ballidu by joining that shire’s contract with the Wongan Hills Medical Centre.

Despite of some early timing issues and ongoing management, the medical service to Koorda from the Wongan Hills Medical Centre has provided well for the community. There is the potential for the Wongan Hills Medical Centre to offer additional services to the Koorda community in time including diabetes services, skin checks and women’s health services.

There also remaining the opportunity for the Shire to build on the community support of the two-day per week medical practitioner service to further enhance services offered to the community. The greatest challenge to the Shire securing such services, as was the doctor service, is the comparatively remote location of the Shire and the need to provide financial, accommodation and transport incentive. The purpose of this item is to consider Shire accommodation support for private operators to offer physiotherapy and psychology services at the Koorda Health Centre.

Comment:

The success of the medical practitioner at the Koorda Health Centre has prompted a physiotherapist and psychologist, to contact the Shire wanting to establish services at the Koorda Health Centre. Currently both providers are based in Wongan Hills and have patients from Koorda attending their rooms at the Wongan Hills Medical Centre.

The Wongan Hills Medical Centre, which holds the contract the Shire accesses for its medical practitioner, suggested the independent providers approach the Shire to establish in Koorda in the belief that it would enhance patronage of the doctor service by delivering a contingency of care. Increased and sustained demand for the doctor at the Koorda Health Centre will assist in the Shire retaining the service.

Of the new proposed services, the physiotherapist proposes to initially offer a one-day service and depending on demand could increase to a second practitioner. The physiotherapist has also discussed offering Pilates classes at the recreation centre and training sessions at the gym, however terms around both these components are yet to be determined and will depend on community demand. However, if popular could help increase membership of the Koorda Kinetic gym.

The psychologist has also proposed a weekly service to the Koorda Health Centre however discussions with the existing Koorda Child Health Nurse anticipates that demand would more likely warrant a once monthly or fortnightly service. It should be noted that the Koorda Health Centre currently provides counselling services by Wheatbelt Ag. Care, however, is unable to provide mental health assessments and develop mental health plans as would a visiting psychologist. The Wongan Hills Medical Centre practice manager conveyed that the demand for mental health plans is increasing.

The practitioners have both proposed that services commence in early-to-mid February 2025 – physiotherapist on Tuesdays and the psychologist on Wednesdays. These days have been selected as they align with the two days the doctor attends the centre.

Inspection of the Koorda Health Centre with the physiotherapist has identified a room that could be used for both services – given they are proposed for alternating days. Use of the room would attract a \$55 per day user charge as per the Shire of Koorda fees and charges.

Currently the Koorda Health Centre is used two days per week by each of the medical practitioner, community counsellor and child health nurse. An optician previously attended the Centre and was charged the by the Shire daily room hire.

The Shire agreement with the WA Country Health Service (Wheatbelt) to contribute \$150 per week to access the centre is due to expire on 31 January 2025 with inquiries initiated to determine if WACHS intends to excise either of the extension options. The current use of the Centre would not prevent the proposed services being accommodated.

Both the psychologist and physiotherapist have requested that the Shire provide overnight accommodation when they attend town. Neither practitioner has requested the room charge at the Koorda Health Centre be waived. On the bases of a weekly physiotherapist service (48 weeks per year) and a monthly psychology service, should the Shire waive accommodation charges for both providers, it would forego \$9000 income offset by \$3300 income for the Health Centre room hire.

The Shire currently offers to provide accommodation for the medical practitioner overnight between his consecutive days at the Koorda Health centre. The value of the accommodation income foregone by the Shire is \$7800, however the offer is not taken up by the current doctor.

In deciding as to whether waive the accommodation fees, Council would be expected to consider the value to the community of the additional health services and providing an incentive to attract the new services to the town and the risk that the services could be attracted to a neighbouring Shire that would offer accommodation support.

Counter to this, Council should also appreciate by waiving accommodation fees the Shire could be seen to be setting a precedence of offering free accommodation to all new businesses which may contact the Shire about commencing trade in Koorda. Though it can also be argued that health services differ from other businesses in being more of a necessity and not a discretionary purchase decision. Should Council believe there is a need for accommodation support, options available include:

- waiving of accommodation fees for the night attending the Koorda Health Centre
- Limiting the waiving of accommodation fees to a fixed establishment period such as six months
- Offering a reduced accommodation charge in per perpetuity such as 50% or \$75 per night, OR
- Offering the reduced charge for a fixed initial period as a start-up incentive.

Overnight accommodation at the Yalambee units is from \$125 to \$150 per night – which based on one night a week over a 48-week period calculates to foregone income for the Shire of between \$6000 to \$7200 per provider, though it is unlikely the psychologist will provide more than a fortnightly service.

It is intended both providers would be required to pay the \$55 per day room hire rate for the Koorda Health Centre.

In addition, should the services eventuate, given that both providers are private operators, and not part of the Wongan Hills Medical Centre contract, the Shire will also require each provide evidence of qualifications and a minimum \$10m public liability insurance prior to commencement.

Consultation:

Suzanna Tan, Director, Tweak Health Physio and Wellness.
Sue Waters, Practice Manager, Wongan Hills Medical Centre
Michelle Nicholls, Child Health Nurse, WACHS
Lana Foote, Deputy Chief Executive Officer

Statutory Implications:

Nil

Policy Implications:

Nil.

Strategic Implications:

Shire of Koorda Integrated Strategic Plan 2024

1.1 – Local people feel safe, engaged and enjoy a healthy and peaceful lifestyle.

