



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 22 May 2024

Commencing 6.00pm

NOTICE OF MEETING

Dear Elected Members,

Notice is hereby given that the next Ordinary Meeting of Council of the Shire of Koorda will be held on Wednesday, 22 May 2024 in the Shire of Koorda Council Chambers, 10 Haig Street, Koorda.

The format of the day will be:

5.00pm	Integrated Plan Review & Budget Workshop
6.00pm	Council Meeting
Following conclusion of Council Meeting	Council Forum

Zac Donovan
Chief Executive Officer
17 May 2024

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



Zac Donovan
Chief Executive Officer

Table of Contents

1. Declaration of Opening	4
2. Record of Attendance, Apologies and Leave of Absence	4
3. Public Question Time.....	4
4. Disclosure of Interest.....	4
5. Applications for Leave of Absence	4
6. Petitions and Presentations	4
7. Confirmation of Minutes from Previous Meetings	5
7.1. Ordinary Council Meeting held on 17 April 2024.....	5
8. Minutes of Committee Meetings to be Received.....	5
9. Recommendations from Committee Meetings for Council Consideration.....	5
10. Announcements by the President without Discussion	5
11. OFFICER’S REPORTS – CORPORATE & COMMUNITY	6
11.1. Monthly Financial Statements	6
11.2. List of Accounts Paid.....	8
11.3. Recreation Precinct Phase 2 and 3 Plans	10
12. OFFICER’S REPORTS – GOVERNANCE & COMPLIANCE.....	13
12.1. Reportable Conduct Scheme – Shire of Koorda systems	13
13. OFFICER’S REPORTS – WORKS & ASSETS.....	16
13.1. WSN Governance Plan Review	16
14. Urgent Business Approved by the Person Presiding or by Decision.....	20
15. Elected Members’ Motions	20
16. Matters Behind Closed Doors	20
17. Closure	20

**Shire of Koorda
Ordinary Council Meeting
6.00pm, Wednesday 22 May 2024**



1. Declaration of Opening

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

2. Record of Attendance, Apologies and Leave of Absence

Councillors:

Cr JM Stratford	President
Cr GW Greaves	Deputy President
Cr NJ Chandler	
Cr GL Boyne	
Cr KM Burrell	
Cr KA Fuchsbichler	

Staff:

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

Members of the Public:

Apologies:

Visitors:

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 17 April 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 17 April 2024, as presented, be confirmed as a true and correct record of proceedings.


8. Minutes of Committee Meetings to be Received

9. Recommendations from Committee Meetings for Council Consideration

10. Announcements by the President without Discussion

11. OFFICER'S REPORTS – CORPORATE & COMMUNITY

11.1. Monthly Financial Statements

Corporate and Community		
Date	15 May 2024	
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	April 2024 Financial Activity Statement	

Background:

This item presents the Statement of Financial Activity to Council for the period ending 30 April 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 30 April 2024, as presented.

11.2. List of Accounts Paid

Corporate and Community		
Date	13 May 2024	
Location	Not Applicable	
Responsible Officer	Zac Donovan, Chief Executive Officer	
Author	Lana Foote, Deputy Chief Executive Officer	
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	List of Accounts Paid	

Background:

This item presents the List of Accounts Paid, paid under delegated authority, for the period 17 April 2024 to 10 May 2024.

Comment:

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

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

Consultation:

Zac Donovan, Chief Executive Officer
Finance Team

Statutory Implications:

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

Policy Implications:

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

Strategic Implications:

Shire of Koorda Integrated Strategic Plan 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 17 April 2024 to 10 May 2024

Municipal Voucher V605 to V674	Totalling \$ 327,099.44
Purchase Card Transactions (V634, V633 & V668)	Totalling \$ 2,514.88
	Total \$ 329,614.32

11.3. Recreation Precinct Phase 2 and 3 Plans

Corporate and Community		
Date	15 May 2024	
Location	Not Applicable	
Responsible Officer	Zac Donovan, Chief Executive Officer	
Author	As above	
Legislation	Local Government Act 1995 (sec.3.57) Local Government Functions and General Regulations 1996 (Part 4 - div. 2).	
Disclosure of Interest	Nil	
Purpose of Report	<input checked="" type="checkbox"/> Executive Decision <input type="checkbox"/> Legislative Requirement <input type="checkbox"/> Information	
Attachments	CONFIDENTIAL PRICING – Rec Ground Precinct	

Background:

The Shire is currently undertaking a comprehensive redevelopment of the community sporting facilities at the Recreation Ground. The first phase of the project – to upgrade and extend the Recreation Centre – is on schedule to be completed mid-August 2024.

