



*Shire of*  
**Koorda**

*Drive in, stay awhile*

# MINUTES

## Special Council Meeting

Held in Shire of Koorda Council Chambers

10 Haig Street, Koorda WA 6475

Monday 23 October 2023

Commencing 5.30pm

**Meeting Purpose: To undertake; the Council Elect swearing in, the President and Deputy President Election and Committee Nominations and to consider; CEO Recruitment, Koorda Community Grant Program Policy, and RAV Network Route Determinations.**

## NOTICE OF MEETING

Dear Elected Members,

Notice is hereby given that the next Special Meeting of Council of the Shire of Koorda will be held on Monday, 23 October 2023 in the Shire of Koorda Council Chambers, 10 Haig Street, Koorda.

The format of the day will be:

5.15pm	Swearing In Ceremony
5.30pm	Council Meeting

Lana Foote  
Acting Chief Executive Officer  
20 October 2023

### 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



Lana Foote  
Acting Chief Executive Officer

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**Shire of Koorda  
Special Council Meeting  
5.30pm, 23 October 2023**



**1. Declaration of Opening**

In accordance with Clause 3 of Schedule 2.3 the *Local Government Act 1995*, the Acting Chief Executive Officer is to preside at the meeting until the officer of President is filled.

The ACEO welcomed all those in attendance and declared the meeting open at 5.30pm.

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

**Councillors:**

Cr GL Boyne  
Cr KM Burrell  
Cr NJ Chandler  
Cr GW Greaves  
Cr JM Stratford

**Staff:**

Miss L Foote	Acting Chief Executive Officer
Mrs K Harrap	Governance Officer
Mr D West	Works Supervisor (5.39pm)

**Members of the Public:**

Mrs Linda Longmuir, JP  
Mrs Lydia Highfield, CEO Recruitment Consultant (via MS Teams - 6.02pm)

**Apologies:**

**Approved Leave of Absence:** Nil

**3. Swearing In of Councillors Elect**

Prior to the Special Council Meeting and in accordance with Section 2.29 of the *Local Government Act 1995*, Mrs Linda Longmuir, JP witnessed the declaration of the following re-elected elected member:

1. Councillor Boyne

Witnessed the declaration of Council Elect:

1. Mrs KM Burrell

#### **4. Election of President**

The ACEO invited nominations for the position of President of the Council, for the ensuing 2 years.

One (1) nomination for Shire President was received; Cr JM Stratford

After declaring the nomination period closed and with only one (1) nomination received, the ACEO declared Cr JM Stratford duly elected to the office of Shire President for the next two (2) year period.

#### **5. Declaration by the President**

Mrs Linda Longmuir, JP witnessed the declaration of President Cr JM Stratford.

5.33pm - President Stratford assumed the Chair.

#### **6. Election of Deputy President**

The President invited nominations for the position of Deputy President of the Council, for the ensuing 2 years.

One (1) nomination for Deputy Shire President was received; Cr GW Greaves

After declaring the nomination period closed and with only one (1) nomination received, the President declared Cr GW Greaves duly elected to the office of Deputy Shire President for the next two (2) year period.

#### **7. Declaration by the Deputy President**

Mrs Linda Longmuir, JP witnessed the declaration of Deputy President Cr GW Greaves.

## 8. Draw for Position at the Council Table

Except for the President and Deputy President seats, the ACEO is to allot by random draw a position at the Council table for each Councillor as per Clause 7.1 of the Shire of Koorda Standing Orders Local Law 2018.

**Voting Requirements:**     Simple Majority     Absolute Majority

### Officer Recommendation Resolution 181023

Moved Cr GL Boyne

Seconded Cr GW Greaves

The Council resolved the seating arrangement for the next two-year period commencing today will be:

1. President Cr JM Stratford
2. Deputy President Cr GW Greaves
3. Cr NJ Chandler
4. Cr GL Boyne
5. Cr KM Burrell

**CARRIED 5/0**

**FOR:** Cr JM Stratford, Cr GW Greaves, Cr NJ Chandler, Cr GL Boyne and Cr KM Burrell

5.38pm: JP Mrs L Longmuir withdrew from the chambers.

5.39pm: WS D West entered the chambers.

## 9. Disclosure of Interest

The ACEO, Miss Lana Foote, declared a financial interested in *Item 11.3 Chief Executive Officer Recruitment* as she currently holds the position of Acting CEO.


## 10. Announcements by the President without Discussion

Congratulations and welcome to new Councillor Kylie Burrell. Welcome back to Councillor Gina Boyne.

Congratulations to Councillor Gary Greaves on being elected Deputy President.

## 11. ELECTION OF DELEGATES AND DEPUTY DELEGATES TO COMMITTEES

### 11.1. Nomination for Council Committees

<b>Governance and Compliance</b>		
<b>Date</b>	20 October 2023	
<b>Location</b>	Not Applicable	
<b>Responsible Officer</b>	Lana Foote, Acting 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>	Nil	

#### Background:

This Item seeks a resolution on the reinstatement of Council committees and seeks nominations from Councillors for the following Committees;

- Audit & Risk,
- Building, Recreation & Town Planning;
- Bush Fire Advisory,
- CEO Performance Review;
- Governance (formally Policy Review);
- Koorda Local Emergency Management; and
- Works.

This Item also seeks a resolution on the establishment of Council committees and seeks nominations from Councillors for the following Committees;

- Koorda Awards;
- Koorda Behavioural Complaints; and
- Koorda Grants.

