



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 26 June 2024

Commencing 5.00pm

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, 26 June 2024 in the Shire of Koorda Council Chambers, 10 Haig Street, Koorda.

The format of the day will be:

4.00pm	Audit & Risk Committee Meeting
4.50pm	Council Elect Swearing In Ceremony
5.00pm	Council Meeting
Following conclusion of Council Meeting	Council Forum

Zac Donovan
Chief Executive Officer
21 June 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.

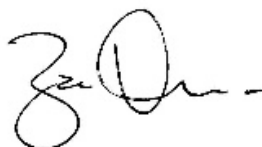
Any person or legal entity who acts or fails to act in reliance upon any statement, act or omission made in a Council or Committee meeting does so at that person's or legal entity's own risk.

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
5.00pm, Wednesday 26 June 2024**



1. Declaration of Opening

President JM Stratford requested to attend the in-person-meeting via electronic means, which has been authorised by Deputy President GW Greaves.

As President JM Stratford is attending the in-person-meeting via electronic means, she has chosen to defer to Deputy President GW Greaves, acting under Section 5.34 of the *Local Government Act 1995*, for the purpose of presiding at the meeting.

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 (Approved Electronic Attendance – via MS Teams)
Cr GW Greaves	Deputy President (Presiding Member)
Cr NJ Chandler	
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 GL Boyne

Visitors:

Approved Leave of Absence:

3. Swearing In of Councillors Elect

Prior to the Ordinary Council Meeting and in accordance with Section 2.29 of the *Local Government Act 1995*, Cr Tony Sachse, Chair of GECZ witnessed the declarations of Council Elect:

1. Ms S Christie

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 22 May 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 22 May 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 Shire of Koorda Committee Meetings to be Received

- a. Audit & Risk Meeting Minutes for meeting held 15 May 2024
[Audit & Risk Meeting Minutes](#)
- b. Works Committee Meeting Minutes for meeting held 10 June 2024
[Works Committee 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 Internal Committee meetings, as tabled;

- a. Audit & Risk Meeting, held 15 May 2024; and
- b. Works Committee Meeting, held 10 June 2024;

9.2. Minutes of External Committee Meetings to be Received

- a. NEWROC Council Meeting Minutes for meeting held 28 May 2024
[NEWROC Council 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. NEWROC Council Meeting, held 28 May 2024.

10. Recommendations from Committee Meetings for Council Consideration

10.1. Adoption of Works Committee Terms of Reference

Governance and Compliance		
Date	7 June 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 checked="" type="checkbox"/> Legislative Requirement <input type="checkbox"/> Information	
Attachments	Koorda Works Committee Terms of Reference	

Background:

The Koorda Works Committee was re-established at the Special Meeting of Council held 23 October 2023 (RES: 191023), following the 2023 Ordinary Local Government Elections.

Comment:

Appointment of Elected Members to the Koorda Works Committee was determined by Council following ordinary local government elections, for a term to expire on the date of the subsequent Ordinary Local Government Elections.

The Works Committee endorsed the Draft ToR at their meeting held 10 June 2024, and now refer them to Council for final adoption.

Consultation:

Works Committee

Statutory Implications:

The Koorda Works Committee was re-established by Council (in its current format) under section 5.8 of the Local Government Act 1995 (the Act) (RES: 191023). Part 5, Subdivision 2 of the Act provides for committees including establishment and appointment of members. Part 5, Subdivision 3 of the Act provides for the quorum, voting, decisions and minutes of committees. The Local Government (Administration) Regulations 1996 also make provisions in regards to committees.

Policy Implications:

Shire of Koorda Code of Conduct for Council Members, Committee Members and Candidates

Section 10 of the Shire of Koorda Code of Conduct for Council Members, Committee Members and Candidates provides an expected standard of conduct for council members and committee members appointed to a Committee.

Strategic Implications:

Shire of Koorda Integrated Strategic Plan 2022

4.1 - Open and Transparent Leadership.

Risk Implications:

While it is not a legislative requirement for a Committee to have a TOR, it is common practice and ensures committee members are aware of their role and responsibilities and mitigates the risk of committees acting outside their responsibility.

Financial Implications:


Nil

Voting Requirements: Simple Majority Absolute Majority

Officer Recommendation

That the Koorda Works Committee Terms of Reference be adopted.

10.2. Draft Budget 2024/25 Roadworks and Plant Replacement Programs

Governance and Compliance		 Shire of Koorda <small>Drive in, stay awhile</small>
Date	7 June 2024	
Location	Not Applicable	
Responsible Officer	Zac Donovan, Chief Executive Officer	
Author	Lana Foote, Deputy Chief Executive Officer	
Legislation	Nil	
Disclosure of Interest	Nil	
Purpose of Report	<input checked="" type="checkbox"/> Executive Decision <input type="checkbox"/> Legislative Requirement <input checked="" type="checkbox"/> Information	
Attachments	DRAFT 2024/2025 Roadworks Program DRAFT 2024-2034 Plant Replacement Program	

In line with current local government sector practice, the Shire follows a strategic approach in respect to its roadworks and plant replacement programme.


However, the respective 2024/2025 roadworks and plant replacement programs are provided as attachments to facilitate committee discussion and consideration.

Voting Requirements: Simple Majority Absolute Majority

Officer Recommendation

That Council endorse the 2024/2025 Roadworks & Plant Replacement program for inclusion in the Draft 2024/2025 Budget.