The second phase will construct a new lawn bowls facility and associated amenities, while the third phase will relocate the tennis and netball courts to be adjacent to the Recreation Centre and separated by tiered seating.

Construction of the second phase bowls facility was approved by Council (resolution 180324) subject to deferral of the CSRFF grant (confirmed) and with the conditions:

1. Budget allocation \$665,864 excluding GST.
2. Accepts Evergreen tender with a maximum variance due to time lapse since tender process of 5 per cent.
3. Notes funding will comprise: CSRFF grant \$130,421; LRCI allocation \$439,707; with \$95,736 contribution from Shire reserves.
4. Approval of final architectural design and elevations when completed.

The total budget for the phase two comprises management of construction of the bowling surface \$273,664; earthworks and construction of retaining walls \$150,000; reticulation \$75,000; shelter construction \$56,000; fencing \$16,000; paving \$25,200; and electrical and installation of lighting \$70,000.

The component-based management, as detailed above, is a departure from the initially adopted design and construct approach and as such engineering plans - that would be provided by the successful tenderer – need to be separately sourced.

The engineering plans and specifications will add costs to the project but are essential to facilitate and manage the various construction components; ensure consistency in standards; provide the Shire the basis for redress of poor workmanship.

As per the Shire’s purchasing policy three suppliers have been requested to quote on the engineering plans and a preferred provided is recommended.

Comment:

Following the March 20 meeting at which Council approved the commencement of the phase two bowls project (subject to conditions), a process was commenced to secure and verify quotes for the various components, as per the Shire's purchasing policy.

The \$273,664 expenditure for the bowling service supply and installation was excluded from this process as it had been subject to tender, and Council had imposed a maximum variance of 5 per cent in recognition of the lapsed time to installation.

During the process of securing additional quotes, it became apparent that while the Shire had architectural plans and elevations for the phase two bowling green construction, there was an absence of engineering plans and specifications.

This is attributed to a change in project management – in that initially a design and construct approach was adopted, by which the engineering plans would be sourced by the successful tenderer. However, the change to source and manage the various components separately resulted in the need for engineering plans being overlooked.

The change in approach to manage the project as components rather than a single supplier build and construct, also raises an additional aspect for which Council should be aware in that it is open to be interpreted as a tender avoidance tactic (Local Government Functions and General Regulations 1996 (Part 4, 12.1)).

However, the Regulations - Part 4 11.2(f) - provide for not requiring tender if the local government believes due to the nature of the works or "for any other reason" it is "unlikely there will be more than one potential supplier".

In practice the Council's "any other reason" is the preference to support local business, of which there is "unlikely" to be more than one supplier for each component, supported in that only one firm tendered for the phase one construction.

Regardless the current project management approach requires comprehensive engineering plans to ensure all works are completed to a minimal and specified standard; and provide the Shire a basis to redress any future construction issues.

To this end, three suppliers were approached to quote for the necessary engineering plans. Given the integrated nature of the various phases of the project, it was decided to request suppliers quote on completing comprehensive plans for both phase two (the bowling green construction) and phase three (tennis and netball courts).

In addition, the need for the phase three engineering plans may be needed sooner than anticipated as the Shire is likely to receive approximately \$90,000 from a community group for the project, and \$580,000 in grant funding (awaiting advice if expression of interest will be endorsed by department to submit grant application).

For the phase two engineering plans, the Deputy CEO as per the Shire purchasing policy, sought quotes from three architectural firms – in South-West based MCG Architects, Hames Sharley (Perth) and the Office of the Regional Architect (Brookton).

MCG Architects visited the Recreation Ground and inspected the site on 18 April and have provided a quotation for architectural and engineering services; Hames Sharley declined to quote, and the Office of the Regional Architect also provided a quote.

The MCG Architects quote and the quote from the Office of the Regional Architect are both attached under separate cover.

Given the favourable comparative cost of the MCG Architects quote and that the firm has been involved with the Recreation Ground redevelopment project since the inception in 2016, it is recommended that Council endorse sufficient funds be allocated from the Municipal account to engage MCG Architects to complete the required projects plans as quoted with a contingency of 6 per cent.

As reported at the April Ordinary Meeting of Council, the Shire of Koorda budget is projected to realise a significant surplus at year end and well in excess of the MCG Architects quote and as such, proceeding will not require accessing reserves.

Consultation:

Lana Foote, Deputy Chief Executive Officer

Policy Implications:

Shire purchasing policy

Strategic Implications:

Shire of Koorda Integrated Strategic Plan 2022

3.1 – Shire owned facilities are renewed and maintained in a strategic manner to meet community needs.