The CEO Recruitment Committee/Panel reinstatement and membership will be determined in *Item 10.3 Chief Executive Officer Recruitment*.

The below table details Council's Committee's and representation. The table also shows which committees are required under legislation.

Committee	Legislated/ Optional	Previous Membership	Meeting Cycle	Representatives required by existing ToRs
Audit & Risk Committee <b>(Formally named Audit Committee)</b>	<i>Local Government Act 1995 (Section 7.1A)</i>	1. President JM Stratford (by policy/convention/s 5.10(4)) 2. Cr NJ Chandler, 3. Cr LC Smith Deputy: Cr BG Cooper	At least quarterly.	3 Members. 1 Deputy Member.

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Building, Recreation & Town Planning Committee	<i>Optional</i>	1. Cr LC Smith, 2. Cr GL Boyne, 3. Cr JM Stratford Deputy: Cr BG Cooper	As required.	3 Members. 1 Deputy Member.
Bush Fire Advisory Committee	<i>Bush Fires Act 1954</i>	1. Cr GW Greaves 2. CEO	Twice annually	2 Members. 1 Deputy Member.
CEO Performance Review Committee	<i>Local Government Act 1995 (Section 5.38)</i>	1. President JM Stratford, 2. Deputy President BG Cooper, 3. Cr GW Greaves Deputy: Cr GL Boyne	At least once annually.	3 Members (President, Deputy President & Councillor)
Governance Committee <b>(Formally named Policy Review Committee)</b>	Optional	1. President JM Stratford, 2. Cr GL Boyne, 3. Cr LC Smith, Deputy: Cr NJ Chandler	As required. At least biennially for Policy Review and desktop review of Integrated Strategic Plan.	3 Members. 1 Deputy Member.
Koorda Local Emergency Management Committee	<i>Emergency Management Act 2005</i>	1. President JM Stratford (Chair)	Quarterly	1 Member (President-Chairperson). 1 Deputy Member.
Works Committee	Optional	1. Cr GW Greaves, 2. Cr NJ Chandler, 3. Cr BG Cooper, Deputy: Cr JM Stratford	As required.	3 Members. 1 Deputy Member.
Koorda Awards Committee	Optional	New Committee - to be established as per this meeting.	Once annually.	3 Members. 1 Deputy Member.
Koorda Behavioural Complaints Committee	The Behaviour Complaints Committee is a Committee of Council established in accordance with s.5.8 of the <i>Local Government Act 1995</i> (the Act) for the purpose of dealing with Behaviour Complaints made under Division 3 of the Shire of Koorda's Code of Conduct for Council Members, Committee Members and Candidates (Code of Conduct).	New Committee - to be established as per this meeting.	As required.	3 Members. 1 Deputy Member.
Koorda Grants Committee	Optional	New Committee - to be established as per this meeting.	Twice annually.	3 Members. 1 Deputy Member.

The Terms of Reference for each committee will be adopted at the first committee meeting following this meeting.

**Comment:**

In accordance with Section 5.11 of the Local Government Act 1995 (the Act) committee tenure expires every two years at the ordinary election therefore it is timely for Council to consider the re-establishment and representatives at the first meeting after the elections.



Nominations for each committee will be called at the meeting.

The Policy Review committee was established in November 2022 (as per RES: 041122) to undertake a full policy review and update to the Shire Policy Manual. In re-establishing the committee, it is suggested to change the name from the "Policy Review Committee" to "Governance Committee." It is anticipated the "Governance Committee" would be responsible for providing guidance and assistance to Council with regard to the biennial Policy review, any review or local law development and updates to Integrated Planning and Reporting Documents.

The recommended establishment of the Koorda Awards Committee is to review the applications received and award a recipient, if applicable, within each category.

The recommended establishment of the Behavioural Complaints Committee is following the adoption of Policy G - *Code of Conduct Behavioural Complaints Management* at the October 2023 Ordinary Council Meeting for the purpose of dealing with Behaviour Complaints made under Division 3 of the Shire of Koorda's Code of Conduct for Council Members, Committee Members and Candidates (Code of Conduct).

The recommended establishment of the Koorda Grants Committee is to consider the applications received as per Policy and Guidelines provided for in *Item 11.4 Koorda Community Grants Program (CGP) Policy* of this agenda.

**Consultation:**

Nil.

**Statutory Implications:**

Sections 5.10 and 5.11A of the *Local Government Act 1995* stipulates the manner for the appointment of committee members and deputies to committees. An Absolute Majority resolution of Council is required.

In accordance with Section 5.10(4) of the Act, the President is entitled to be a member on any committee of their choice, even though that may exceed the quorum. Similarly, in accordance with Section 5.10(5) of the Act the CEO is entitled to be on (or appoint a representative to) any committee having employee representation.

Under Section 5.8 of the Act Council has the power to delegate authority to its committees (except those powers defined in Section 5.17 of the Act), however Council's committees do not have delegated authority. As a result, all recommendations of Council's committees must be presented to Council for consideration. It is recommended this remains in place.

**Policy Implications:**

These policies are listed in Policy "G - Council Meeting System."

**Strategic Implications:**

Shire of Koorda Integrated Strategic Plan 2022

4.1 - Open and Transparent Leadership.

4.2 - Investment in the skills and capabilities of our elected members and staff.

**Financial Implications:**

Section 5.98 of the Local Government Act 1995 states a Councillor who attends a Council or Committee meeting is entitled to be paid the fee determined for attending a Council or Committee meeting.

The 2023/24 Budget includes an allocation for this purpose at GL 2040113 Members Sitting Fees.

