



Shire of
Koorda

Drive in, stay awhile

MINUTES

Works Committee Meeting

Held in Shire of Koorda Council Chambers

10 Haig Street, Koorda WA 6475

Tuesday 30 May 2023

Commencing 4.00pm

UNCONFIRMED

NOTICE OF MEETING

Dear Works Committee Members,

The next Works Committee Meeting of the Shire of Koorda will be held on Tuesday 30 May 2023 in the Shire of Koorda Council Chambers, 10 Haig Street, Koorda, commencing at 4.00pm.

Darren Simmons
Chief Executive Officer
26 May 2023

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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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UNCONFIRMED

**Shire of Koorda
Works Committee Meeting
4.00pm, Tuesday 30 May 2023**



1. Declaration of Opening

The Chairperson welcomes those in attendance and declares the meeting open at 4.08pm.

2. Record of Attendance, Apologies and Leave of Absence

Committee Members:

Cr NJ Chandler (Member), Deputy Chairperson for meeting.
Cr BG Cooper (Member)
Cr JM Stratford (Deputy Member)

Staff:

Miss L Foote Deputy Chief Executive Officer
Mr D West Works Supervisor

Visitors:

Apologies:

Mr DJ Simmons Chief Executive Officer
Cr GW Greaves (Chairperson)

Approved Leave of Absence:

3. Public Question Time

Due to the unforeseen absence of the Presiding Member, Cr NJ Chandler was appointed presiding member for the meeting.

4. Disclosure of Interest

Nil.

5. Confirmation of Minutes from Previous Meetings

5.1. Works Committee Meeting held on 9 March 2022

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

Voting Requirements

Simple Majority Absolute Majority

Officer Recommendation

Moved Cr JM Stratford

Seconded Cr BG Cooper

That, in accordance with Sections 5.22(2) and 3.18 of the *Local Government Act 1995*, the Minutes of the Works Committee Meeting held 9 March 2022, as presented, be confirmed as a true and correct record of proceedings.


CARRIED 3/0

6. Presentations

Nil.

7. Officer's Reports

7.1. Draft Budget 2023/24 Roadworks and Plant Replacement Programs

Governance and Compliance		
Date	26 May 2023	
Location	Not Applicable	
Responsible Officer	Darren Simmons 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	2023/2024 Draft Roadworks Program 2023/2033 Draft Plant 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 2023/2024 roadworks and plant replacement programs are provided as attachments to facilitate committee discussion and consideration.

Voting Requirements: Simple Majority Absolute Majority

Officer Recommendation

Moved Cr BG Cooper

Seconded Cr JM Stratford

For committee consideration.

CARRIED 3/0

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

Nil.

9. Date of Next Meeting

As required.

10. Closure

The Chairperson thanked everyone for their attendance and closed the meeting at 4.26pm.

Signed: _____

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

Date: 10 June 2024

UNCONFIRMED

Works Committee

Terms of Reference

1. Name

The name of the committee is the Shire of Koorda Works Committee.

2. Head of Power

The committee is established by Council under section 5.8 of the *Local Government Act 1995*.

3. Definitions

TERM	DEFINITION
Act	The <i>Local Government Act 1995</i> .
Council	The body consisting of all council members sitting formally as the Council of Shire of Koorda (" the Shire ").
Chief Executive Officer	The Chief Executive Officer (CEO) of the Shire of Koorda.
Committee	Shire of Koorda Works Committee.
Council Member	A person elected under the Act as a member of Council. Shire of Koorda council members includes the Shire President, Deputy Shire President and Councillors (as defined by the Act).
External Member	A person who is not a council member appointed to the committee with requisite skills, knowledge and experience that compliment the committees objectives.
Member	A person appointed to this committee.

4. Objectives

The Works Committee is established for the purpose of assisting the Council to undertake its role under Section 2.7(2)(a) of the Act to establish and maintain liaison between stakeholders, consider policies associated with plant, assets, roadworks and oversee development and maintenance of the road networks within the municipality.