10.3. Quarterly Reporting of Integrated Strategic Plan and Workforce Plan

Governance and Compliance		
Date	20 June 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 April to June 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 (which incorporates both the SCP & CBP) at its meeting held 20 April 2022.

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 CEO, Shire of Koorda
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 2022

4.1 - Open and transparent leadership.

4.1.1 - Ensure the use of resources is effective, efficient and reported regularly.

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

4.3.2 - Regularly report on progress of strategic plan initiatives using a quarterly score card.

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


Officer Recommendation

That the Audit Committee recommends:

That Council:

- 1. Adopts the fourth quarterly reporting documents (April to June 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	20 June 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 - June 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 CEO, Shire of Koorda
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 2022

4.1.1 - Ensure the use of resources is effective, efficient and reported regularly. (e.g. Financial Management)

4.1.2 - Identify business improvement opportunities to enhance operational effectiveness.

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

Officer Recommendation

That, in accordance with Regulations 16 and 17 of the *Local Government (Audit) Regulations 1996*, the Audit & Risk Committee recommends;

That Council as per the quarterly report document (to June 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	20 June 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 - June 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 CEO, Shire of Koorda
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 2022

4.1.1 - Ensure the use of resources is effective, efficient and reported regularly.

4.1.2 - Identify business improvement opportunities to enhance operational effectiveness

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

Officer Recommendation


That, in accordance with Regulations 16 and 17 of the *Local Government (Audit) Regulations 1996*, the Audit & Risk Committee recommends;

That Council, as per the quarterly report document (to June 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	19 June 2024	
Location	Not Applicable	
Responsible Officer	Lana Foote, Deputy Chief Executive Officer	
Author	As above	
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	May 2024 Financial Activity Statement	

Background:

This item presents the Statement of Financial Activity to Council for the period ending 31 May 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.

These reports are prepared after all the end-of-month payments and receipts have been processed.

Consultation:

LG Best Practices

Zac Donovan, Chief Executive Officer

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 2022

4.1.1 – Ensure the use of resources is effective, efficient and reported regularly.

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 31 May 2024, as presented.

12.2. List of Accounts Paid

Corporate and Community		
Date	19 June 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 10 May 2024 to 19 June 2024.

Comment:

From 1 September 2023, Regulations were amended that required Local Governments to disclosure 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 2022

4.1.1 - Ensure the use of resources is effective, efficient and reported regularly. (e.g. Financial Management)

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 2023/2024 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 10 May 2024 to 19 June 2024

Municipal Voucher V675 to V739	Totalling \$ 704,600.26
Purchase Card Transactions (V702, V735 & V736)	Totalling \$ 10,084.75
	Total \$ 714,685.01

12.3. Shire of Koorda Draft Budget 2024-25

Corporate and Community		
Date	21 June 2024	
Location	Not Applicable	
Responsible Officer	Zac Donovan, Chief Executive Officer	
Author	As above	
Legislation	Local Government Act 1995 Div. 2 Annual Budget 6.2 Local Government Regulations 1996 Part 3 Annual Budget sections 22-33.	
Disclosure of Interest	Nil	
Purpose of Report	<input checked="" type="checkbox"/> Executive Decision <input type="checkbox"/> Legislative Requirement <input type="checkbox"/> Information	
Attachments	Budget – 2024-25 Rates Comparison Budget – 2024-25 F&C Budget – 2024-25 Housing Income Budget – Plant Replacement 2024-2034 Budget – Roadworks 2024-25	

Background:

The Shire is required under the Local Government Act 1995 Div. 2 Annual Budget 6.2 and Local Government Regulations 1996 Part 3 Annual Budget sections 22-33 to develop an annual budget. A key requirement is for Council endorse the budget and submit it to the Local Government Minister between 1 June and 31 August each year.

The Shire of Koorda commenced its consideration of the 2024-25 budget with a whole-of Council workshop prior to the Ordinary Council Meeting on May 22. As per the Shire’s budget planning timetable, the purpose of the workshop was to define underlying key financial assumptions and priorities objectives for the coming year.

The list of 52 priorities considered by Council for both Projects (those with funding requirements) and Initiatives (without direct budgetary impost) were prioritised with the top 10 of each used to revise the Shire’s Integrated Strategic Plan and establish Budget priorities.

As per the Shire’s budget development plan, the Shire of Koorda draft Budget 2024-25 is presented to Council for consideration. Feedback from Council will enable the finalisation of the draft budget, which is proposed to return to Council in the completed format at the 17 July Ordinary Council Meeting or by flying minute if preferred.

The following outlines the key components of the draft Budget 2024-25 in Projects and Initiatives to be completed in the period; the impact of existing reserves and operational expenditure; rates calculations and detail; key fees and charges including housing charges; proposed plant expenditure and roads works schedule.

Final grant funding allocation is yet to be presented to the Shire, and this may affect components of the draft Budget, however staff have made estimates in this regard to mitigate any significant adjustments.

In addition, the draft Integrated Strategic Plan is also being presented at the meeting of 26 June. As the Integrated Strategic Plan details Projects (with funding requirements) to be implemented during the period, there is the potential for changes to also impact the draft Budget as presented.

Comment

As mentioned, as per the Shire's budget development timetable (below) the June 26 Ordinary Council Meeting is to be presented the draft Budget 2024-25 along with the draft Integrated Strategic Plan. As each of the Integrated Strategic Plan and Shire Budget are endorsed by Council they will be formatted as the final presentation documents and return to Council for finalisation, either at the 17 July OCM or by flying minute if preferred by Council.