**Voting Requirements:**     Simple Majority     Absolute Majority

**Officer Recommendation  
Resolution 191023**

**Moved Cr GL Boyne**

**Seconded Cr NJ Chandler**

**That, by Absolute Majority in accordance with Sections 5.10, 5.11A and 7.1A of the *Local Government Act 1995*, Council:**

- 1. Confirms the re-establishment of the following Council Committees:**
  - a. Shire of Koorda Audit & Risk Committee;**
  - b. Shire of Koorda Building, Recreation & Town Planning Committee;**
  - c. Shire of Koorda Bush Fire Advisory Committee;**
  - d. Shire of Koorda CEO Performance Review Committee;**
  - e. Shire of Koorda Governance Committee (formally Policy Review Committee);**
  - f. Shire of Koorda Local Emergency Management Committee; and**
  - g. Shire of Koorda Works Committee.**
- 2. Confirms the establishment of the following Council Committees:**
  - a. Shire of Koorda Awards Committee;**
  - b. Shire of Koorda Behavioural Complaints Committee; and**
  - c. Shire of Koorda Grants Committee.**

**3. Appoints the following Councillors and representatives to the following Council Committees:**

<b><u>COMMITTEE</u></b>	<b><u>REPRESENTATIVES</u></b>
<b>a. Audit &amp; Risk</b>	<b>1. President JM Stratford 2. Cr NJ Chandler 3. Cr GL Boyne Deputy: Cr GW Greaves</b>
<b>b. Building, Recreation &amp; Town Planning</b>	<b>1. Cr GL Boyne 2. Cr KM Burrell 3. Cr NJ Chandler Deputy: Cr GW Greaves</b>
<b>c. Bush Fire Advisory</b>	<b>1. Cr JM Stratford 2. CEO</b>
<b>d. CEO Performance Review</b>	<b>1. President JM Stratford 2. Deputy President GW Greaves 3. Cr NJ Chandler Deputy: Cr GL Boyne</b>
<b>e. Governance</b>	<b>1. Cr GL Boyne 2. Cr KM Burrell 3. Cr JM Stratford Deputy: Cr NJ Chandler</b>

**f. Local Emergency Management**

**1. President JM Stratford  
Deputy: Cr GW Greaves**

**g. Works**

**1. Cr GW Greaves  
2. Cr NJ Chandler  
3. Cr GL Boyne  
Deputy: Cr JM Stratford**

**h. Koorda Awards**

**1. Cr KM Burrell  
2. Cr JM Stratford  
3. Cr GL Boyne  
Deputy: Cr GW Greaves**

**i. Koorda Behavioural Complaints**

**1. Cr NJ Chandler  
2. Cr KM Burrell  
3. Cr GW Greaves  
Deputy: Cr JM Stratford**

**g. Koorda Grants**


**1. Cr GL Boyne  
2. Cr KM Burrell  
3. Cr JM Stratford  
Deputy: Cr GW Greaves**

**CARRIED BY ABSOLUTE MAJORITY 5/0**

**FOR:** Cr JM Stratford, Cr GW Greaves, Cr NJ Chandler, Cr GL Boyne and Cr KM Burrell

CONFIDENTIAL

## 11.2. Nomination for External Committees

<b>Governance and Compliance</b>		
<b>Date</b>	20 October 2023	
<b>Location</b>	Not Applicable	
<b>Responsible Officer</b>	Lana Foote, Acting 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="#">1. WALGA GECZ Elected Member Prospectus</a> <a href="#">2. Local Government Nominations - Development Assessment Panels</a>	

### Background:

This Item seeks nominations from Councillors for various external committees on which Council is represented and a Council resolution on those appointments.

The Shire of Koorda is currently represented by Councillors and Staff on the following external committees and has been for several years:

Committee	Previous Membership
North Eastern Wheatbelt Regional Organisation of Councils (NEWROC)	NEWROC Council: President NEWROC Council Deputy: Deputy President  NEWROC Executive: CEO NEWROC Executive Deputy: Deputy CEO
WALGA Great Eastern Country Zone (GECZ)	President Deputy President Deputy: CEO
Regional Road Sub Group	Cr NJ Chandler Deputy: Cr GW Greaves
Rural Water Council	CEO
Wheatbelt Natural Resource Management	Cr GL Boyne Deputy: CEO
Bush Fire Regional Board	Cr GW Greaves Deputy: CEO
Mid-West Development Joint Development Assessment Panel	Cr JM Stratford Cr GL Boyne Deputy: Cr NJ Chandler Deputy: Cr BG Cooper

### Comment:

In accordance with Section 5.11 of the *Local Government Act 1995* (the Act) committee tenure expires every two years at the ordinary election therefore it is timely for Council to consider the representatives to external committees at the first meeting after the elections.

Nominations for each committee will be called at the meeting.

With regard to WALGA GECZ, an Elected Member Prospectus is provided as Attachment 1 in this item and a chronological overview of the process is detailed below:

- Local Government elections occur on Saturday, 21 October.
- Member Councils to elect / appoint their Zone Delegates and to advise WALGA as soon as possible but preferably by 9:00am on Friday, 3 November.

- Zones to meet in November and elect their State Council representatives and deputy representatives.
- Zones to advise WALGA of their elected State Council representative(s) and deputy representative(s) immediately following the November Zone meeting.
- An Induction Session will be held for all incoming State Councillors and Deputy State Councillors on Thursday, 30 November at the WALGA offices in West Leederville.
- The new State Council will take office at the Ordinary Meeting of State Council on Wednesday, 6 December.
- The positions of President and Deputy President of WALGA will be elected at the Ordinary Meeting of State Council on Wednesday, 6 March 2024.