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

Financial Implications:

\$90,000 unbudgeted expenditure for 2023-24 financial year.

Risk Implications:

Risk Profiling Theme	Failure to complete the project on time and budget
Risk Category	Project
Risk Description	Variation to scope and or objective requiring restructure of project requiring Council approval.
Consequence Rating	Major (4)
Likelihood Rating	Unlikely (2)
Risk Matrix Rating	Moderate (8)
Key Controls (in place)	Project reporting.
Action (Treatment)	Comprehensive plans provided by the item.
Risk Rating (after treatment)	Adequate

Statutory Implications:

Local Government Act 1995 (sec.3.57)

Local Government Functions and General Regulations 1996 (Part 4 - div. 2).


Voting Requirements: Simple Majority Absolute Majority

Officer Recommendation

That Council, by absolute majority, allocate sufficient funds from the Municipal Fund for MCG Architects to provide comprehensive architectural and engineering plans and specifications for the second and third phases of the Koorda recreation precinct redevelopment.

12. OFFICER'S REPORTS – GOVERNANCE & COMPLIANCE

12.1. Reportable Conduct Scheme – Shire of Koorda systems

Governance and Compliance		
Date	15 May 2024	
Location	Not Applicable	
Responsible Officer	Zac Donovan, Chief Executive Officer	
Author	As above	
Legislation	Parliamentary Commissioner Act 1971 Parliamentary Commissioner Amendment (Reportable Conduct) 2022	
Disclosure of Interest	Nil	
Purpose of Report	<input type="checkbox"/> Executive Decision <input checked="" type="checkbox"/> Legislative Requirement <input type="checkbox"/> Information	
Attachments	Shire of Koorda Child Protection Policy Shire of Koorda Child Protection Procedures Shire of Koorda Child Protection Code of Conduct Reportable Conduct Scheme Information Sheet	

Background:

The Shire is required under WA Reportable Conduct Scheme to have systems in place to assist in the protection of children; facilitate the reporting and investigation of allegations; and report allegations and convictions of those involved with the Shire.

The Scheme which commenced on January 1, 2023, is an outcome of the Royal Commission into Institutional Responses to Child Sexual Abuse. Under the Parliamentary Commissioner Act 1971, the WA Ombudsman is conducting a review of compliance. The Shire has previously not developed the required systems.

The previous lack of systems could be attributed to an interpretation the Shire is not subject to the Scheme, given its services to children are limited to an open plan library in view of staff, the pool being managed by contractors and youth group by the CRC.

However, the Scheme defines applicable organisations as those who exercise care, supervision or authority over children and includes the organisation's employees, contractors and volunteers and include accommodation and residential services.

The attached Child Protection Policy; Child Protection Procedures; and Child Protection Code of Conduct have been developed to redress the Shire's absence of systems required by the Scheme.

Comment:

As part of the WA Ombudsman's review into compliance with the Reportable Conduct Scheme, the Shire was requested to complete a survey detailing its relevant system implemented since the commencement of requirements in January 2022.

On review it was discovered that the Shire did not have any systems in place in response to the Scheme requirements. This could be a consequence of the Shire interpreting that due to its limited direct staff contact in delivering child services that it was exempt from the Scheme.

However, examination of the Scheme requirements as detailed in the attached information sheet confirms that as a local government and provider of accommodation services that the Shire is a party to the Scheme.

Consequently, research was undertaken with similar organisations as to their compliance systems and in discussion with the Koorda Community Resource Centre an adapted series of compliance documents have been created for the Shire.

These documents (also as attached) comprise:

- Child Protection Policy – provides an outline of the Shire’s commitment, approach, and objectives in the protection of children associated with its services.
- Child Protection Procedures – sets out organisational and role responsibilities, induction and employment practices and procedures on reporting, investigating and responding to child safety matters.
- Child Protection Code of Conduct – to be provided to all employees, contractors and volunteers associated with Shire child services to ensure understanding of their responsibilities in regard to reportable conduct and child safety.

These documents are being replicated by the Koorda CRC and will be provided to the operators of the Koorda swimming pool (when selected via tender) to help ensure consistency across services provided or part funded by the Shire.

Staff have also been provided the documents prior to Council endorsement, to help ensure that the Shire’s non-compliance is redressed without delay.

The three documents have also been provided to the Ombudsman as evidence of the Shire’s efforts to achieve compliance. As the Scheme has only been in place since January 2023, the current review process is not intended to be punitive but rather offer advice to organisations to achieve compliance.

