

**2021**

# MINUTES

**Shire of Koorda**

**15/09/2021**

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# SHIRE OF KOORDA MINUTES

**FOR THE ORDINARY MEETING OF COUNCIL**  
Held in the Council Chambers, 10 Haig Street,  
Koorda, on Wednesday 15 September at 5.00pm

## 1 DECLARATION OF OPENING

The Presiding Person declared the meeting open at 5.00pm.

## 2 ANNOUNCEMENT OF VISITORS

## 3 RECORD OF ATTENDANCE

### 3.1 Record of Attendance:

CR JM Stratford	President
CR PL McWha	Deputy President (5.03pm)
CR GL Boyne	Councillor
CR LC Smith	Councillor
CR RDG Storer	Councillor
Mr Darren Simmons	CEO
Miss Lana Foote	DCEO
Mr Darren West	Works Supervisor

### 3.2 Apologies:

### 3.3 Approved Leave of Absence:

CR BG Cooper	Councillor
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**PRESIDENT TO DRAW THE DISCLAIMER TO THE PUBLIC'S ATTENTION  
(If members of the public present)**

## 4 QUESTION TIME FOR THE PUBLIC

### 4.1 Response to Previous Public Questions Taken on Notice

### 4.2 Public Question Time Open

### 4.3 Public Question Time Closed

## 5 APPLICATIONS FOR LEAVE OF ABSENCE

## 6 DECLARATIONS OF INTEREST

**7 PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS**

**8 CONFIRMATION OF MINUTES FROM PREVIOUS MEETINGS**

**8.1 ORDINARY MEETING HELD 18 August 2021** ([Click here to view](#))

**COUNCIL DECISION  
Officer Recommendation**

**Moved CR RDG Storer**

**Seconded CR LC Smith**

**That the Minutes of the Koorda Shire Council Ordinary Meeting held on the 18 August 2021, as circulated be confirmed and certified as a true and accurate record.**

**PUT & CARRIED: 4/0  
RESOLUTION NO: 010921**

**8.2 SPECIAL MEETING HELD 30 August 2021** ([Click here to view](#))

**COUNCIL DECISION  
Officer Recommendation**

**Moved CR GL Boyne**

**Seconded CR RDG Storer**

**That the Minutes of the Koorda Shire Council Special Meeting held on the 30 August 2021, as circulated be confirmed and certified as a true and accurate record.**

**PUT & CARRIED: 4/0  
RESOLUTION NO: 020921**

**5.03pm – Cr PL McWha joined the meeting**

**9 ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT DISCUSSION**

Congratulations to the Koorda Ladies Hockey and Football Clubs on their premiership wins.

Congratulations to the Koorda Agricultural Society on their 80<sup>th</sup> show.

Well done to the Staff for conducting another successful Local Government Election process.

Thank you to Cr Pam McWha and Cr George Storer for their service to council over their tenure.

Well done to Council elect Nick Chandler and Gary Greaves.

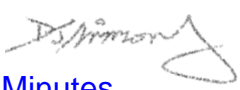
**10 REPORTS OF COMMITTEES**

## 11 CHIEF EXECUTIVE OFFICERS REPORT

### 11.1 Governance and Administration

#### 11.1.1 **NEWROC COUNCIL MEETING** 31 August 2021 at Koorda

##### **Section 5.23 – Applicability**

<b>Location:</b>	NEWROC Regions
<b>Portfolio:</b>	<b>Governance, Administration and Finance</b> Cr JM Stratford
<b>File Reference:</b>	ADM 0105
<b>Disclosure of Interest:</b>	No Interest declared by CEO
<b>Author:</b>	Darren Simmons, Chief Executive Officer
<b>Signature of CEO</b>	
<b>Attachments:</b>	<a href="#">Minutes</a>

##### **Background:**

Minutes of the NEWROC Council Meeting held on 31 August 2021 at Koorda.

##### **Comment:**

Items discussed at the NEWROC Meeting were:

Item 6.1	Income, Expenditure and Profit and Loss
Item 7.1	Energy
Item 7.2	Town Team Project Proposal
Item 7.3	Waste
Item 7.4	Local Government Procurement
Item 7.5	Regional Climate Alliance
Item 8.1	Regional Telecommunications Review

##### **Consultation**

Nil

##### **Statutory Environment:**

Nil

##### **Policy Implications:**

Nil

##### **Financial Implications:**

Nil

##### **Strategic Implications:**

Shire of Koorda Strategic Community Plan

4.1.7 - Develop successful and collaborative partnerships

4.2.2 - Facilitate resource sharing on a regional basis

**Voting Requirement:**

Simple majority

**COUNCIL DECISION**  
**Officer Recommendation**

**Moved CR GL Boyne**

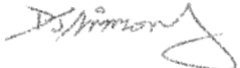
**Seconded CR LC Smith**

**That Council note and endorse the recommendations of the NEWROC Council meeting held at Koorda on 31 August 2021.**

**PUT & CARRIED: 5/0**  
**RESOLUTION NO: 030921**

11.1.2 **GECZ MEETING**  
23 August 2021 at Merredin

**Section 5.23 – Applicability**

**Location:** GECZ Regions  
**Portfolio:** **Governance, Administration and Finance**  
Cr JM Stratford  
**File Reference:** ADM 0092  
**Disclosure of Interest:** No Interest declared by CEO  
**Author:** Darren Simmons, Chief Executive Officer  
**Signature of CEO**   
**Attachment:** [Minutes](#)

**Background:**

Minutes of the GECZ Meeting held on 23 August 2021 at Merredin.