With regard to the Development Assessment Panel (DAP), as per attachment 2 of this item; “Representation of local interests is a key part of the Development Assessment Panel (DAP) system. In accordance with this premise, under Regulation 24 of the *Planning and Development (Development Assessment Panels) Regulations 2011*, Councils are required to nominate, as soon as possible following elections, four elected members to sit as DAP members. In addition to the above, all existing local government DAP members are currently appointed for a term ending 26 January 2024. Prior to this expiry date, your local government is required to nominate four (4) DAP members for appointment by the Minister for Planning.”

**Consultation:**

Nil.

**Statutory Implications:**

Sections 5.10 and 5.11A of the *Local Government Act 1995* stipulates the manner for the appointment of committee members and deputies to committees. An Absolute Majority resolution of Council is required.

In accordance with Section 5.10(4) of the Act, the President is entitled to be a member on any committee of their choice, even though that may exceed the quorum. Similarly, in accordance with Section 5.10(5) of the Act the CEO is entitled to be on (or appoint a representative to) any committee having employee representation.

Under Section 5.8 of the Act Council has the power to delegate authority to its committees (except those powers defined in Section 5.17 of the Act), however Council’s committees do not have delegated authority. As a result, all recommendations of Council’s committees must be presented to Council for consideration. It is recommended this remains in place.

**Policy Implications:**

Nil.

**Strategic Implications:**

Shire of Koorda Integrated Strategic Plan 2022

4.1 - Open and Transparent Leadership.

4.2 - Investment in the skills and capabilities of our elected members and staff.

**Financial Implications:**

Section 5.98 of the Local Government Act 1995 states a Councillor who attends a Council or Committee meeting is entitled to be paid the fee determined for attending a Council or Committee meeting.

The 2023/24 Budget includes an allocation for this purpose at GL 2040113 Members Sitting Fees.

**Voting Requirements:**     Simple Majority     Absolute Majority

**Officer Recommendation  
Resolution 201023**

**Moved Cr NJ Chandler**

**Seconded Cr KM Burrell**

**That, by Absolute Majority in accordance with Sections 5.10 and 5.11A of the *Local Government Act 1995*, Council appoints the following Councillors as representatives to the following external committees:**

**COMMITTEE**

**REPRESENTATIVES**

**1. NEWROC**

**Council Meetings**

**1. President JM Stratford**

**Deputy: Any other Councillor attending**

**Executive Meetings**

**1. CEO**

**Deputy: Deputy CEO**

**2. WALGA GECZ**

**1. President JM Stratford**

**2. Deputy President GW Greaves**

**Deputy: CEO**

**3. Regional Road Group Sub Group**

**1. Cr Chandler**

**Deputy: Cr GW Greaves**

**4. Rural Water Council**

**1. CEO**

**Deputy: Cr JM Stratford**

**5. Wheatbelt Natural Resource Management**

**1. Cr GL Boyne**

**Deputy: CEO**

**6. Bush Fire Regional Board**

**1. Cr GW Greaves**

**Deputy: CEO**

**7. Mid-West Development Joint DAP**

**1. Cr GL Boyne**

**2. Cr NJ Chandler**

**Deputy 1: Cr JM Stratford**

**Deputy 2: Cr KM Burrell**

**CARRIED BY ABSOLUTE MAJORITY 5/0**

**FOR:** Cr JM Stratford, Cr GW Greaves, Cr NJ Chandler, Cr GL Boyne, and Cr KM Burrell

### 11.3. Chief Executive Officer Recruitment

ACEO, Miss Lana Foote, declared a financial interested in *Item 11.3 Chief Executive Officer Recruitment* as she currently holds the position of Acting CEO.

6.02pm: ACEO L Foote and WS D West withdrew from the chambers.

6.02pm: Lydia Highfield joined the meeting via MS Teams.

#### 6.02pm - SUSPEND STANDING ORDERS

##### Resolution 211023

Moved Cr GW Greaves

Seconded Cr GL Boyne

That standing orders be suspended to discuss item 11.3 Chief Executive Officer Recruitment.

**CARRIED 5/0**

**FOR:** Cr JM Stratford, Cr GW Greaves, Cr NJ Chandler, Cr GL Boyne, and Cr KM Burrell

#### 6.41pm - RESUMPTION OF STANDING ORDERS

##### Resolution 221023


Moved Cr GW Greaves

Seconded Cr GL Boyne

That standing orders be resumed as per the attendance register.

**CARRIED 5/0**

**FOR:** Cr JM Stratford, Cr GW Greaves, Cr NJ Chandler, Cr GL Boyne, and Cr KM Burrell

<b>Governance and Compliance</b>		
<b>Date</b>	20 October 2023	
<b>Location</b>	Not Applicable	
<b>Responsible Officer</b>	Jannah Stratford, President	
<b>Author</b>	As above	
<b>Legislation</b>	<i>Local Government Act 1995, Local Government (Administration) Regulations 1996</i>	
<b>Disclosure of Interest</b>	Financial Interest declared by ACEO, Miss Lana Foote	
<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="#">1. FINAL – CEO Recruitment Committee/Panel Terms of Reference.</a> <a href="#">2. FINAL – Koorda CEO Application Package.</a>	

#### Background:

At special meeting of Council held on the 9<sup>th</sup> October 2023 Council adopted the following resolutions:

