



Shire of
Koorda

Drive in, stay awhile

MINUTES

Governance Committee Meeting

Held in Shire of Koorda Council Chambers

10 Haig Street, Koorda WA 6475

Monday 24 February 2025

Commencing 5.00pm

NOTICE OF MEETING

Dear Governance Committee Members,

The next Governance Committee Meeting of the Shire of Koorda will be held on Monday 24 February 2025 in the Shire of Koorda Council Chambers, 10 Haig Street, Koorda, commencing at 5.00pm.

Zac Donovan
Chief Executive Officer
21 February 2025

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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

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CONFIRMED

**Shire of Koorda
Governance Committee Meeting
5.00pm, Monday 24 February 2025**



1. Declaration of Opening

The Presiding person welcomed those in attendance and declared the meeting open at 5.02pm.

2. Record of Attendance, Apologies and Leave of Absence

Committee Members:

Cr JM Stratford

Cr GL Boyne

Cr NJ Chandler

Presiding Member

Member

Member

Staff:

Mr Z Donovan

Miss L Foote

Chief Executive Officer

Deputy Executive Officer

Visitors:

Apologies:

Approved Leave of Absence:

3. Public Question Time

Nil.

4. Disclosure of Interest

Nil.

5. Confirmation of Minutes from Previous Meetings

5.1. Governance Committee Meeting held on 3 April 2024

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

Voting Requirements

☒ Simple Majority

☐ Absolute Majority

Committee 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 Governance Committee Meeting held 3 April 2024, as presented, be confirmed as a true and correct record of proceedings.

CARRIED 3/0

For: Cr JM Stratford, Cr NJ Chandler, Cr GL Boyne

6. Officer's Reports

5.03pm - SUSPEND STANDING ORDERS

Moved Cr NJ Chandler

Seconded Cr GL Boyne

That standing orders be suspended to discuss item 6.1 Policy Manual Review and Update.

CARRIED 3/0

For: Cr JM Stratford, Cr NJ Chandler, Cr GL Boyne

6.35pm - RESUMPTION OF STANDING ORDERS

Moved Cr GL Boyne


Seconded Cr NJ Chandler

That standing orders be resumed as per the attendance register.

CARRIED 3/0

For: Cr JM Stratford, Cr NJ Chandler, Cr GL Boyne

6.1. Policy Manual Review and Update

Governance and Compliance		
Date	21 February 2025	
Location	Not Applicable	
Responsible Officer	Lana Foote, Deputy Chief Executive Officer	
Author	As above	
Legislation	Local Government Act 1995	
Disclosure of Interest	Nil	
Purpose of Report	<input checked="" type="checkbox"/> Executive Decision <input checked="" type="checkbox"/> Legislative Requirement <input type="checkbox"/> Information	
Attachments	A - Change Management B - Use of Shire Equipment and Resources for Firefighting Purposes F - Cash Handling F - Financial Reserves and Provision for Accrued Leave F - Purchasing Policy G - Cyber Security & Data Breach Response G - Privacy Policy P - Fencing Contributions - Shire Owned Properties W - Material Supply and Royalties W - Street Lighting W - Vandalism Reward W - Wildflower Harvesting and Animal/ Fauna Removal Policies to Rescind	

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 Governance 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.

This report presents the policy review that has been undertaken by Staff, in consultation with the Governance Committee to update the following:

- Rebranding changes to reflect the new logo.
- Updating of policy sections and numbering to remove redundant numbering and policy sections (A = Administration, B = Bushfire, EM = Elected Members, F = Finance, G = Governance & Compliance, P = Property, Planning & Land, and W= Works & Assets).
- Separating the existing Policy Manual into two (2) separate sections. One section being Strategic Policies (Council related) and one new section, Operational Policies being those policies that specifically fall under the functions of the CEO as defined in the Local Government Act 1995, Section 5.41 Function of the CEO.
- Amendments to be made to existing policies.
- Introduction of new policies.
- Rescindment of outdated policies.

Comment:

The Governance Committee will be undertaking a review on the below policies prior to consideration at the next Council Meeting. Subject to the Committee's review, these policies will be presented to Council for final consideration.

