



*Shire of*  
**Koorda**

*Drive in, stay awhile*

# MINUTES

## **Works Committee Meeting**

Held in Shire of Koorda Council Chambers

10 Haig Street, Koorda WA 6475

Monday 10 June 2024

Commencing 12.00pm

UNCONFIRMED

## NOTICE OF MEETING

Dear Works Committee Members,

The next Works Committee Meeting of the Shire of Koorda will be held on Monday 10 June 2024 in the Shire of Koorda Council Chambers, 10 Haig Street, Koorda, commencing at 12.00pm.

Lana Foote  
Acting Chief Executive Officer  
7 June 2024

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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



Lana Foote  
Acting Chief Executive Officer

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One nomination was received from Councillor JM Stratford nominating Cr GW Greaves for the position of Presiding Member. As no other nominations were received, Cr GW Greaves was declared elected.

**12.02pm Cr GW Greaves assumed the chair.**

Cr GW Greaves called for nomination for Deputy Presiding Member.

One nomination was received from Councillor NJ Chandler for the position of Deputy Presiding Member. As no other nominations were received, Cr NJ Chandler was declared elected.

**4. Public Question Time**

Nil.

**5. Disclosure of Interest**

Nil.

**6. Confirmation of Minutes from Previous Meetings**

**6.1. Works Committee Meeting held on 30 May 2023**

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

**Voting Requirements**     Simple Majority     Absolute Majority

**Officer Recommendation**

**Moved Cr GL Boyne**

**Seconded Cr NJ Chandler**


**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 30 May 2023, as presented, be confirmed as a true and correct record of proceedings.**

**CARRIED 3/0**

**FOR:** Cr GW Greaves, Cr NJ Chandler, Cr GL Boyne

## 7. Officer's Reports

### 7.1. Adoption of Koorda Works Committee Terms of Reference

<b>Governance and Compliance</b>		
<b>Date</b>	7 June 2024	
<b>Location</b>	Not Applicable	
<b>Responsible Officer</b>	Lana Foote, Deputy Chief Executive Officer	
<b>Author</b>	As above	
<b>Legislation</b>	Nil	
<b>Disclosure of Interest</b>	Nil	
<b>Purpose of Report</b>	<input checked="" type="checkbox"/> Executive Decision <input checked="" type="checkbox"/> Legislative Requirement <input type="checkbox"/> Information	
<b>Attachments</b>	<a href="#">Draft Koorda Works Committee Terms of Reference</a>	

#### **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.

The Koorda Works Committee's Terms of Reference have been drafted and are presented to the Committee, as attached, for consideration and adoption prior to recommending adoption at the June 2024 Ordinary Council Meeting.

#### **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.

An item will be presented for Council to adopt the terms of reference following this committee meeting.

#### **Consultation:**

Nil.

#### **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**

**Moved Cr NJ Chandler**

**Seconded Cr GL Boyne**

**That the Koorda Works Committee Terms of Reference be adopted.**

**CARRIED 3/0**

**FOR:** Cr GW Greaves, Cr NJ Chandler, Cr GL Boyne

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## 12.10pm – SUSPEND STANDING ORDERS

Moved Cr GL Boyne

Seconded Cr NJ Chandler

That standing orders be suspended to discuss item 7.2 Draft Budget 2024/25 Roadworks and Plant Replacement Programs.

CARRIED 3/0

FOR: Cr GW Greaves, Cr NJ Chandler, Cr GL Boyne

## 1.08pm – RESUMPTION OF STANDING ORDERS

Moved Cr NJ Chandler


Seconded Cr GL Boyne

That standing orders be resumed as per the attendance register.

CARRIED 3/0

FOR: Cr GW Greaves, Cr NJ Chandler, Cr GL Boyne

## 7.2. Draft Budget 2024/25 Roadworks and Plant Replacement Programs

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

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**

**Moved Cr GL Boyne**

**Seconded Cr NJ Chandler**

**Endorse the 2024/2025 Roadworks & Plant Replacement program for Council to consider in the Draft 2024/2025 Budget.**

**CARRIED 3/0**

**FOR:** Cr GW Greaves, Cr NJ Chandler, Cr GL Boyne

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**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 1.11pm.

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## APPENDIX I – Terms of Reference

# 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 ensure that Townscape/Streetscape issues are given due consideration and value by Council in all its planning, design, implementation and maintenance of the built and natural environment.
- 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 (LTFP).
- To review the Shire’s works budget.
- To meet on special occasions to investigate and/or evaluate urgent works 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.

10 June 2024

- 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.

## **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.

## **8. 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*.

## **9. 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.

## **10. 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.

## **11. Code of Conduct**

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

## **12. 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*.

## **13. 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.

#### **14. 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.

#### **15. Termination of Committee**

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

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#### **Review History**

Date	Council Resolution	Description of review/amendment
26/06/2024	RES:	Terms of Reference Adopted
10/06/2024		Terms of Reference endorsed by Works Committee
23/10/2023	RES: 191023	Committee re-established