



*Shire of*  
**Koorda**

*Drive in, stay awhile*

# MINUTES

## Ordinary Council Meeting

To be held in Shire of Koorda Council Chambers

10 Haig Street, Koorda WA 6475

Wednesday 20 April 2022

Commencing 5.00pm

CONFIRMED

## 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 20 April 2022 in the Shire of Koorda Council Chambers, 10 Haig Street, Koorda.

The format of the day will be:

4.30pm	Audit Committee Meeting
5.00pm	Council Meeting
Following conclusion of Council Meeting	Council Forum

Darren Simmons  
Chief Executive Officer  
14 April 2022

## DISCLAIMER

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

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

Any person or legal entity who acts or fails to act in reliance upon any statement, act or omission made in a 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



Darren Simmons  
Chief Executive Officer

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**Shire of Koorda  
Ordinary Council Meeting  
5.00pm, Wednesday 20 April 2022**



**1. Declaration of Opening**

The Presiding person welcomes those in attendance and declares the meeting open at 5.02pm.

**2. Record of Attendance, Apologies and Leave of Absence**

**Councillors:**

Cr JM Stratford	President
Cr BG Cooper	Deputy President
Cr GL Boyne	
Cr LC Smith	
Cr NJ Chandler	

**Staff:**

Mr DJ Simmons	Chief Executive Officer
Miss L Foote	Deputy Chief Executive Officer

**Members of the Public:**

**Apologies:**

Cr GW Greaves

**Approved Leave of Absence:**

**3. Public Question Time**

**4. Disclosure of Interest**

**5. Applications for Leave of Absence**

**6. Petitions and Presentations**

## 7. Confirmation of Minutes from Previous Meetings

### 7.1. Ordinary Council Meeting held on 23 March 2022

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

#### Voting Requirements

Simple Majority  Absolute Majority

#### Officer Recommendation Resolution 010422

Moved: Cr LC Smith

Seconded: Cr GL Boyne

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 23 March 2022, as presented, be confirmed as a true and correct record of proceedings.

CARRIED 5/0

## 8. Minutes of Committee Meetings to be Received

### 8.1. NEWROC Council Minutes for meeting held 29 March 2022

[Click here to view](#)

#### Voting Requirements

Simple Majority  Absolute Majority

#### Officer Recommendation Resolution 020422

Moved: Cr BG Cooper

Seconded: Cr NJ Chandler

That, in accordance with Sections 5.22(2) and 3.18 of the *Local Government Act 1995*, Council receives the Minutes of NEWROC Council Meeting held 29 March 2022, as tabled.

CARRIED 5/0

## 9. Recommendations from Committee Meetings for Council Consideration

## 10. Announcements by the President without Discussion

CEO decisions made under delegated authority since last Ordinary Meeting of Council


Applicant	Date received / Details of application	Address	Estimated project cost / Shire planning fee	Decision / Date
Ellett Contracting (for CBH)	08/03/2022 / Development approval for new staff crib room	Lot 21 Felgate and Cadoux-Koorda Roads, Koorda	\$110,000 / \$352	Approved / 31/03/2022

Acknowledgement of WALGA Quarterly report

Acknowledgement of Koorda CRC CDO Report

## 11. OFFICER'S REPORTS – CORPORATE & COMMUNITY

### 11.1. Monthly Financial Statements

Corporate and Community		
Date	8 April 2022	
Location	Not Applicable	
Responsible Officer	Lana Foote, Deputy Chief Executive Officer	
Author	As above	
Legislation	<i>Local Government Act 1995; 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	<a href="#">March 2022 Financial Activity Statement</a>	

#### Background:

This item presents the Statement of Financial Activity to Council for the period ending 31 March 2022.

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:

In order to fulfil statutory reporting requirements and provide Council with a synopsis of the Shire of Koorda's overall financial performance on a year-to-date basis, the following financial information is included in the Attachment.

#### Statements of Financial Activity – Statutory Reports by Program and Nature or Type

The Statements of Financial Activity provide details of the Shire's operating revenues and expenditures on a year-to-date basis. The reports further include details of non-cash adjustments and capital revenues and expenditures, to identify the Shire's net current position.