The objectives of the Committee are:

- To foster liaison and cooperation between the Shire of Koorda and stakeholders associated with the road networks within the district.
- To provide a normalised, proper and formalised forum for the discussion of issues and the formulation of suggestions and/or recommendations on issues associated with the roadworks and maintenance.
- Make recommendations to Council on matters associated with the future development and maintenance of assets.
- To review the works components of the Shire's Strategic Resourcing Plan (SRP), which incorporates the Asset Management Plan (AMP) and Long-Term Financial Plan (LTFFP).
- To review the Shire's works budget.
- To meet on special occasions to investigate and/or evaluate urgent road infrastructure issues.
- To ensure the Shire's plant and light fleet assets are managed with due regard to Council's key objectives and goals as specified in the SRP.
- To develop and review asset management policies to guide the acquisition, use and disposal of plant and light fleet assets to make the most of their service delivery and manage the related risks and costs over their entire life.
- To provide input into Council's long-term budget planning through the development of programs covering plant replacements, and relevant plant and light fleet, significant maintenance cost points.

- Investigate and report to Council on recommendations:
 - Acquisition and disposal of plant and light fleet
 - Major maintenance expenditure on individual items of plant.

5. Powers

The Committee is a formally appointed committee of Council and is responsible to that body.

The Committee has no delegated authority and no authority to implement its recommendations without resolution of Council.

The Committee does not have any management functions and cannot involve itself in management processes or procedures.

The Committee recommendations are advisory only and shall not be binding on Council.

6. Membership

The committee shall consist of three elected members, with a fourth elected member acting as a deputy.

The quorum for a Committee meeting is as per section 5.19 of the *Local Government Act 1995*: at least 50% of members of the committee (whether vacant or not).

The Committee is supported by the Chief Executive Officer and Works Supervisor and their nominees, principally the Deputy CEO.

The Shire shall provide secretarial and administrative support to the Committee.

7. Presiding Member

The Committee is to determine the Presiding Member of the Committee at the first meeting of the Committee immediately following the establishment of the Committee or following each biennial local government election, whichever is applicable.

The Committee is to determine a Deputy Presiding Member of the Committee at the first meeting of the Committee immediately following the establishment of the Committee or following each biennial local government election, whichever is applicable.

If the Presiding Member is absent from a meeting, the Deputy Presiding Member is to preside at that meeting.

The role of the Presiding Member includes:

- a) overseeing and facilitating the conduct of meetings in accordance with the Act and the Shire's *Standing Orders Local Law 2018*;
- b) ensuring all Committee members have an opportunity to participate in discussions in an open and encouraging manner; and
- c) where a matter has been debated significantly and no new information is being discussed, to call the meeting to order and ask for the debate to be finalised and the motion to be put.

In accordance with section 5.14 of the Act, if the Presiding Member and Deputy Presiding Member are not available or are unable or unwilling to perform the function of presiding member (but a quorum is still reached), then the committee members present at the meeting are to choose who is to preside at the meeting.

8. Meetings

Meetings shall be called as required.

An ordinary or a special meeting of the Committee is to be held:

- a) if called for by either the Presiding Member or at least two Committee members in a notice to the CEO setting out the date and purpose of the proposed meeting; or
- b) if so decided by the Committee; or
- c) if called for by Council.

The Committee may invite, through the CEO, Shire employees, or others to attend meetings and provide pertinent information, where necessary.

9. Minutes

The minutes of the meeting shall be recorded and prepared as per the provisions of section 5.22 of the Act.

The content of the minutes shall be in accordance with regulation 11 of the *Local Government (Administration) Regulations 1996*.

10. Reporting

Recommendations recorded in the minutes arising from the Committee's deliberations shall be presented to the earliest available ordinary meeting of Council.

In the event of a tied vote, where the Presiding Member has exercised a casting vote, the matter will be referred to Council for deliberation.

11. Terms of Appointment

Appointment to the Committee will be determined by the Council following ordinary local government elections, for a term to expire on the date of the subsequent ordinary local government elections.

If a member of the Committee resigns prior to an ordinary local government election, Council will appoint a replacement.

12. Code of Conduct

The Shire's Code of Conduct for Council Members, Committee Members and Candidates applies to all members of the Committee.

13. Public Question Time

Committee meetings are generally open to the public and Public Question Time will be conducted in accordance with the Shire's *Standing Orders Local Law 2018*.

14. Voting

Shall be in accordance with section 5.21 of the Act.