Amendments and introduction of policies to the "Strategic" section of the policy manual

Policy Section & Title	Proposed Amendments/Comments
A - Change Management	<ul style="list-style-type: none">• Introduction of new policy as part of 2022/2023 Audit Findings/Recommendations.
B - Harvest and Vehicle Movement Bans	<ul style="list-style-type: none">• Former Policy No: B6 Harvesting Ban Officers & B7 Harvesting Ban Procedure• Re-write and merge old policies (B6 & B7) in line with current practices.
B - Use of Shire Equipment and Resources for Firefighting Purposes	<ul style="list-style-type: none">• Introduction of new policy as part of LGIS recommend Bushfire Policy suite. In line with current practices.
F - Cash Handling	<ul style="list-style-type: none">• Introduction of new policy as per FMR recommendation: to ensure access to any cash held is restricted only to authorised personnel through secure storage. Implement appropriate documented procedures and controls for cash maintained by staff and / or third parties (such as contractors). Processes should also include reference to insured amounts relating to cash, to ensure adequate insurance levels are maintained relating to cash.

F - Financial Reserves and Provision for Accrued Leave	<ul style="list-style-type: none"> • Former Policy No: F5 Establishment of Reserve Accounts and F12 Provision for Accrued Leave • Re-write and merge old policies (F5 & F12)
F - Purchasing Policy	<ul style="list-style-type: none"> • Inclusion of treatment for assets over \$75,000. • Addition of new manager as purchasing officer. • Inclusion of former policy "F4 Tenders - Canvass of Councillors."
G - Cyber Security & Data Breach Response	<ul style="list-style-type: none"> • Introduction of new policy as part of 2022/2023 Audit Findings/Recommendations and as required as part of introduction of the Privacy and Responsible Information Sharing Bill 2024 (PRIS).
G - Privacy Policy	<ul style="list-style-type: none"> • Introduction of new policy as required as part of introduction of the Privacy and Responsible Information Sharing Bill 2024 (PRIS).
P - Fencing Contributions - Shire Owned Properties	<ul style="list-style-type: none"> • Introduction of new policy as requested by Council as per February 2025 OCM resolution.
W - Material Supply and Royalties	<ul style="list-style-type: none"> • Former Policy No: W5 Gravel Supplies & W6 Royalty Payments • Re-write and merge old policies (W5 & W6)
W - Street Lighting	<ul style="list-style-type: none"> • Update old Policy W12 Street Lighting
W - Vandalism Reward	<ul style="list-style-type: none"> • Update old Policy P1 Vandalism Reward
W - Wildflower Harvesting and Animal/ Fauna Removal	<ul style="list-style-type: none"> • Former Policy No: P9 Wildflower Harvesting License - Council Reserves & P11 Reptiles & Amphibians • Re-write and merge old policies (P9 & P11)

PART 2 - Policies to be Rescinded

It is recommended that the below policies be removed from the Policy Manual in their entirety. These policies are attached and labelled Part 2.

Policy	Reason for Rescindment
A23 - Executive Function Test	<p>As per advice provided by DLGSC;</p> <ul style="list-style-type: none"> • A local government can make local laws (legislative function) and provide services and facilities (executive function) • Executive function: The executive functions of local government include the administration of local laws and the provision of services and facilities. A local government can provide any service or facility that is necessary or convenient for the good governance of the people in its district or for the performance of any other function under the Act. Before commencing provision of a service or facility, a local government must satisfy itself that the service or facility integrates with State or Commonwealth services, does not inappropriately duplicate any State, Commonwealth or private service, and is managed efficiently and effectively.
H6 - Application for Planning Consent	<p>The requirements to submit a development application are contained with the application form. Approval is included as per Shire of Koorda Delegation 12.1 Development Approvals/Planning Determination.</p>
O1 - Genetically Modified Crops	No longer relevant.

P5 - Swimming Pool Opening Times	Swimming Pool Operation and Management tendered out and operations are determined during tender and contract negotiations which Council oversee.
P10 - Playground Equipment	6-monthly compliance checks on playground implemented within Corporate Calendar and notification for inspections are implemented.
W4 - Road Building Materials	NEWROC discussion regional collaboration on purchasing if/when appropriate.
W9 - School Bus Stop Signs	No longer in delegation register. Operational matter. The Works Supervisor receives official requests from Education Department for any new locations requiring a school bus stop sign.
W10 - School Precinct Parking	No longer relevant.

Consultation:

Executive Management Team
Governance 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 Committee's Recommendations.