**Officer Recommendation**  
**RESOLUTION 031023**

**Moved CR GW Greaves** **Seconded CR BG Cooper**

**That Council;**

**1. Appoints consultant Lydia Highfield at \$6850.00 (exc GST) to support Council with CEO Recruitment; and**

**2. Notes there may be additional costs for incidentals such as pre-employment testing, travel, accommodation.**

**CARRIED 6/0**

**FOR:** Cr JM Stratford, Cr BG Cooper, Cr GW Greaves, Cr GL Boyne, Cr LC Smith and Cr NJ Chandler

**Officer Recommendation**  
**RESOLUTION 041023**

**Moved CR GL Boyne** **Seconded CR NJ Chandler**

**That Council, by Absolute Majority;**

**1. Establishes the CEO Recruitment Committee, comprising of the following members;**

- i. Cr NJ Chandler**
- ii. Cr GL Boyne**
- iii. Cr GW Greaves**
- iv. Cr JM Stratford**

**2. Authorises Shire President and Deputy Shire President to appoint the Independent Person to the CEO Recruitment Committee/Panel.**

**CARRIED BY ABSOLUTE MAJORITY 6/0**

**FOR:** Cr JM Stratford, Cr BG Cooper, Cr GW Greaves, Cr GL Boyne, Cr LC Smith and Cr NJ Chandler

**Comment:**

Recruiting Consultant Lydia Highfield has been appointed and has prepared draft documentation for council's comment and endorsement. Lydia has prepared the following draft documents to be presented at this meeting.

1. DRAFT – CEO Recruitment Committee/Panel Terms of Reference.
2. DRAFT – Koorda CEO Application Package.

Terms of Reference (TOR) for the CEO Recruitment Committee/Panel incorporates the standards for recruitment as defined in Schedule 2, Division 2 of the Local Government (Administration) Regulations 1996.

In accordance with Section 5.11 of the Local Government Act 1995 (the Act) committee tenure expires every two years at the ordinary election.

CEO Recruitment Committee/Panel members and/or all parties that have access to Applicant information, are to sign a confidentiality agreement prior to the first item of business.

In order to fulfil the requirements of the Local Government (Administration) Regulations 1996 - Model standards for CEO recruitment, Council must determine the selection criteria for the position of CEO. A draft CEO application package (including the selection criteria and position description) has been presented for council's consideration.

In setting the Total Rewards Package for the CEO position, the Local Government is governed by the Salaries and Allowances Tribunal (SAT), with the Shire of Koorda being within the range of SAT Band Level 4, (\$136,023 - \$213,356).



Additional funds outside of the SAT Band may be allocated to relocation expenses.

**Consultation:**

Lydia Highfield - Recruitment Consultant.

**Statutory Implications:**

Local Government Act 1995

Local Government (Administration) Regulations 1996

Model standards for CEO recruitment, performance and termination.

**Policy Implications:**

Nil.

**Strategic Implications:**

Shire of Koorda Integrated Strategic Plan 2022

4.1 - Open and Transparent Leadership.

**Financial Implications:**

The 2023/2024 Shire of Koorda Budget includes wage and other provisions for the Chief Executive Officer, in line with the SAT Band Level 4 requirements.

CONFIRMED

**Voting Requirements:**     Simple Majority     Absolute Majority

**Officer Recommendation  
Resolution 231023**

**Moved Cr KM Burrell**

**Seconded Cr GW Greaves**

**That, by Absolute Majority:**

**1. Council approve the Position Description and Selection Criteria for the position of CEO, with minor amendments provided in the attached Koorda CEO Application Package.**

**2. Confirms the re-establishment of the CEO Recruitment Committee/Panel. Noting Lydia Highfield is to facilitate the process to recruit for the role of Chief Executive Officer, appoints the following Councillors to the CEO Recruitment Committee/Panel;**

- 1. President, Cr JM Stratford**
- 2. Deputy President, Cr GW Greaves**
- 3. Cr NJ Chandler**
- 4. Cr GL Boyne**
- 5. Cr KM Burrell**

**3. Appoints John Nuttall to join the CEO Recruitment Committee/Panel as the independent person, pursuant to Regulation 8(3)(b) of the Local Government (Administration) Regulations 1996.**

**4. The duties of the CEO Recruitment Committee/Panel are to make recommendations to the Council with regard to:**

- a. The recruitment of the substantive CEO;**
- b. The Candidate Applicant Information Package and Employment Contract for the substantive CEO;**
- c. Approve a remuneration package that offers salary, superannuation, motor vehicle and housing, as set by the Salaries and Allowances Tribunal (SAT), within the range of SAT Band Level 4, for the position of Chief Executive Officer with a contract term of three to five years.**

**5. The attached Terms of Reference (TOR) for the CEO Recruitment Committee/Panel, incorporating the standards for recruitment as defined in Schedule 2, Division 2 of the Local Government (Administration) Regulations 1996, be adopted.**

**6. The CEO Recruitment Committee/Panel shall disband upon the date that Council makes the appointment to the office of Chief Executive Officer.**

**7. CEO Recruitment Committee/Panel members and/or all parties that have access to Applicant information, to sign a confidentiality agreement prior to the first item of business.**


**CARRIED BY ABSOLUTE MAJORITY 5/0**

**FOR:** Cr JM Stratford, Cr GW Greaves, Cr NJ Chandler, Cr GL Boyne, and Cr KM Burrell

6.45pm: Lydia Highfield left the meeting.

6.46pm: ACEO L Foote and WS D West returned to the chambers.