#### Note 1 – Statement of Financial Activity

Notes supporting the Statement of Financial Activity by Program and by Nature and Type.

#### Note 2 – Cash and Financial Assets

This note provides Council with the details of the actual amounts in the Shire's bank accounts and/or investment accounts as at the reporting date.

#### Note 3 – Receivables

This note provides Council with both Rates Receivables and General Receivables outstanding as at the reporting date. This report has been expanded to further break down the detail of General Receivables.

#### Note 4 – Other Current Assets

This note provides details of other current assets that the Shire may hold.

Note 5 – Payables

This note provides details of Shire payables unpaid as at the reporting date. This Note is new to the financial statements.

Note 6 – Rate Revenue

This note provides details of rates levied during the year.

Note 7 – Disposal of Assets

This note gives details of the capital asset disposals during the year.

Note 8 – Capital Acquisitions

This note details the capital expenditure program for the year.

Note 9 – Cash Reserves

This note provides summary details of transfers to and from reserve funds, and associated interest earnings on reserve funds, on a year-to-date basis.

Note 10 – Other Current Liabilities

This note outlines any provisions the Shire has on hand relative to other current liabilities.

Note 11 – Operating Grants and Contributions Received

This note provides information on operating grants received.

Note 12 – Non-Operating Grants and Contributions

This note provides information on non-operating grants received.

Note 13 – Trust Fund

This note provides information on trust items received and paid.

Note 14 – Budget Amendments

This note provides detail of adopted budget amendments.

Note 15 – Explanation of Material Variances

Council adopted (in conjunction with the Annual Budget) a material reporting variance threshold of 10% and \$10,000. This note explains the reasons for any material variances identified in the Statements of Financial Activity at the end of the reporting period.

**Consultation:**

Darren Simmons, 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 Strategic Community Plan

4.2.4 - Operate in a financially sustainable manner (ongoing)

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

**Financial Implications:**

Nil

**Voting Requirements:**

Simple Majority     Absolute Majority

**Officer Recommendation  
Resolution 030422**

**Moved: Cr NJ Chandler**

**Seconded: Cr LC Smith**


**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 March 2022, as presented.**

**CARRIED 5/0**

CONFIRMED



## 11.2. List of Accounts Paid

<b>Corporate and Community</b>		
<b>Date</b>	11 April 2022	
<b>Location</b>	Not Applicable	
<b>Responsible Officer</b>	Lana Foote, Deputy Chief Executive Officer	
<b>Author</b>	As above	
<b>Legislation</b>	<i>Local Government Act 1995; Local Government (Financial Management) Regulations 1996</i>	
<b>Disclosure of Interest</b>	Nil	
<b>Purpose of Report</b>	<input type="checkbox"/> Executive Decision <input checked="" type="checkbox"/> Legislative Requirement <input type="checkbox"/> Information	
<b>Attachments</b>	<a href="#">List of Accounts Paid</a>	

### Background:

This item presents the List of Accounts Paid, paid under delegated authority, for the period 18 March 2022 to 8 April 2022.

### Comment:

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

### Consultation:

Darren Simmons, Chief Executive Officer  
Tracey McMiles, Finance Officer

### 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 Strategic Community Plan

4.2.4 - Operate in a financially sustainable manner (ongoing)

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

### Financial Implications:

Funds expended are in accordance with Council's adopted 2021/2022 Budget.

**Voting Requirements:**

Simple Majority     Absolute Majority

**Officer Recommendation  
Resolution 040422**

**Moved: Cr GL Boyne**

**Seconded: Cr LC Smith**

**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 18 March 2022 to 8 April 2022**

**Municipal Voucher V518 to V573  
Credit Card Transaction (V559)**


**Totalling \$ 345,680.16  
Totalling \$ 928.52  
Total \$ 346,608.68**

**CARRIED 5/0**

CONFERRING

## 12. OFFICER'S REPORTS – GOVERNANCE & COMPLIANCE

### 12.1. Delegated Authorities Review 2021-2022

<b>Governance and Compliance</b>		
<b>Date</b>	12 April 2022	
<b>Location</b>	Not applicable	
<b>Responsible Officer</b>	Darren Simmons, Chief Executive Officer	
<b>Author</b>	As above	
<b>Legislation</b>	<i>Local Government Act 1995</i>	
<b>Disclosure of Interest</b>	Nil	
<b>Purpose of Report</b>	<input type="checkbox"/> Executive Decision <input checked="" type="checkbox"/> Legislative Requirement <input type="checkbox"/> Information	
<b>Attachments</b>	<a href="#">Copy of Delegations</a>	

#### **Background:**

Under the provisions of the Local Government Act 1995, it is necessary to review delegations at least annually, with Council completing its last review in April 2021.