DATE		OBJECTIVES
17 April*	Meeting 1: OUTLINE	<ul style="list-style-type: none"> Proposed 2024-25 budget approach presented to Council for discussion
	Interim 1 (staff action)	<ul style="list-style-type: none"> Call for and collate Council and staff initiatives against Corporate Business Plan Council actions
22 May*	Meeting 2: PRIORITIES	<ul style="list-style-type: none"> Present initiatives from staff and Council Add new initiatives uncovered in workshop Prioritise and order all proposed initiatives Present underlying budget assumptions
	Interim 2 (staff action)	<ul style="list-style-type: none"> Explore costings, quotes, funding for initiatives Allocate initiatives to Integrated Strategic Plan
29 May	Meeting 3: ALIGNMENT Potentially via Teams	<ul style="list-style-type: none"> Present draft Integrated Strategic Plan Review Strategic Plan for gaps and redress
	Interim 3 (staff action)	<ul style="list-style-type: none"> Commence Long term Financial Plan (Moore) Allocate timing of initiatives in Strategic Plan Prepare 2024-25 draft budget
26 June*	Meeting 4: AMEND If no amendments required budget can be adopted	<ul style="list-style-type: none"> Present draft Integrated Strategic Plan Present draft 2024-25 Shire of Koorda Budget Amend in response to Council feedback
	Interim 4 (staff action)	<ul style="list-style-type: none"> Finalise Shire of Koorda 2024-25 Budget and Integrated Strategic Plan
17 July*	Meeting 5: FINALISE	<ul style="list-style-type: none"> Finalise budget and Integrated Strategic Plan
	Interim 5 (staff action)	<ul style="list-style-type: none"> Prepare any budget amendments Finalise Long Term Resourcing Plan
21 August*	Meeting 6: FINALISE 2	<ul style="list-style-type: none"> Present Long term Resourcing Plan Present final Shire 2024-25 Budget (if required)
31 August	Interim 6 (staff action)	<ul style="list-style-type: none"> Approved Shire Budget to be forwarded to Department of Local Government by August 31

*denotes Ordinary Council Meeting

Should Council require wholesale changes to the draft budget, the planning timetable sets out contingency meetings to ensure the Shire of Koorda 2024-25 Budget is forwarded to the Local Government Minister before the 31 August deadline.

INCOME

The Shire of Koorda has three key income streams – Rates, Grants, Fee and Charges. The Shire also realises minor income from sources such as interest earnings.

Rates

The rates income is established by Council determining a general inflator which is then calculated and proportioned across properties as determined by the WA Valuer General. In simple terms, properties with a higher valuation are allocated a higher portion of the overall rates quantum, meaning that the general rates inflator determined by Council is not the exact percentage change in rates for many ratepayers.

For the 2024-25 Budget, Council agreed at the workshop on 22 May to a 3% overall rates inflator. The increase agreed by Council is less than that would be applied with strict adherence to the Shire's Long

Term Financial Plan but was considered adequate by Council given prevailing economic conditions and exiting Shire reserve balances.

Consequently, total rates, and associated charges, proposed to be raised by the Shire for 2024-25, including associated resident charges, compared to the previous period, are as follows:

	2024-25	2023-24
Total Rates	\$1,264,516	\$1,225,642
Total Rubbish Fees	\$80,150	\$75,410
Sewerage Charge	\$132,439	\$128,432

As shown the increase in total rates income is \$38,874. Breakdown of the components of the rates (GRV, UV, UV Mining, Ex-gratia payments and Discounts) for the draft budget and previous financial year are detailed in the attachment Rates Summary.

Grants

The most significant income stream for the Shire of Koorda is through the combination of various Federal and State grants. In total the Shire will have access to \$5,519,180 in grant funding for the 2024-25 financial year. Allocations (confirmed and projected) as adopted for the draft Budget, and compared to the previous period are as follows:

	2024-25	2023-24
Federal Assistance Grants	\$2,378,759*	\$2,318,459
Local Roads and Community Infrastructure	\$1,217,000^	\$883,159
Regional Roads Group	\$432,000*	\$479,779
Roads to Recovery	\$706,000	\$402,890
Main Roads WA Direct Grant	\$200,000*	\$196,756
Community Sport and Recreation Facilities Fund	\$130,421^	\$130,421
Seroja Funding	\$255,000^	\$500,000
Wheatbelt Secondary Freight Network	\$200,000^	\$100,000

* denotes estimated and not confirmed by provider. ^denotes includes carried forward from previous.

As shown in the table there are a number of grants which are yet to be confirmed by the provider including the largest in the Federal Assistance Grants allocation. Estimates have been used to create the draft budget and variations will be reported to Council with the finalisation of the 2024-25 Shire of Koorda Budget.

There are also significant amounts carried forward for grants from the previous period. These are largely due to the timing of payments and delays to commencement of projects and works, most significant of which is the Recreation Precinct Phase 2 – Bowling Green for which the Shire requested the grant term be extended.

The most significant increase to the Shire funding via grants is the almost doubling of the Roads to Recovery funding.

Fees and Charges

The Shire schedule of fees and charges encompasses a range of services including housing and short-term accommodation rentals, facilities hire, sewerage charges, rubbish and recycling collection and minor fees such as planning applications, cemetery fees and animal registrations fees.