**Comment:**

The following issues were discussed:

- Item 5 Guest Speakers/Deputations – Hon John Carey MLA, Minister for Housing; Local Government | Grant Robinson, Office of the Auditor General – Financial Audit.
- Item 6 Minutes
- Item 7.1 Regional Telecommunications Review
- Item 7.2 2021 Local Government Elections – Zone Office Bearer Elections
- Item 7.3 Social Housing Economic Recovery Package Grant Funding
- Item 7.4 State Planning Policy 2.1 Basic Raw Materials
- Item 7.5 Information Items
- Item 7.6 Drought Advocacy Update
- Item 8 Various Zone Reports
- Item 9 WALGA Business – State Councillor Report, WALGA Status Report, State Council Agenda Items, Organisational Reports, WALGA President's Report
- Item 11 Agency Reports
- Item 12.1 Electoral Reform Campaign
- Item 13.1 Census

**Consultation**

Nil

**Statutory Environment:**

Nil

**Policy Implications:**

Nil

**Financial Implications:**

Nil

**Strategic Implications:**

Shire of Koorda Strategic Community Plan

4.1.7 - Develop successful and collaborative partnerships

4.2.2 - Facilitate resource sharing on a regional basis

**Voting Requirement:**

Simple majority

**COUNCIL DECISION**

**Officer Recommendation**

**Moved CR LC Smith**

**Seconded CR PL McWha**

**That Council note and endorse the recommendations of the GECZ Meeting held at Merredin on 23 August 2021.**

**PUT & CARRIED: 5/0  
RESOLUTION NO: 040921**



11.1.3 **CEACA MEETING**  
23 August 2021 at Merredin

**Section 5.23 – Applicability**

**Location:**

**Portfolio:**

**Governance, Administration and Finance**

Cr JM Stratford

**File Reference:**

ADM 0237

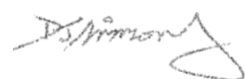
**Disclosure of Interest:**

No Interest declared by CEO

**Author:**

Darren Simmons, Chief Executive Officer

**Signature of CEO**



**Attachment:**

[Minutes](#)

**Background:**

Minutes of the CEACA Meeting held on 23 August 2021 at Merredin.

**Comment:**

The following business issues were discussed:

- Item 4.1 Interim CEO Update
- Item 4.2 Operations Report
- Item Other Business

**Consultation**

Members of CEACA

**Statutory Environment:**

Nil

**Policy Implications:**

Nil

**Financial Implications:**

Nil

**Strategic Implications:**

Shire of Koorda Strategic Community Plan

4.1.7 - Develop successful and collaborative partnerships

4.2.2 - Facilitate resource sharing on a regional basis

2.1.3 - Support processes that will enhance local business access to professional services and advice

**Voting Requirement:**

Simple majority

**COUNCIL DECISION**  
**Officer Recommendation**

**Moved CR GL Boyne**

**Seconded CR LC Smith**

**That Council note and endorse the recommendations of the CEACA meeting held at Merredin on 23 August 2021.**

**PUT & CARRIED: 5/0**  
**RESOLUTION NO: 050921**

## 11.1.4 **AUDIT COMMITTEE TERMS OF REFERENCE**

### **Section 5.23 – Applicability**

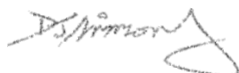
**Location:** Shire of Koorda  
**Portfolio:** **Governance, Administration and Finance**  
Cr JM Stratford

**File Reference:**

**Disclosure of Interest:** Nil

**Author:** Lana Foote, Deputy Chief Executive Officer

**Signature of CEO**



**Attachment:** [April 2006 Audit Committee Terms of Reference](#)  
[Draft 2021 Audit Committee Terms of Reference](#)

### **Background**

The Shire's Audit Committee established under Part 7 of the *Local Government Act 1995* provides a critical oversight and capacity building function for the organisation.

### **Comment**

The functions of the Audit, Risk and Governance Committee are defined in Regulation 16 of the *Local Government (Audit Regulations) 1996*. These functions include to guide and assist the local government carrying out its financial management functions related to audits.

In the interim audit, the below finding was identified;

### **Finding**

*We noted that the Shire does not have an audit committee charter or terms of reference.*

### **Rating: Moderate**

#### **Implication:**

*Without an appropriate terms of reference, the roles and responsibilities of the audit committee are not clearly outlined, which could affect the effectiveness of the audit committee.*

#### **Recommendation:**

*We recommend that management develop an appropriate audit committee terms of reference.*

*The Western Australian Public Sector Audit Committees – Better Practice Guide (developed by the Office of the Auditor General) contains an example audit committee charter, designed to assist accountable authorities and audit committees develop an audit committee charter that reflects better practice principles.*

The original terms of reference for the committee was adopted in April 2006 and management committed to update the document.