#### **Comment:**

A copy of Council's existing Delegations has been included in the attachments.

At this time, it is suggested that the current delegations remain appropriate and thus no changes are recommended.

#### **Consultation:**

Lana Foote, Deputy Chief Executive Officer

#### **Statutory Implications:**

Section 5.46 of the *Local Government Act 1995* requires, at least once every financial year, delegations made under this Division are to be reviewed by the delegator.

#### **Policy Implications:**

Will be confirmed as Council's 'delegated authorities' until next review or replacement, whichever is first.

#### **Strategic Implications:**

Nil

#### **Financial Implications:**

Nil

**Voting Requirements:**

Simple Majority     Absolute Majority

**Officer Recommendation  
Resolution 050422**

**Moved: Cr GL Boyne**


**Seconded: Cr BG Cooper**

**That, in accordance with Section 5.46(2) of the *Local Government Act 1995*, Council endorses the Delegated Authorities Review 2021-2022, noting that there are no changes to its existing delegations.**

**CARRIED BY ABSOLUTE MAJORITY 5/0**

CONFIRMED

## 12.2. Draft Integrated Strategic Plan

<b>Governance and Compliance</b>		
<b>Date</b>	12 April 2022	
<b>Location</b>	Not applicable	
<b>Responsible Officer</b>	Darren Simmons, Chief Executive Officer	
<b>Author</b>	Lana Foote, Deputy Chief Executive Officer	
<b>Legislation</b>	<i>Local Government Act 1995; Local Government (Audit) Regulations 1996</i>	
<b>Disclosure of Interest</b>	Nil	
<b>Purpose of Report</b>	<input checked="" type="checkbox"/> Executive Decision <input type="checkbox"/> Legislative Requirement <input type="checkbox"/> Information	
<b>Attachments</b>	<a href="#">Draft Integrated Strategic Plan</a>	

### Background:

This Item presents the Draft Integrated Strategic Plan to Council for consideration and, if satisfactory, be advertised for a minimum period of 10 days with any submissions received within that period being considered by Council prior to final adoption of the Plan.

In 2013 the Shire of Koorda prepared its first Strategic Community Plan to meet requirements of the Western Australia's Integrated Planning and Reporting (IPR) Framework.

Council has the responsibility of making strategic decisions, set policy and direction and provide oversight and monitor to ensure adopted plans are achieved on behalf of the community.

The CEO and the Administration's IPR responsibilities are to support Council through:

- the design of the planning and monitoring processes;
- providing Council with the best available information to make decisions;
- following through to implement plans with the allocated resources; and
- tracking performance and reporting progress to Council.

The IPR planning and monitoring cycle is continuous. The planning cycle requires all local governments to undertake a major review every four years.

### Comment:

The review process commenced in September 2021 to include the facilitation of the community engagement series and workshops with Elected Members. With the completion of the review, the revised Integrated Strategic Plan integrates the Strategic Community Plan and Corporate Business Plan elements of the Western Australia's IPR Framework.

This Integrated Strategic Plan will be subjected to a major review requiring community engagement in 2025 as legislated. In addition, community priorities will be reviewed and updated annually to reflect changes to regional or local priorities, the budget and to service levels.

Our Integrated Strategic Plan reinforces our commitment to the people who live, work and visit our Shire and to regional co-operation and prosperity. The purpose of this document is to provide a clear purpose and strategic direction for our Shire, and to reinforce our commitment to regional cooperation to source the funding and support required to address the priorities detailed in this plan.

The Draft Integrated Strategic Plan is presented to Council for consideration.