Consultation:

Kim Storer, Koorda Community Resource Centre
Lana Foote, Deputy Chief Executive Officer

Policy Implications:

Proposed Child Protection policy

Strategic Implications:

Shire of Koorda Integrated Strategic Plan 2022

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

4.1 – Open and transparent leadership

Financial Implications:

Nil

Risk Implications:

Risk Profiling Theme	Failure to have systems required by Reportable Conduct Scheme
Risk Category	Compliance
Risk Description	Non-compliance results in significant regulatory requirements imposed.
Consequence Rating	Moderate (3)
Likelihood Rating	Unlikely (2)
Risk Matrix Rating	Moderate (6)
Key Controls (in place)	Child Protection policy, procedures and code of conduct
Action (Treatment)	Respond to Ombudsman review recommendations
Risk Rating (after treatment)	Adequate

Statutory Implications:

Parliamentary Commissioner Act 1971

Parliamentary Commissioner Amendment (Reportable Conduct) 2022

Voting Requirements: Simple Majority Absolute Majority

Officer Recommendation

That Council, endorse the Shire of Koorda Child Protection Policy, Procedures and Code of Conduct.

13. OFFICER'S REPORTS – WORKS & ASSETS

13.1. WSN Governance Plan Review

Works and Assets		
Date	13 May 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	Review of WSN Governance Plan	

Background:

The Shire is a participant in the Wheatbelt Secondary Freight Network which involves 42 local governments and was established on the premise that many roads in the region are not fit for purpose and need to be upgraded to support agriculture.

WSFN projects are funded 80 per cent by the Federal Government on the provision of 20 per cent funding by the State Government, which in turn requires participating local governments to fund one third of its requirement. As such the Shire contributes \$6700 and receives \$100,000 funding support.

The WSN is governed by a steering committee comprising representatives of each of the Wheatbelt North and South Regional Road Groups, MRWA, WALGA, WDC and RDA Wheatbelt. As a member of the North East SRRG, the Shire is represented by Cr Eileen O'Connell (Nungarin) with proxy Cr Wayne Della Bosca (Yilgarn).

The WSN has recently (14 March 2024) undertaken a comprehensive review of its Governance Plan and has provided the draft (with highlighted changes) for each Local Government to review so to inform their SRRG representatives of the Council position.

Defining the Council position on the various revisions, the Changes in particular, will then enable the Shire's SRRG representatives Cr Nick Chandler and Works Supervisor Mr Darren West to present the position to the NESRRG representative.

Comment:

In all there are 15 revisions to the 31-page WSN Governance Plan which can be broadly categorised as:

- Clarification, in the most part by expansion, of previous entries, and
- Changes to previous entries, which should be the focus of Council's consideration and direction to SRRG representatives providing feedback.

In discussion, the Shire Works Supervisor had no objections to the proposed revisions as proposed by the WSN Program Director.

A summary of the revisions is included with the revised Governance Plan which attachment to the item. In addition, for Council convenience, the revisions are also presented in the following as per the categories of Clarifications and Changes.

PROPOSED CHANGES TO WSFN GOVERNANCE PLAN			
Section	Original Text Changes	Revised Text	Comment
10.1	Monitoring project delivery, including budget acquittal	Monitoring the delivery and acquittal of funded projects	Change in terminology to better reflect practice
10.1	Added Program Director	Approval of delegation of authority and assignment of responsibilities of Program Director and Program Manager.	Added Program Director to authority of Steering Committee.
10.2.1	Added 8 Proxy members	8 Proxy members	Membership on Steering Committee revised to include 8 proxy members along with 8 voting members and 5 non-voting agency delegates.
11	Added text: These may be LGA employees and/or Consultants/Contractors.	The Technical Committee (TC) is a technical working group consisting of nominated LGA representatives from both the WS and WS SRRGs, as well as the Program Management Team (PMT) and MRWA. May be LGA employees and/or Consultants/Contractors.	Shire employees, consultants or contractors added as able to be nominated as technical committee representatives.
11.2.2	The SRRG members are nominated to the Technical Committee for a two-year term at the first SRRG meeting of the calendar year following the LG elections. The name of the nominated SRRG members must be provided to the PMT as soon as practicable after nominations are determined.	The SRRG members are nominated to the Technical Committee for a one-year term at the first SRRG meeting of the calendar year. The name of the nominated SRRG members must be provided to the PMT as soon as practicable after nominations are determined.	Main change: Technical Committee memberships changed from two-year term to one-year term.
11.2.3	An SRRG may nominate Consultants or Contractors as their member, but a consultant or contractor cannot be a voting member. Only SRRG nominated members that are LGA employees will be voting members. Each voting member has one vote, and decisions shall be by simple majority. If there is no majority, then the matter shall be referred to the SC for consideration.	The members of the Technical Committee (TC) are made up of eight (8) voting members and eight (8) proxies from each of the Sub Regional Group (SRRG). These members are also LGA employees and/or Consultants/Contractors of the LGA. All 16 members are invited to attend the TC meetings, however, only one (1) vote is counted when resolving a resolution. The Chairperson of the Technical Committee is the WSFN Program Director. In the absence of the Chairperson, the WSFN Program Manager conducts the meeting proceedings.	Text changed to reflect earlier changes of the addition of 8 proxies and adding of employees, contractors and consultants as members.
11.2.7	Added text "where possible"	The TC meetings are to be held at least 2 weeks in advance of the WSFN SC meeting schedule where possible in the following months:	Additional text to cater for circumstances in which meetings cannot be held and not be in breach of Governance Plan.