Risk Implications:

Risk Profiling Theme	Service establishes in neighbouring town
Risk Category	Reputation
Risk Description	If the providers have more attractive terms in neighbouring shires, Koorda could lose the opportunity to host the services.
Consequence Rating	Moderate (3)
Likelihood Rating	Possible (3)
Risk Matrix Rating	Moderate (9)
Key Controls (in place)	Shire communications support
Action (Treatment)	Ongoing liaison with provider
Risk Rating (after treatment)	Adequate

Financial Implications:

For accommodation support the Shire would forgo income otherwise received, so no direct payment for the Shire.

Use of the Health Centre rooms - on the bases of a weekly physiotherapist service (48 weeks per year) and a monthly psychology service – would provide \$3300 income for the Shire.


Voting Requirements: Simple Majority Absolute Majority

Officer Recommendation

For Council consideration.

13. OFFICER'S REPORTS – GOVERNANCE & COMPLIANCE

13.1. 2025 Ordinary Council Meeting Dates

Governance and Compliance		
Date	29 November 2024	
Location	Not applicable	
Responsible Officer	Zac Donovan, Chief Executive Officer	
Author	Lana Foote, Deputy Chief Executive Officer	
Legislation	<i>Local Government Act 1995</i>	
Disclosure of Interest	Nil	
Purpose of Report	<input type="checkbox"/> Executive Decision <input checked="" type="checkbox"/> Legislative Requirement <input type="checkbox"/> Information	
Attachments	2025 Proposed Council & Committee Meeting Schedule	

Background:

This Item presents the proposed dates for the 2025 Ordinary Council Meetings to Council for consideration and, if satisfactory, adoption.

Comment:

In accordance with Regulation 12 of the Local Government (Administration) Regulations 1996 and Policy "G - Council Meeting System," the Chief Executive Officer is to present an Item to Council no later than December each year requesting Council confirm the dates for the Ordinary Meetings of Council for the following year.

As such, the Shire of Koorda is required to advertise the meeting dates for the Ordinary Meetings of Council for 2025.

Consultation:

Zac Donovan, Chief Executive Officer

Statutory Implications:

Regulation 12 of the Local Government (Administration) Regulations 1996 is applicable and states:

"12. Meetings, public notice of (Act s. 5.25(1)(g))

- (1) *At least once each year a local government is to give local public notice of the dates on which and the time and place at which —*
 - (a) *the ordinary council meetings; and*
 - (b) *the committee meetings that are required under the Act to be open to members of the public or that are proposed to be open to members of the public,*
Are to be held in the next 12 months.
- (2) *A local government is to give local public notice of any change to the date, time or place of a meeting referred to in subregulation (1).*
- (3) *Subject to subregulation (4), if a special meeting of a council is to be open to members of the public then the local government is to give local public notice of the date, time, place and purpose of the special meeting.*
- (4) *If a special meeting of a council is to be open to members of the public but, in the CEO's opinion, it is not practicable to give local public notice of the matters referred to in subregulation (3), then the local government is to give public notice of the date, time, place and purpose of the special meeting in the manner and to the extent that, in the CEO's opinion, is practicable."*

Policy Implications:

G - Council Meeting Systems states:

Meeting frequency and starting time

In accordance with Regulation 12 of the Local Government (Administration) Regulations 1996 the Chief Executive Officer is to present an Item to Council no later than December each year requesting Council confirm the dates for the Ordinary Meetings of Council for the following year.

Council meetings will typically be held the third Wednesday of the month (excluding January where no meeting is typically held).

Council meetings normally commence at 5.00pm to afford an opportunity for most members of the public to attend after work, with November and December meetings normally commencing at 6.00pm to afford the opportunity for members to attend during the harvest period.

Any change to the meeting details must be published on the local government's official website as soon as practicable after the change is made.

Strategic Implications:

Shire of Koorda Integrated Strategic Plan 2024

4.1 - Open and Transparent Leadership

Risk Implications:

Risk Profiling Theme	Failure to fulfil statutory regulations or compliance requirements
Risk Category	Compliance
Risk Description	No noticeable regulatory or statutory impact
Consequence Rating	Insignificant (1)
Likelihood Rating	Rare (1)
Risk Matrix Rating	Low (1)
Key Controls (in place)	Council Meeting Policy & Compliance Calendar
Action (Treatment)	Nil
Risk Rating (after treatment)	Adequate

Financial Implications:

Funds are included in the 2024/25 Budget to cover any costs associated with conducting Council Meetings, and to advertise and promote the dates of Ordinary Council Meetings.

Voting Requirements: Simple Majority Absolute Majority

Officer Recommendation

That, in accordance with Regulation 12(1) of the Local Government (Administration) Regulations 1996, Council resolves to conduct its 2025 Ordinary Meetings of Council as below;

- 5.00pm, Wednesday 19 February 2025,**
- 5.00pm, Wednesday 19 March 2025,**
- 5.00pm, Wednesday 16 April 2025,**
- 5.00pm, Wednesday 21 May 2025,**
- 5.00pm, Wednesday 18 June 2025,**
- 5.00pm, Wednesday 16 July 2025,**
- 5.00pm, Wednesday 20 August 2025,**
- 5.00pm, Wednesday 17 September 2025,**
- 5.00pm, Wednesday 15 October 2025,**
- 6.00pm, Wednesday 19 November 2025, and**
- 6.00pm, Wednesday 17 December 2025.**

14. OFFICER'S REPORTS – WORKS & ASSETS

15. Urgent Business Approved by the Person Presiding or by Decision

16. Elected Members' Motions

17. Matters Behind Closed Doors

18. Closure