Each voting member of the Committee present at a meeting is entitled to one vote and are required to vote, subject to the provisions of the Act regarding interests.

In the event of a tied vote, the Presiding Member will have a casting vote.

15. Alterations to Terms of Reference

The Committee is to conduct a review of its terms of reference providing Council with recommendations for any changes, in the first instance after twelve months of operation, with subsequent reviews to be held every two years prior to the local government ordinary election.

16. Termination of Committee

Termination of the Committee shall be at the discretion of Council and in accordance with the Act.

Review History

Date	Council Resolution	Description of review/amendment
	RES:	Terms of Reference Adopted
10/06/2024		Terms of Reference endorsed by Works Committee
23/10/2023	RES: 191023	Committee re-established



2024/2025 Roadworks Program

ACCOUNT	ROAD	WORKS	COST \$000	RRG	FED	STATE	RTR	SHIRE	SECTION		LENGTH	Comment M ²
				FUNDING SOURCE					START	END		
RRG006	Kulja-Kalannie	Full Recon	180	120	50			10	4.50	5.80	1.30	
RRG140	Burakin-Wialki	Full Recon	300	200	100				23.10	25.30	2.20	
RRG140B	Burakin-Wialki	Full Recon	168	112				56	4.20	5.40	1.20	
R2R002	Cadoux-Koorda	Full Recon	144				144		3.00	3.50	0.50	and SLK 6.20-6.70
R2R004	Koorda-Kulja	Cement Stabalise	282		100		182		5.60	6.80	1.20	
R2R004B	Koorda-Kulja	Full Recon	290		150	60	80				0.00	
R2R004C	Koorda-Kulja	Reseal	100				100				0.00	
R2R004D	Koorda-Kulja	Recon	200				200		4.40	5.60	1.20	and SLK 6.80-7.50
RC014	Maher	Reform & Sheet	60		60				7.40	9.60	2.20	
RC023	Rabbit Proof Fence	Reform & Sheet	60		60				4.00	6.20	2.20	
RC026	Champan	Clear	60		60				0.00	6.00	6.00	
RC052	Green	Reform & Sheet	60		60				0.00	2.00	2.00	
Footpath	Greenham & Scott Street		140			140						Greenham 23/24 C/F
		TOTAL CONSTRUCTION	2044	432	640	200	706	66				

ASSET NO.	ASSET	2024/25			2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33	2033/34
		COST	TRADE	C/OVER									
10,983	P055 Ute Team Leader - 2022 4x4 Ford XLS Ranger PX3 Dual Cab	60,000	35,000	25,000		16,000		18,000		18,000		18,000	
	P056 Mower - 2000 John Deere L100 Lawn Mower												
10,976	P057 Trailer Semi - 2022 Haulmore										95,000		
10,989	P058 Ute Gardener - 2023 Isuzu D-Max					18,000				18,000			
10,948	P059 Skidsteer - 2016 Newholland Bobcat				60,000								
10,999	P061 Ute Gardener - 2023 Toyota Hilux 4x2 Tip Tray						18,000				18,000		
10,950	P062 Tractor - 2001 Case CX70									15,000			
10,998	P063 Roller Road - 2023 Bomag BW28RH												
10,991	P065 Prime Mover - 2023 UD GW 26 460KAL 6x4									180,000			
10,996	P066 Ute Works Crew - 2023 Ford Ranger 4x4 Dual Cab				16,000		16,000		18,000		18,000		18,000
10,993	P069 Cherry Picker - 2021 Crendon Squirrel 558-SD-D EWP												
10,992	P100 CEO Vehicle - 2023 Toyota Prado VX Crystal Pearl	85,000	65,000	20,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000
10,997	P200 WS Vehicle - 2023 Ford Ranger Wildtrak 4x4	72,000	61,000	11,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000
10,988	P300 DCEO Vehicle - 2022 Toyota Prado GXL	75,000	55,000	20,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000
	Misc Plant - Compact Boom Spray (6m, 400L tank)			16,000	15,000	15,000	15,000	15,000	18,000	18,000	18,000	18,000	18,000
		982,000	321,000	677,000	457,000	539,000	469,000	120,000	288,000	419,000	424,000	78,000	56,000