In total the Shire generates \$649,000 income from Fees and Charges. The annual inflator applied for the 2024-25 budget is set at a general 3%, however the increase for some fees is a higher percentage due to the nature of the service – for example staff housing is increased by \$10 to \$80 per week (amounting to a 14% increase).

Fees and Charges that generate a more significant return for the Shire are as follows:

	INCOME
Yalambee	\$150,000
Sewerage	\$132,439
Housing - JV	\$63,540
Housing - GROH	\$59,800
Housing – Non staff	\$46,930
Rubbish Fees	\$42,300
Caravan Park	\$40,000
Recycling Fees	\$37,850
Housing - Staff	\$36,540

Adjustments to all Shire of Koorda Fees and Charges are included as an attachment. In addition, as Housing comprises a significant portion of the revenue from Fees and Charges – about 30 per cent - a breakdown of the rates and adjustments for all housing assets is also included as an attachment.

EXPENDITURE

The Shire has three main components to its expenditure, Roads Construction and Maintenance, Plant Purchase and Disposal and Operating Costs which will be detailed in the following. However, in consideration of the process adopted to develop the Shire’s draft budget, it is first prudent to isolate and present the proposed Projects.

Projects

The Shire Projects developed as part of the budget process present the most significant departure from the previous year’s financial plan. That is while there are adjustments to income components such as rates and grants and cost such as employee costs and road allocations, the greater variation is in the new Projects.

As proposed the list of 14 Projects developed and prioritised from the 52 potential options explored as part of the Council budget workshop, will be funded by a combination of grants, reserves and operational funds for \$2,545,000 expenditure.

The table below lists each of the 14 Projects – comprising the 12 highest prioritised Projects and two others from the lower rated list – including a brief rationale for each project and details regarding funding sources. As shown three projects have a combination of funding sources.

ITEM	ESTIMATED COST	FUNDING SOURCE	COMMENT
WASTE TRANSFER STATION	\$75,000	WASTE RESERVE (\$164,000 existing) \$75,000	Proposed construction at existing site NEWROC additional requirement details Community Donation
AGRICULTURAL SHOW	\$20,000	OPERATIONAL \$20,000	Engineering plans in development Any additional cost to come from Recreation Reserve
REC PRECINCT PHASE 2 – BOWLING GREEN	\$665,000	GRANTS LRCI \$416,000; CSRFF \$130,000 RECREATION RESERVE (\$1.2M existing) \$120,000	
TOWN CENTRE TRUCK BAY FACILITY	\$1500,000	ROAD RESERVE (\$675,000 existing) \$150,000	Kerbing and seal to caravan parking (outside CRC) and truck parking (hotel). Works Supervisor to confirm Dependent on Grant Application
REC PRECINCT PHASE 3 – TENNIS AND NETBALL	\$670,000	GRANT (applied) Play Our Way \$580,000 (applied) RECREATION RESERVE (\$1.2M existing) (Squash Club): \$90,000	
DRIVE-IN RENOVATION	\$200,000	RECREATION RESERVE (\$1.2M existing) \$200,000	Primary Koorda Tourism Asset Consultant project and building works as required
STANDPIPE CARD ACCESS	\$40,000	OPERATIONAL \$40,000	Shire has 7 standpipes. Readers each cost \$20,000. Given expense, trial 2 card readers in key locations
GENERATOR SWITCHES FOR REMOTE COMMUNICATION	\$20,000	GRANT Minister to allocate to WDA application OPERATIONAL \$20,000	Shire has requirement for 2 switches. Likely that Shire will receive funding for 1 through joint State Government/Telsra initiative Cost for Shire to also install 1 of the required switches
DOCTOR SERVICE – TWO DAYS PER WEEK	\$125,000	OPERATIONAL \$120,000	Final stages of negotiation with Shire of Wongan-Ballidu Annual cost to be \$120,000 for first stage
TOWNSCAPE – BUSINESS BUZZ	\$250,000	GRANT LRCI \$250,000	Design consultant to be engaged with works by Shire
TOWNSCAPE – GREEN HEART PROJECT	\$100,000	RECREATION RESERVE (1.2m existing) \$150,000	Shire works to construct additional path and extending green/lawn space with reticulation
REC CENTRE PLAYGROUND	\$150,000	GRANT (to be applied) LotteryWest \$150,000 (to apply)	New playground for recreation precinct Grant application to be made to LotteryWest
CRC SUPPORT	\$25,000	OPERATIONAL \$25,000	Operating Agreement to be defined
SAT Elected Members	\$60,000	OPERATIONAL \$60,000	Adjustment as per SAT decision.

As shown in the table on the previous page, the funding sources are colour coded for clarity– blue for reserves, green for grants and red for operational. The requirement of each funding source is collated below:

PROJECT	FUNDING SOURCE	ALLOCATION
WASTE TRANSFER STATION	WASTE RESERVE	\$75,000
TOWN CENTRE TRUCK AND CARAVAN BAYS	ROAD RESERVE	\$150,000
REC PRECINCT – BOWLING GREEN	RECREATION RESERVE	\$120,000
	GRANTS: LRCI AND CSRFF	\$546,000
REC PRECINCT – TENNIS NETBALL	RECREATION RESERVE	\$90,000
	GRANT: Play Our Way*	\$580,000
DRIVE IN RENOVATION	RECREATION RESERVE	\$200,000
TOWNSCAPING – GREEN HEART	RECREATION RESERVE	\$150,000
TOWNSCAPING – BUSINESS BUZZ	GRANT- LRCI	\$250,000
STANDPIPE CARD ACCESS TRIAL	OPERATIONAL	\$40,000
AGRICULTURAL SHOW SUPPORT	OPERATIONAL	\$20,000
GENERATOR TELSTRA REMOTE UNIT SWITCHES (1)	OPERATIONAL	\$20,000
	GRANT: Expected funding*	\$20,000
DOCTOR SERVICE (TWO DAYS PER WEEK)	OPERATIONAL	\$120,000
SAT BAND 4 ADJUSTMENT	OPERATIONAL	\$60,000
KOORDA CRC FUNDING	OPERATIONAL	\$25,000
RECREATION CENTRE PLAYGROUND	GRANT: LOTTERYWEST*	\$150,000