Strategic Implications:

Shire of Koorda Integrated Strategic Plan 2024

4.1 - Open and Transparent Leadership.

Risk Implications:

Not regularly updating the Shire's Policy manual poses a reputable risk with a medium risk rating. In order to maintain transparency and to facilitate appropriate decision-making processes, it is imperative that policy statements reflect the current position of Council and work practices at the Shire as well as best practice approaches.

Financial Implications:

Nil

Committee Recommendation

Moved Cr NJ Chandler

Seconded Cr GL Boyne

The committee recommend that Council;

1. With regards to Shire of Koorda Policy Manual, adopts the following policies, as amended and included in this report, attached in Part 1;

- (a) A - Change Management**
- (b) B - Use of Shire Equipment and Resources for Firefighting Purposes**
- (c) F - Cash Handling**
- (d) F - Financial Reserves**
- (e) F - Purchasing Policy**
- (f) G - Cyber Security & Data Breach Response**
- (g) G - Privacy Policy**
- (h) P - Fencing Contributions - Shire Owned Properties**
- (i) W - Material Supply and Royalties**
- (j) W - Street Lighting**
- (k) W - Vandalism Rewards**
- (l) W - Wildflower Harvesting and Animal/Fauna Removal**

2. With regards to Shire of Koorda Policy Manual, rescinds and removes the following policies, attached in Part 2;

- (a) A23 - Executive Function Tests**
- (b) H6 - Application for Planning Consent**
- (c) O1 - Genetically Modified Crops**
- (d) P5 - Swimming Pool Opening Times**
- (e) P10 - Playground Equipment**
- (f) W4 - Road Building Materials**
- (g) W9 - School Bus Stop Signs**
- (h) W10 - School Precinct Parking**

CARRIED 3/0

FOR: Cr JM Stratford, Cr NJ Chandler, Cr GL Boyne

Policy “B - Harvest and Vehicle Movement Bans” was removed from the item to be referred to the Koorda Bushfire Advisory Committee Meeting.

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

Nil.

8. Date of Next Meeting

TBC

9. Closure

The Presiding person thanked everyone for their attendance and closed the meeting at 6.39pm.

Signed: Stratford

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

Date: 4 June 2025

APPENDIX I – Terms of Reference

Governance Committee

Terms of Reference

1. Name

The name of the committee is the Shire of Koorda Governance Committee. (Formally the Policy Review Committee)

2. Head of Power

The committee is established by Council under section 5.8 of the *Local Government Act 1995*. (Res: 041122)

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 Governance 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 Committee is established to fulfil the following objectives:

- a) provide guidance and assistance to Council in fulfilling its legislative responsibilities to 'determine the local government's policies' (section 2.7 (2)(b) of the Act) by:
 - i. conducting at a minimum, a biennial review for Council policies and
 - ii. conducting at a minimum, a review of the Shire of Koorda Local Laws, within an 8-year period after their commencement to determine if they should remain unchanged or be repealed or amended;
 - iii. developing policies and local laws, as required, and making recommendations to Council as a result of those reviews at the next available Ordinary Council Meeting;
 - iv. conducting a review of the Corporate Business Plan and associated Key Performance Indicators and subsequent recommendations to Council;
 - v. reviewing the Corporate Governance Framework; and
- b) assist Council in such other matters as the Council may refer to the Committee.

Planning policies are not considered to be the responsibility of the Committee to review and will instead be presented directly to Council.

Accounting policies and practices are not considered to be the responsibility of the Committee and will instead be presented to the Audit and Risk Committee.

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 their nominees, principally the Deputy CEO.

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

7. Presiding Member

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

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

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

The role of the Presiding Member includes:

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

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

8. Meetings

Meetings shall be called as required in line with reviews timeframes as outlined in section '4: Objectives'.

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

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

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

9. Minutes

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

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

10. Reporting

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

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

11. Terms of Appointment

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

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

12. Code of Conduct

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

13. Public Question Time

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

14. Voting

Shall be in accordance with section 5.21 of the Act.

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

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

15. Alterations to Terms of Reference

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

16. Termination of Committee

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

Review History

Date	Council Resolution	Description of review/amendment
17/04/2024	RES: 050424	Terms of Reference Adopted
03/04/2024		Terms of Reference endorsed by Governance Committee
23/10/2023	RES: 191023	Committee re-established as Governance Committee (former Policy Review Committee)