## 11.4. Koorda Community Grants Program (CGP) Policy

<b>Governance and Compliance</b>		
<b>Date</b>	20 October 2023	
<b>Location</b>	Not Applicable	
<b>Responsible Officer</b>	Lana Foote, Acting 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="#">Draft F - Grants - Community Grants Program Policy</a> <a href="#">Draft - Community Grants Program Application Form</a>	

### Background:

In accordance with Section 2.7(2) of the Local Government Act 1995, Council is to determine the Shire's policies. The development and management of Council policy is an ongoing process.

It is important that Council policies are kept up to date and are reviewed on a regular basis under the direction of the Chief Executive Officer. If any changes or amendments are required these are brought to Council for endorsement.

Staff, in consultation with the Policy Review Committee, are conducting a major review of the Shires Policy Manual and propose improvements for Council's consideration. This report presents the changes within the policy manual.

### Comment:

The Policy Committee met on 18 October 2023, prior to the Ordinary Council Meeting and undertook reviews on multiple policies and recommended;

*"That Council,*

*1. Notes any minor changes recommended to the attached draft policies by the Policy Review Committee, and*

*2. Adopts the following policies, as amended;*

- (a) F - Grants - Community Grants Program*
- (b) G - Appointment of an Acting Chief Executive Officer*
- (c) G - Code of Conduct Behaviour Complaints Management*
- (d) G - Council Meeting System*
- (e) W - Asset Management"*

Due to major changes taking place within Policy "F - Grants - Community Grants Program," the ACEO, prior to Council consideration, amended the officer recommendation to defer the adoption of Policy "F - Grants - Community Grants Program," to allow Council to review and consider the changes recommended at the Policy Review Committee Meeting.

The updates have now been made to the policy, as per recommendations from the Policy Review Committee, and are presented for Council consideration.

### Consultation:

Policy Review Committee

**Statutory Implications:**

Local Government Act 1995, Part 2, Division 2 'Role of Council'

2.7. Role of council

(1) The council –

- (a) governs the local government's affairs; and
- (b) is responsible for the performance of the local government's functions.

(2) Without limiting subsection (1), the council is to –

- (a) oversee the allocation of the local government's finances and resources; and
- (b) determine the local government's policies.

**Policy Implications:**

The Policy Manual will be updated accordingly, should Council resolve to adopt the Officer's Recommendations.

**Strategic Implications:**

Shire of Koorda Integrated Strategic Plan 2022

1.1.3 - Facilitate and support events that promote the region and deliver a positive economic impact.

1.2.2 - Develop and implement a Community Grants Program.

1.2.3 - Make available a list of current grant opportunities to local businesses, clubs and community groups.

4.1 - Open and Transparent Leadership

**Financial Implications:**

A Budget allocation of \$10,000 was included in the 2023/2024 Shire of Koorda Budget for the inaugural round of the Koorda Community Grants Program (CGP).

**Voting Requirements:**     Simple Majority     Absolute Majority

**Officer Recommendation  
Resolution 241023**

**Moved Cr NJ Chandler**

**Seconded Cr GW Greaves**

**That Council by Absolute Majority;**

**1. Adopts "F - Grants - Community Grants Program" policy, as attached; with minor adjustment (equipment note & reviewed as required); and**

**2. Directs the ACEO to commence advertising of the Koorda Community Grants Program.**

**CARRIED BY ABSOLUTE MAJORITY 5/0**

**FOR:** Cr JM Stratford, Cr GW Greaves, Cr NJ Chandler, Cr GL Boyne and Cr KM Burrell

Prior to the final adoption and as per part (1) of the recommendation, minor adjustments took place to include a notation \*If funded equipment is sold within 2 years, the successful applicant must notify the Shire\* and \*To ensure the Application Form is user friendly and consistently meets Shire reporting requirements, the form shall be reviewed and updated as required\*.

## 12. OFFICER'S REPORTS – WORKS & ASSETS

### 12.1. Heavy Vehicle Route Determinations

#### 6.56pm - SUSPEND STANDING ORDERS

##### Resolution 251023

Moved Cr GL Boyne

Seconded Cr GW Greaves

That standing orders be suspended to discuss item 12.1 Heavy Vehicle Route Determinations.

**CARRIED 5/0**

**FOR:** Cr JM Stratford, Cr GW Greaves, Cr NJ Chandler, Cr GL Boyne, and Cr KM Burrell

#### 8.04pm - RESUMPTION OF STANDING ORDERS

##### Resolution 261023


Moved Cr GL Boyne

Seconded Cr GW Greaves

That standing orders be resumed as per the attendance register.

**CARRIED 5/0**

**FOR:** Cr JM Stratford, Cr GW Greaves, Cr NJ Chandler, Cr GL Boyne, and Cr KM Burrell

<b>Works and Assets</b>		
<b>Date</b>	20 October 2023	
<b>Location</b>	Not Applicable	
<b>Responsible Officer</b>	Lana Foote, Acting Chief Executive Officer	
<b>Author</b>	As above	
<b>Legislation</b>	<i>Road Traffic Act 1974; Road Traffic (Vehicle) Regulations 2014</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="#">Email from Main Roads RAV 7 Request for Support</a>	

#### Background:

Over the past years, the Council have considered multiple applications submitted to Main Roads Western Australia (MRWA) Heavy Vehicle Services (HVS) requesting an amendment to the Restricted Access Vehicle (RAV) route determinations on Shire of Koorda roads.