*Denotes grant funding either yet approved or applied

Plant

Shire expenditure on Plant is proposed in the draft budget to be net \$772,000 – on the assumption of \$1,093,000 offset by \$321,000 recovered in trade in and sales. The Plant expenditure has already been before Council as part of the Works Committee meeting on 10 June which is before Council as a separate item.

However, Council should be aware that the proposed Plant expenditure has been adjusted since the 10 June meeting to include an additional vehicle (\$40,000) for the use of the Maintenance and Property Officer and the addition of \$55,000 for expenditure on a Communications Trailer which is funded by Seroja Grant funding.

A full summary of the proposed Plant expenditure is included as an attachment.

Roads

The proposed road expenditure program was also presented to the Works Committee on 10 June and again is before Council as a separate item. However, since the meeting there is the addition of \$200,000 in Wheatbelt Secondary Freight Network funding of which the Shire contributes \$12,000.

Consequently, in summary the Shire intends to undertake \$2,394,000 in road works over the 2024-25 financial year, with the funding breakdown of:

FUNDING SOURCE	TOTAL
Regional Road Group	\$432,000
Federal Government	\$640,000
WSFN	\$1880,000
State Government	\$200,000
Roads To Recovery	\$706,000
Shire of Koorda	\$228,000

A full summary of the breakdown of the road expenditure detailing intended works and funding allocations is included as an attachment.

Operating Expenditure

The main components of non-depreciation expenditure are Employee Costs, materials and Contracts and Insurance.

Regarding Staff salary adjustments, the Shire has adopted a 3.75% inflator for total expenditure on salaries, superannuation, adverse working and other allowances of \$1,889,000. The inflator was set in line with the Fair Work ruling and is aligned with the 4.5% increase allocated to Band 4 Local Governments by the Salary and Allowance Tribunal. The total is a higher increase than the 2023-24 Employee Cost as it includes the addition of three FTEs over the previous period. It does not however include the \$75,000 proposed to pay a Pool Maintenance Officer if the Shire decides to move away from a contracted service (tender cost of \$90,000 per annum).

The Materials and Contracts costs include those associated with the contracted swimming pool management, ranger service and IT services, financial consultants, community consulting, charges for regional group administration (NEWROC, NEWTRAVEL), and office consumables. While predominately minor in quantum, the combined cost of these items is substantial and subject to strict management.

A significant increased cost to the Shire in the coming financial year is insurance costs. The Shire's costs via LGIS will increase by 17 per cent overall on the previous financial year to total \$244,196.

LGIS has provided commentary for the increases including that the increase to Property insurance was due to inflations and "supply chain bottlenecks". While for Motor Vehicle cover the scheme reported that for the third consecutive year the Workers Compensation cover had recorded a deficit with the number of claims decreasing but employees taking longer to return to work.

A summary of the insurance charge for the Shire, compared with the previous year are detailed below:

INSURANCE TYPE	2023-24	2024-25
Bush Fire	\$3696	\$3902
Public Liability	\$29,820	\$32,803
Crime and Cyber	\$3862	\$3863
Management Liability	\$10,681	\$10,682
Property	\$79,723	\$83,708
Motor Vehicle	\$35,613	\$40,228

Workers Compensation	\$44,022	\$67,375
Corporate Travel	\$939	\$1024
Volunteers	\$558	\$609
	\$208,917	\$244,196

RESERVES IMPACT

The Shire of Koorda Reserves has extensive reserves, a number of which will be drawn on as is appropriate to provide Projects for the community. The Shire's current reserves are as follows:

RESERVE	BALANCE	PURPOSE
Recreation	\$1,120,000	Future upgrades, renovations and projects
Sewerage	\$1,080,000	Upgrading and replacement of town system
Building	\$887,000	Management of extensive Shire building assets
Road	\$745,000	Cover road asset works for timing and acts of nature
Plant	\$570,000	Plant purchase with minimum current depreciation
IT and Administration	\$407,000	Provision for IT systems upgrades and technology
Medical Service	\$315,000	Contingency for Medical Practitioner
Waste	\$165,000	Includes transfer in dormant NRM reserve (\$23,300)
Staff Provisions	\$212,000	Staff annual, personal, and long service leave
Community Bus	\$64,000	Change over and costs of community bus
TV Satellite	\$34,000	Upgrades and maintenance to television service

As mentioned earlier, various Shire Reserves will be drawn upon to fund all or part of preferred Projects. It should also be noted that a number of tactics such as securing a new Medical Practitioner and transferring responsibility for the Town Sewerage to Water Corp would free up the relevant reserves for allocation to other purposes.