**Consultation:**

Council  
Community Members and Stakeholders  
Stephen Grimmer, Local Government Consultant

**Statutory Implications:**

Section 5.56(1) of the *Local Government Act 1995* requires all local governments to produce plans for the future. The IPR Framework was introduced in Western Australia as part of the State Government's Local Government Reform Program.

**Policy Implications:**

Nil

**Strategic Implications:**

Nil

**Financial Implications:**

Nil

**Voting Requirements:**

Simple Majority  Absolute Majority

**Officer Recommendation  
Resolution 060422**

**Moved: Cr NJ Chandler**

**Seconded: Cr LC Smith**

**That, in accordance with Section 5.56(1) of the *Local Government Act 1995*, Council receives the Draft Integrated Strategic Plan, as presented, be advertised for a minimum period of 10 days with and given no submission, adopt the final Plan.**

**CARRIED BY ABSOLUTE MAJORITY 5/0**

### 12.3. Draft Workforce Plan

<b>Governance and Compliance</b>		
<b>Date</b>	12 April 2022	
<b>Location</b>	Not applicable	
<b>Responsible Officer</b>	Darren Simmons, Chief Executive Officer	
<b>Author</b>	Lana Foote, Deputy Chief Executive Officer	
<b>Legislation</b>	<i>Local Government Act 1995</i>	
<b>Disclosure of Interest</b>	Nil	
<b>Purpose of Report</b>	<input checked="" type="checkbox"/> Executive Decision <input type="checkbox"/> Legislative Requirement <input type="checkbox"/> Information	
<b>Attachments</b>	<a href="#">Draft Workforce Plan</a>	

#### **Background:**

In 2013 the Shire of Koorda prepared three components of its first suite of plans to meet the requirements of Western Australia's Integrated Planning and Reporting (IPR) framework.

Council has the responsibility of making strategic decisions, set policy and direction and provide oversight and monitor to ensure adopted plans are achieved on behalf of the community.

The CEO and the Administration's IPR responsibilities are to support Council through:

- the design of the planning and monitoring processes;
- providing Council with the best available information to make decisions;
- following through to implement plans with the allocated resources; and
- tracking performance and reporting progress to Council.

The IPR planning and monitoring cycle is continuous. The planning cycle requires all local governments to undertake a major review every four years.

#### **Comment:**

The review process commenced in September 2021 to include the facilitation of the community engagement series. Various workshops were held with Elected Members and Staff to formulate the plan.

The purpose of the Workforce Plan is to ensure that the organisation can meet operational, legislative, regulatory and strategic requirements in addition to delivering services to the community.

The Workforce Plan reflects workforce strategies to address aspects of staff retention, staff development, succession planning and knowledge management, as well as increasing capability across the organisation.

The Draft Workforce Plan is presented to Council for consideration.

#### **Consultation:**

Council  
Shire of Koorda Employees  
Stephen Grimmer, Local Government Consultant

**Statutory Implications:**

Section 5.56(1) of the *Local Government Act 1995* requires all local governments to produce plans for the future. The IPR Framework was introduced in Western Australia as part of the State Government's Local Government Reform Program.

**Policy Implications:**

Nil

**Strategic Implications:**

Nil

**Financial Implications:**

There will be financial implications with the implementation of the Workforce Plan. Salaries, wages, training and employee costs are factored into the annual budget.

**Voting Requirements:**

Simple Majority     Absolute Majority

**Officer Recommendation  
Resolution 070422**

**Moved: Cr BG Cooper**

**Seconded: Cr LC Smith**

**That Council pursuant to Section 5.56(1) of the *Local Government Act 1995*, resolves to adopt the Workforce Plan 2022-2026, as presented.**

**CARRIED 5/0**



**13. OFFICER'S REPORTS – WORKS & ASSETS**

**14. Urgent Business Approved by the Person Presiding or by Decision**

**15. Elected Members' Motions**

**16. Matters Behind Closed Doors**

**17. Closure**

The Presiding Person thanked Councillors and Staff for their attendance and declared the meeting closed at 5.33pm.

**Signed:** \_\_\_\_\_

**Presiding Person at the meeting at which the minutes were confirmed.**

**Date: 18 May 2022**