As per point 2 and 3 of RES:060419 from the April 2019 Council meeting, it was resolved;

- Any application in excess of RAV 4 to be referred to Council for consideration
- The Shire does not support RAV 9

Due to multiple requests to amend the RAV ratings on Shire Roads, Council requested an assessment be undertaken by MRWA HVS on multiple roads. It was envisaged that following the assessment, Council would strategically consider the future RAV ratings on the assessed roads, with regard to future

economic benefit, road user safety, road formation suitability and increased future maintenance requirements that may be a direct result of any increase to the RAV ratings.

Assessments were completed on the below roads with regard to their suitability to RAV 7;

Cadoux Koorda,  
 Koorda Kulja,  
 Koorda Mollerin,  
 Burakin Wialki,  
 Kalannie Kulja,  
 Stockyard,  
 Felgate,  
 Warren (Gravel),  
 Kulja Central (Gravel),  
 Martin(Gravel),  
 Scotsman, (Gravel),  
 Commonwealth (Gravel), and  
 East Boundary (Gravel).

The Acting CEO and Works Supervisor are meeting with MRWA on Monday prior to this Meeting to receive a briefing on the road assessment outcome report which will be summarised to Council prior to consideration of this item.

In addition to this, an application has been referred to the Shire for the following local roads to be assessed for RAV 7 status:

Road No.	Road Name	From Location (SLK)	To Location (SLK)	Current Network	Requested Network
4110030	Graves Road	Kalannie Kulja Rd (0.00)	Martin Rd (0.124)	Tandem Drive Network 4	Tandem Drive Network 7
4110020	Kulja Mollerin Road	Koorda Kulja (4.95)	Commonwealth Rd (14.73)	Tandem Drive Network 4	Tandem Drive Network 7

**Comment:**

The Main Roads RAV Network Access Strategy is aimed at establishing and maintaining a Strategic Road Freight Network (SRFN). The SRFN consists of roads, agreed on by Main Roads and Local Government, which carry the bulk of freight vehicles. When considering access decisions, Local Governments should be mindful of network wide considerations relating to efficiency, connectivity, sustainability, asset protection, public safety and public amenity. Where a more appropriate route is available, linking to the SRFN, it is reasonable to propose alternative routes to the applicant via the response to Main Roads WA. Approvals for RAV access outside of the SRFN should generally be limited to where access is required to a particular origin and/or destination or loading and unloading locations.

It is recommended that Council determine per assessed road, whether to accept or decline the RAV 7 rating.

With regard to the application received by MRWA for Graves Road & Kulja Mollerin Road, comments are sought relating to road condition, planning conflicts, development issues etc. that may be impacted by adding the above roads onto the RAV 7 network.

**Consultation:**

Darren West, Works Supervisor  
Main Roads WA Heavy Vehicle Services

**Statutory Implications:**

The Road Traffic Act 1974 and the Road Traffic (Vehicle) Regulations 2014 govern the use of heavy vehicles on roads within Western Australia and define items such as compliance notices, exemptions, permits and notices for heavy restricted access vehicles. These regulations also contain provisions for mass and loading, load restraints, vehicle modifications and vehicle maintenance.

The Land Administration Act 1997 Section 55 and Local Government Act 1995 Section 3.53(2) gives the Shire of Koorda management responsibility for roads within its boundaries.

**Policy Implications:**

At this time, no policy exists to assist Council with assessing applications to operate Restricted Access Vehicles (RAV) on Local Government Roads. It is anticipated a Policy will be included for consideration during the Policy Review/Update process.

**Strategic Implications:**

Shire of Koorda Integrated Strategic Plan 2022

2.3.2 - Maintain an efficient, safe and quality local road network.

**Financial Implications:**

There are no immediate financial implications, however a change in RAV Network Ratings has the potential to reduce the life of the road and increase the maintenance requirements of the road. The whole of life estimates for these roads may be altered by a change in the RAV Network rating.

**Officer Recommendation  
Resolution 271023**

**Moved Cr NJ Chandler**

**Seconded Cr GL Boyne**

**That;**

**1. The President liaises with Main Roads WA on the Restricted Access Vehicle (RAV) Route Determination process and investigate road signage; and**

**2. Council approve, for the Harvest Period between 1 October 2023 to 31 January 2024, an increase on the below listed sections of Roads to Tandem Drive Network 7 (RAV 7), with the below listed conditions to be published on the Main Roads HVS Network Map.**