The impact on the various reserve to deliver the Council preferred Projects are as follows:

RESERVE	BALANCE PRIOR	BALANCE AFTER PROJECTS
Waste Reserve	\$165,000	\$90,000
Road Reserve	\$745,000	\$525,000
Recreation Reserve	\$1,120,000	\$640,000

Consultation:

Shire of Koorda Elected Members
Lana Foote, Deputy Chief Executive Officer
Darren West, Works Supervisor

Policy Implications:

Nil

Strategic Implications:

Shire of Koorda Integrated Strategic Plan 2022

Financial Implications:

Financial implications across the whole of operation as detailed in the item.

Risk Implications:

Risk Profiling Theme	Failure to meet statutory requirements to provide approved budget to Minister by 31 August deadline
Risk Category	Compliance
Risk Description	Non-compliance of Local Government Act and Regulations
Consequence Rating	Moderate (3)
Likelihood Rating	Rare (1)
Risk Matrix Rating	Low (3)
Key Controls (in place)	Shire of Koorda budget planning timetable
Action (Treatment)	Provisions in budget timetable for delays
Risk Rating (after treatment)	Adequate

Statutory Implications:

Local Government Act 1995 Div. 2 Annual Budget 6.2

Local Government Regulations 1996 Part 3 Annual Budget sections 22-33.

Voting Requirements:

Simple Majority


Absolute Majority

Officer Recommendation

That Council, endorse the draft Shire of Koorda Budget for 2024-25 as presented to be finalised and formatted and resubmitted to Council for final approval.

13. OFFICER'S REPORTS – GOVERNANCE & COMPLIANCE

13.1. Integrated Strategic Plan - Review and Update

Governance and Compliance		
Date	20 June 2024	
Location	Not Applicable	
Responsible Officer	Zac Donovan, Chief Executive Officer	
Author	As above	
Legislation	Local Government Act 1995 section 5.56 (1)	
Disclosure of Interest	Nil	
Purpose of Report	<input type="checkbox"/> Executive Decision <input checked="" type="checkbox"/> Legislative Requirement <input type="checkbox"/> Information	
Attachments	Draft Integrated Strategic Plan review	

Background:

The Shire required under the Local Government Act 1995 section 5.56(1) to “plan for the future of the district”, and to achieve this by adopting a Strategic Community Plan and Corporate Business Plan as per the Local Government (Administration) Regulations 1996 sections 19C&DA. To this end the Shire of Koorda combines the Strategic Community and Corporate Business plans into an Integrated Strategic Plan.

Strategic Community Plans are subject to review with public consultation every 4 years (Reg.s19C.4). As the Koorda Integrated Strategic Plan was most recently reviewed in 2022, it is not scheduled for public review until 2026. However Corporate Business Plans are subject to annual review (Reg. s19DA.4) which compels the Koorda Integrated Strategic Plan, as it is a combined plan, to adhere to same timeline.

The Koorda Integrated Strategic Plan has four strategic pillars (Community, Economy, Environment and Organisation). The Strategic Community Plan component is reflected in the Community Priorities allocated to each of the four pillars. The Community Priorities were defined in 2022 through a process that included community consultation. The Corporate Business Plan component is represented in the Council Actions allocated to each of the Community Priorities.

Comment:

The review of the Koorda Integrated Strategic Plan tactics (Council Actions) commenced with a survey of Elected Members and staff on April 24. The resulting suggestions – in Projects (with financial implications) and Initiatives (without budget requirements) – were prioritised by Council at the May 22 budget planning workshop.

The outcome of the process has prompted significant change to the Council Actions due to previous actions:

- Completed or in the progress of completion
- Revised for greater clarity to enhance implementation
- Adapted to accommodate new priorities proposed by Council.

For each of the four Strategic Pillars there are nine Council Actions proposed, increasing the number of total actions to 36 compared to 32 in the existing Plan. Attached with the Item is a table setting out

each of the revised Council Actions against the corresponding previous Council Action for each of the four Strategic Pillars.

As mentioned, the Council Actions included in the revised Integrated Strategic Plan were in response to the priorities set by Council at the budget workshop and feedback provided by Elected Members to the plan templates. The top 10 priorities set by Council at the budget workshop for Projects (requiring budget allocation) and Initiatives (no direct financial impost) are as follows:

PROJECTS	INITIATIVES
Waste Transfer Station	Develop Strategic Road Funding Plan
Agricultural Society Show support	Shire Housing Strategy
Rec Precinct Phase 2 - Bowling Green	Transfer Sewerage to Water Corp
Town Centre Truck Bay Facility	RAV7 vehicle access future plan
Rec Centre Phase 3 – Tennis/Netball	Community Grants Opportunity Alerts
Drive In Renovation Plan	Housing Rent Review
Standpipe Card Access	Review Reserve Allocations
Generator Switches for Telstra Towers	Expand Partnerships with Tier 1 Councils
Doctor Service	Local Supplier Panel
Townscape Project Implementation	Case to Expand Short Term Accommodation

Each of the top 10 Projects and Initiatives have been included among the revisions to the Integrated Strategic Plan and/or captured in the Shire of Koorda draft budget for 2024-25. As such it is recommended Council consider the revised Integrated Strategic Plan in concert with the budget agenda item.

Review of the revised Integrated Strategic Plan (as attached) will facilitate discussion on each of the 36 Council Actions.