11.2.8	Added 8 Proxy members	8 Proxy members	As with Steering Committee, membership of the Technical Committee revised to include 8 proxy members along with 8 voting members, the WSFN PD and PM and MRWA delegate.
PROPOSED CLARIFICATIONS TO WSFN GOVERNANCE PLAN			
Section	Original Text	Revised Text	Comment
10.1	“These” deleted from text	Set and be responsible for procedures covering the administration and functioning of the WSFN	Expansion of text for clarification
10.1	Added “PD”	Approval of engagement of Program Manager, in conjunction with the Program Host. Engagement of the PD will be undertaken by the Program Host and as such has the final approval of the engagement.	Expansion of text for clarification
10.2.10	Each Steering Committee member, including the Chairperson, may delegate authority to a nominated person, to attend and otherwise represent the member at SC meetings. These nominations must be presented to the SC. A nominated person is entitled to attend and otherwise represent the member at SC meetings but will not assume the roles of Chairperson or Deputy Chairperson held by the member who is not present. The nominated person must be from the SRRG or organization that the member represents. Delegates for an SRRG elected committee member must also be elected by that SRRG	The members of the Steering Committee are made up of eight (8) voting members and eight (8) proxies from each of the Sub Regional Road Group (SRRG). All 16 members are invited to attend the SC meetings, however, only one (1) vote is counted when resolving a resolution. The Chairperson and the Deputy Chairperson of the WSFN Steering Committee are also elected from among the SRRG members for a period of two years. In the absence of the Chairperson during an SC meeting, the Deputy Chair will conduct the meeting proceedings.	Text amended for greater clarification
13.1	Added word “current”	The WSFN has been jointly funded between the Commonwealth, State and Local Governments. The current funding split is noted in the table below:	Word added to clarify that funding arrangements are what is currently operating.
13.4.2	Added the text: “The process for an application is documented on the WSFN website”	A local government may apply to the WSFN SC to cover a funding shortfall in exceptional circumstances. The process for an application is documented on the WSFN website.	Additional text to clarify availability of information.

Attach. 2	Text added: "The meetings will usually be held at the WSFN Office at Unit 37/5 Keane Street, Midland."	An annual timetable will be established, and meetings should be conducted on a regular basis. The date and venue of meetings to be determined by the RRGs, SC and TC. The meetings will usually be held at the WSFN Office at Unit 37/5 Keane Street, Midland.	Additional text to clarify practice of meeting venue.
Attach. 3	Deleted "guidelines"	Provide Disclosure of Interest form.	Changed text to reflect that the attachment is a form and not guidelines as such.

Consultation:

Darren West, Works Supervisor

Policy Implications:

Nil

Strategic Implications:

Shire of Koorda Integrated Strategic Plan 2022

2.1.2 Advocate regionally to reduce economic barriers such as access and reliability of water, electricity, logistics infrastructure and telecommunications.

3.2.1 Continue to improve the road and footpath network by maximising external funding sources and delivering infrastructure projects to a high standard.

4.3.1 Actively participate in regional collaboration initiatives.

Financial Implications:

Nil additional.

Risk Implications:

Risk Profiling Theme	WSFN Governance Plan
Risk Category	Compliance and Financial Impact
Risk Description	Failure of WSFN to apply its Governance Plan which may affect Shire's \$100,000 funding
Consequence Rating	Insignificant (1)
Likelihood Rating	Minor (2)
Risk Matrix Rating	Low (4)
Key Controls (in place)	Regular reviews.
Action (Treatment)	Council review
Risk Rating (after treatment)	Adequate

Statutory Implications:

Nil

Voting Requirements:

Simple Majority Absolute Majority

Officer Recommendation

That Council, endorse the revised Wheatbelt Secondary Freight Network Governance Plan.

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

15. Elected Members' Motions

16. Matters Behind Closed Doors

17. Closure