Road No.	Road Name	From Location (SLK)	To Location (SLK)	Requested Network	Conditions
4110140	Burakin - Wialki Rd	Kalannie-Kulja Rd (6.14)	East Boundary Rd (36.63)	Tandem Drive Network 7	<ul style="list-style-type: none"> <li>All operators must carry written support from the road manager acknowledging the operator's use of the road.</li> <li>No operation on unsealed road segment when visibly wet, without road owner's approval.</li> <li>Maximum speed 90 km/h</li> <li>Operation permitted between 1 October 2023 to 31 January 2024 only</li> </ul>
4110141	Felgate Rd	CBH access (0.80)	Cadoux - Koorda Rd (1.50)	Tandem Drive Network 7	<ul style="list-style-type: none"> <li>Operation permitted between 1 October 2023 to 31 January 2024 only</li> </ul>
4110138	Haig St	Railway St (0.00)	Koorda - Bullfinch Rd (0.96)	Tandem Drive Network 7	<ul style="list-style-type: none"> <li>All operators must carry written support from the road manager acknowledging the operator's use of the road.</li> <li>No operation on unsealed road segment when visibly wet, without road owner's approval.</li> <li>Maximum speed 50 km/h</li> <li>Operation permitted between 1 October 2023 to 31 January 2024 only</li> </ul>
4110006	Kalannie - Kulja Rd	LGA boundary (0.00)	Burakin - Wialki Rd (14.33)	Tandem Drive Network 7	<ul style="list-style-type: none"> <li>All operators must carry written support from the road manager acknowledging the operator's use of the road.</li> <li>No operation on unsealed road segment when visibly wet, without road owner's approval.</li> <li>Maximum speed 80 km/h</li> <li>Operation permitted between 1 October 2023 to 31 January 2024 only</li> </ul>
4110139	Koorda - Bullfinch Rd	Haig St (0.00)	East Boundary Rd (10.47)	Tandem Drive Network 7	<ul style="list-style-type: none"> <li>All operators must carry written support from the road manager acknowledging the operator's use of the road.</li> <li>No operation on unsealed road segment when visibly wet, without road owner's approval.</li> <li>Maximum speed 90 km/h</li> <li>Operation permitted between 1 October 2023 to 31 January 2024 only</li> </ul>
4110004	Koorda - Kulja Rd	Cadoux - Koorda Rd (0.00)	Kulja Central Rd (48.30)	Tandem Drive Network 7	<ul style="list-style-type: none"> <li>All operators must carry written support from the road manager acknowledging the operator's use of the road.</li> <li>No operation on unsealed road segment when visibly wet, without road owner's approval.</li> <li>Maximum speed 80 km/h</li> <li>Operation permitted between 1 October 2023 to 31 January 2024 only</li> </ul>
4110001	Koorda - Mollerin Rd	Koorda - Kulja Rd (0.00)	Burakin - Wialki Rd (36.25)	Tandem Drive Network 7	<ul style="list-style-type: none"> <li>Rail Crossing 3364 not to be crossed.</li> <li>No access permitted into Koorda-Mollerin Rd from Burakin-Wialki Rd. No access permitted into Burakin-Wialki Rd from Koorda-Mollerin Rd.</li> <li>No operation on unsealed road segment when visibly wet, without road owner's approval.</li> <li>Operation permitted between 1 October 2023 to 31 January 2024 only</li> </ul>
4110088	Kulja Central Rd	Koorda - Kulja Rd (0.00)	Warren Rd (26.79)	Tandem Drive Network 7	<ul style="list-style-type: none"> <li>All operators must carry written support from the road manager acknowledging the operator's use of the road.</li> <li>No operation on unsealed road segment when visibly wet, without road owner's approval.</li> <li>Maximum speed 70 km/h</li> <li>Operation permitted between 1 October 2023 to 31 January 2024 only</li> </ul>
4110017	Martin Rd	Warren Rd (0.00)	Graves Rd (16.39)	Tandem Drive Network 7	<ul style="list-style-type: none"> <li>All operators must carry written support from the road manager acknowledging the operator's use of the road.</li> <li>No operation on unsealed road segment when visibly wet, without road owner's approval.</li> <li>Maximum speed 70 km/h</li> <li>Operation permitted between 1 October 2023 to 31 January 2024 only</li> </ul>



Road No.	Road Name	From Location (SLK)	To Location (SLK)	Requested Network	Conditions
4110137	Railway St	Haig St (0.64)	Cadoux - Koorda Rd (0.74)	Tandem Drive Network 7	<ul style="list-style-type: none"> <li>All operators must carry written support from the road manager acknowledging the operator's use of the road.</li> <li>Maximum speed 50 km/h</li> <li>Operation permitted between 1 October 2023 to 31 January 2024 only</li> </ul>
4110128	Scotsman Rd	Kulja Central Rd (0.00)	Remlap Rd (26.85)	Tandem Drive Network 7	<ul style="list-style-type: none"> <li>All operators must carry written support from the road manager acknowledging the operator's use of the road.</li> <li>No operation on unsealed road segment when visibly wet, without road owner's approval.</li> <li>Maximum speed 70 km/h</li> <li>Operation permitted between 1 October 2023 to 31 January 2024 only</li> </ul>
4110103	Warren Rd	Kulja Central Rd (5.64)	LGA boundary (14.05)	Tandem Drive Network 7	<ul style="list-style-type: none"> <li>All operators must carry written support from the road manager acknowledging the operator's use of the road.</li> <li>No operation on unsealed road segment when visibly wet, without road owner's approval.</li> <li>Maximum speed 70 km/h</li> <li>Operation permitted between 1 October 2023 to 31 January 2024 only</li> </ul>
4110085	Stockyard Rd	Cadoux - Koorda Rd (0.00)	Stockyard Rd (end)	Tandem Drive Network 7	<ul style="list-style-type: none"> <li>All operators must carry written support from the road manager acknowledging the operator's use of the road.</li> <li>No operation on unsealed road segment when visibly wet, without road owner's approval.</li> <li>Maximum speed 70 km/h</li> <li>Operation permitted between 1 October 2023 to 31 January 2024 only</li> </ul>
4110030	Graves Rd	Kalannie - Kulja Rd (0.00)	Martin Rd (0.124)	Tandem Drive Network 7	<ul style="list-style-type: none"> <li>Operation permitted between 1 October 2023 to 31 January 2024 only</li> </ul>

**CARRIED 4/1**

**FOR:** Cr JM Stratford, Cr NJ Chandler, Cr GL Boyne, Cr KM Burrell  
**AGAINST:** Cr GW Greaves

**13. Closure**

The Presiding Person thanked those present for their attendance and declared the meeting closed at 8.13pm.

Signed: Stratford

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

**Date: 15 November 2023**