Consultation:

Shire of Koorda Elected Members
Lana Foote, Deputy Chief Executive Officer
Darren West, Works Supervisor
Kim Storer, Koorda Community Resource Centre

Policy Implications:

Nil

Strategic Implications:

Shire of Koorda Integrated Strategic Plan 2022

Financial Implications:

Individual Council Actions with financial implications to be considered as part of annual budget process

Risk Implications:

Risk Profiling Theme	Failure to have statutory requirements of a Corporate Business Plan and Strategic Community Plan
Risk Category	Compliance
Risk Description	Non-compliance of Local Government regulations
Consequence Rating	Moderate (3)
Likelihood Rating	Rare (1)
Risk Matrix Rating	Low (3)
Key Controls (in place)	Scheduled reviews
Action (Treatment)	Undertake annual and periodic reviews
Risk Rating (after treatment)	Adequate

Statutory Implications:

Local Government Act 1995 section 5.56 (1)

Local Government (Administration) Regulations 1996 section 19C


Local Government (Administration) Regulations 1996 section 19DA

Voting Requirements: Simple Majority Absolute Majority

Officer Recommendation

That Council, endorse the revised Council Actions detailed in the Shire of Koorda Integrated Strategic Plan.

13.2. Proposed CRC Deed of Agreement

Corporate and Community		
Date	20 June 2024	
Location	Not Applicable	
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	Draft Deed of Agreement CRC	

Background:

The Shire has had a long relationship with the Koorda Community Resource Centre including the contracting of community development functions and services, the scope of which have been determined not sufficient to warrant an additional Shire FTE.

The Shire allocates \$25,000 per annum to support the Koorda CRC in undertaking functions and services as requested. In addition to providing these services, the engagement of the Koorda CRC also enables the Shire to align with State Government agency funding requirements of the CRC.

The Koorda CRC provides valued and necessary functions for the Shire and ratepayers, plays a significant role in supporting various community and sporting groups, successfully manages the operation of the Koorda Drive-In and facilitates information and advice for tourists and visitors to Koorda.

The Koorda CRC functions and services provided for the Shire of Koorda are formalised in an agreement, which is currently lapsed and is in need of revision and renewal. In addition, Council has requested more clearly defined requirements of the Koorda CRC and revised reporting requirements.

The proposed revised agreement between the Shire of Koorda and the Koorda Community Resource Centre is attached. Once endorsed by Council the agreement will be presented to the Koorda CRC committee for consideration. The Shire of Koorda draft budget (2024-25) currently includes a \$25,000 allocation for the Koorda CRC.

Comment:

The draft agreement between the Shire of Koorda and Koorda CRC (as attached), aims to capture feedback provided by Elected Members as requested on May 23.

Major themes in the feedback from Elected Members were:

- Reporting Requirements: Preference for required services and functions to have quantitative measures and reporting targets.
- Grants Access: There is appetite for the Koorda CRC to be more proactive in presenting grant opportunities and supporting community and sporting groups to apply for grant funding.
- Drive-In Management: Recognition that the operation of the Drive-In is a function better outsourced to the CRC than managed by Shire administration staff.
- Duplicate Services: Questions as to services reported by the CRC as provided to the Shire were also those required and funded by the State Government.

- Community Activities: Preference for community activities, events and support for specific groups be clearly defined by the Shire as to required deliverables.
- Community Meetings: Concern the CRC allocated time attending on community meetings either not required by the Shire or that were fee-for-service positions.

As presented in the draft Agreement (attached) and detailed below, these themes have been encompassed in the obligations proposed for the Koorda Community Resource Centre in accepting the Shire funding of \$25,000 per annum.

The obligations for the Korda CRC under the draft agreement are:

1. Koorda Drive-In: Manage operation of the monthly Koorda Drive-In screenings including sourcing content, promotion, managing ticket and food and beverage sales, coordination of staffing and management of facilities.
2. Grant Access: Create and maintain a grant opportunity alert service to email Koorda community and sporting groups as grant funding becomes available. Assist the groups in completing grant applications as required.
3. Volunteer Register: Create a register of local volunteers - capturing contact details, skills, interests and availability – to email volunteering requests from local community and sports groups as lodged with the CRC.
4. Community Programs: Develop and implement activity programs for specific demographics to include Youth, Seniors and Business. Activity support for Visiting Clubs and Groups. Participate and support Shire of Koorda consultation groups as requested.
5. Community Events: Develop and implement community activities and events for Australia Day and an annual Volunteer appreciation event. Other community events may be requested by the Shire and will be subject to capacity within the Agreement.
6. Visitor Support: Provide information and advice to tourists and visitors to Koorda CRC.
7. Narkle Notes: Publish two pages of Shire of Koorda supplied content per week.
8. Legal: Comply with all legislation, Shire of Koorda policies, risk management and insurance requirements as is applicable to the CRC obligations within the Agreement.
9. Reputation: Not to disparage or bring the Shire of Koorda into disrepute and maintain confidentiality as is appropriate to the CRC obligations within the Agreement.
10. Reporting: Provide a written report to the Shire of Koorda CEO on the first day of each month (or the next normal business day) as per section 5. (Reporting) of the Agreement.

The proposed Agreement is scheduled for a three-year term with provisions for the either Party to exit following annual performance reviews, and after a period of three months to remedy any issues defined in the review.

To facilitate the annual performance review and ensuring ongoing performance management the Agreement sets out, as shown, clear obligations as to specific tasks and functions, along with a quantitative-focussed reporting requirements.

The performance targets and as such monthly reporting requirements included in the Agreement are as follows:

OBLIGATION	COMPONENT	TARGET
DRIVE-IN	Ticket sales (attendances) per screening	120
	Food and beverage sales per screening	\$750
GRANT ACCESS	Create Grant Alert Service	Dec 2025
	Complete Grants for community and sporting groups	6 p.a.

VOLUNTEER REGISTER	Create Volunteer Register	Dec 2025
	Access register at request of community groups	12 p.a.
COMMUNITY PROGRAMS	Coordinate activities for Youth Group	25 p.a.
	Coordinate activities for Seniors	12 p.a.
	Coordinate activities for Koorda Business cohort	Quarterly
	Assist visiting Clubs and Groups	12 p.a.
COMMUNITY EVENTS	Develop and coordinate Australia Day breakfast	Jan 2025
	Develop and coordinate Australia Day pool party	Jan 2025
	Develop and Coordinate Koorda Volunteer event	Mar 2025
VISITOR SUPPORT	Provide information and advice to visitors to CRC	120 p.a.
NARKLE NOTES	Publish two pages of Shire of Koorda content	Per week

The Agreement, once endorsed by Council will be provided to the Koorda CRC committee and CEO for input on capacity and performance expectations. The response from the Koorda CRC will then be presented to Council for consideration.

Consultation:

Shire of Koorda Elected Members
Kim Storer, Koorda Community Resource Centre
Lana Foote, Deputy Chief Executive Officer

Policy Implications:

Nil

Strategic Implications:

Shire of Koorda Integrated Strategic Plan 2022

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

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

Financial Implications:

Budget allocation of \$25,000 per annum

Risk Implications:

Risk Profiling Theme	Failure of Koorda CRC to meet Agreement obligations.
Risk Category	Service delivery
Risk Description	Non-compliance of Local Government regulations
Consequence Rating	Short term temporary interruption (2)
Likelihood Rating	Unlikely (2)
Risk Matrix Rating	Low (4)
Key Controls (in place)	Reporting requirements as part of Agreement
Action (Treatment)	Monthly reporting by CEO
Risk Rating (after treatment)	Adequate

Statutory Implications:


Nil

Voting Requirements: Simple Majority Absolute Majority

Officer Recommendation

That Council, endorse the draft Agreement between the Shire of Koorda and Koorda Community Resource Centre, be presented to the CRC with a view to proceeding with adoption of such.

13.3. Licencing Service Transfer Request

Corporate and Community		 Shire of Koorda <small>Drive in stay awhile</small>
Date	20 June 2024	
Location	Not Applicable	
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	Letter – DOT Licensing Service	

Background:

Currently the Shire operates the licencing service on behalf of the Department of Transport. The Shire receives a commission on services as provided and most recently re-signed the Agreement with the Department on 23 June 2021.

The Shire has been approached (as per attached correspondence) by the operator of the Koorda Post Office (Cr Kylie Burrell) requesting that the Shire consent to sharing the delivery of the licencing service. As detailed in the correspondence and confirmed by the CEO in a telephone conversation with Cr Burrell, the Koorda Post Office would ultimately prefer to be the sole operator of the DoT licencing services.

Should Council support the request, the current Agreement with the Department of Transport enables the Shire to initiate an exit on provision that it maintains the service for a period that enables the Department to establish an alternative provider.

Comment:

The item has been brought to Council as it concerns a business operated by a current Elected Member, is a long-term community service provided by the Shire and which has minor budgetary implications.

It is recommended that Council supports the transfer of the Department of Transport licencing service to the Koorda Post Office.

In support of this recommendation:

- The Shire receives commissions from the Department of Transport of approximately \$9500 per annum for providing the licencing service.
- However, the Shire allocates 16 FTE hours per week to provide the licencing service for a cost of \$24,000 per annum.
- Free of licencing service demands, greater staff attention could be afforded updating and transitioning the Shire records' system and preparing for Privacy and Responsible Information Sharing legislation, set to be enacted in June 2025.
- As per the attached correspondence, the Koorda Post Office is open to the public later each day than the Shire offices (5pm as opposed to 4pm) and is open throughout the Christmas period, when the Shire closes the office for two weeks.
- There would also be synergies for the public as (conveyed in correspondence) the Koorda Post Office is currently in the process of securing capacity to complete Firearms Licences, Working with Children checks and Identity checks.

- The Koorda Post Office is a local business and ideally the Shire should prefer not to undertake functions that a local business prefers to provide, and indeed should support local commerce in its endeavours.
- Should the Koorda Post Office business circumstances change, the licencing services could be returned to the Shire under similar contingencies as the Department requires with the current Agreement

Consultation:

Cr Kylie Burrell, in her role as operator of the Koorda Post Office
Lana Foote, Deputy Chief Executive Officer

Policy Implications:

Nil

Strategic Implications:

Shire of Koorda Integrated Strategic Plan 2022
2.1 Our local economy grows in a sustainable manner

Financial Implications:

Loss of \$9500 per annum revenue from Department of Transport licensing commissions.

Risk Implications:

Risk Profiling Theme	Reputation loss if service needs to be returned to Shire
Risk Category	Reputation
Risk Description	Substantiated public embarrassment
Consequence Rating	Moderate (3)
Likelihood Rating	Rare (1)
Risk Matrix Rating	Low (3)
Key Controls (in place)	Koorda Post Office business plan to undertake complementary licensing functions.
Action (Treatment)	Contingency in DoT agreement mitigates service interruption.
Risk Rating (after treatment)	Adequate

Statutory Implications:

Nil

Voting Requirements: Simple Majority Absolute Majority

Officer Recommendation

That Council, support staff commence the transfer of the Department of Transport licensing services to the Koorda Post Office.

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