A Terms of Reference has been drafted for consideration.

### **Consultation**

Chief Executive Officer

**Statutory Environment:**

*Local Government Act 1995, Part 7*

*Local Government (Audit Regulations) 1996, regulation 16*

**Policy Implications**

Nil

**Financial Implications**

Nil

**Strategic Implications**

Strategic Community Plan

4.2.4 - Operate in a financially sustainable manner

4.3.3 - Provide reporting processes in a transparent, accountable and timely manner

**Voting Requirement**

Absolute majority

**COUNCIL DECISION**

**Officer Recommendation**

**Moved CR RDG Storer**

**Seconded CR PL McWha**


**That Council adopt the 2021 Audit Committee Terms of Reference, as presented.**

**PUT & CARRIED ABSOLUTE MAJORITY: 5/0  
RESOLUTION NO: 060921**

## 11.2 Finance

### 11.2.1 **ACCOUNTS PAID AS LISTED** As at 10 September 2021

#### **Section 5.23 – Applicability**

<b>Location:</b>	Shire of Koorda
<b>Portfolio:</b>	<b>Governance, Administration and Finance</b> Cr JM Stratford
<b>File Reference:</b>	ADM 0448
<b>Disclosure Of Interest:</b>	No interest declared by CEO
<b>Author:</b>	Lana Foote, Deputy Chief Executive Officer
<b>Signature of CEO</b>	
<b>Attachment:</b>	<a href="#">Monthly Report List</a>

#### **Background:**

Regulatory requirement to advise Council of payments made, since the previous meeting.

#### **Comment:**

The payments on the attached schedule have been made for the period to 18 August 2021, and to 10 September 2021 and are generally within budget guidelines and are of an operational nature. Payments for capital assets expenditure are:

V094	Boekeman Machinery	\$1,614.16
V109	Koorda Ag Parts	\$39,105.18
V115	WCS Concrete Pty Ltd	\$792.00

#### **Consultation:**

Nil

#### **Statutory Environment:**

Local Government Act 1995, Section 5.42

Local Government (Financial Management) Regulations 1996 12(1) (a), 13(1), 13(3).

#### **Policy Implications:**

Nil

#### **Financial Implications:**

Budget guidelines and constraints

Need to authorise unbudgeted expenditure (if any)

#### **Strategic Implications:**

Shire of Koorda Strategic Community Plan

4.3.3 - Provide reporting processes in a transparent, accountable and timely manner

**Voting Requirement:**

Simple majority

**COUNCIL DECISION**  
**Officer Recommendation**

**Moved CR GL Boyne**

**Seconded CR LC Smith**

**That accounts as listed being for period from 18 August 2021 to 10 September 2021.**

**Municipal Vouchers No's V079 to V126**  
**Credit Card Vouchers (V124)**

**Totalling \$ 253,421.92**  
**Totalling \$ 4,957.54**

**Total \$ 258,379.46**

**To be endorsed or passed for payment**

**PUT & CARRIED: 5/0**  
**RESOLUTION NO: 070921**

<b>11.3</b>	<b>Law, Order &amp; Public Safety</b>
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*No items this month*

<b>11.4</b>	<b>Health and Building</b>
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*No items this month*

<b>11.5</b>	<b>Education &amp; Welfare</b>
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*No items this month*

<b>11.6</b>	<b>Housing</b>
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*No items this month*

<b>11.7</b>	<b>Community Amenities</b>
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*No items this month*

<b>11.8</b>	<b>Recreation and Culture</b>
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*No items this month*

## **11.9 Transport**

Prior to consideration of item 11.9.1 and with the approval of the Shire President, the CEO tabled an email from Heavy Vehicle Services of Main Roads WA dated 9 September 2021 referring an additional application for Kulja Central and Warren Roads to be given RAV9 status from their existing RAV4 rating.

Due to the similarity with item 11.9.1 and the impending harvest period, it was agreed that the subsequent late application for RAV 9 would be considered as part of item 11.9.1.

### **5.20pm SUSPEND STANDING ORDERS**

**Moved CR GL Boyne**

**Seconded CR LC Smith**

***That standing orders be suspended to discuss item 11.9.1 Heavy Vehicle Route Applications – RAV 7 and RAV 9 request for support.***

**PUT AND CARRIED: 6/0  
RESOLUTION NO: 080921**

The CEO spoke to his report with input from the Works Supervisor. Numerous questions were asked and answers given.

### **5.37pm RESUMPTION OF STANDING ORDERS**

**Moved CR PL McWha**

**Seconded CR GL Boyne**

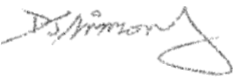
***That standing orders be resumed as per attendance register.***

**PUT AND CARRIED: 6/0  
RESOLUTION NO: 090921**



## 11.9.1 HEAVY VEHICLE ROUTE APPLICATIONS – RAV 7 and RAV 9 REQUEST FOR SUPPORT

### Section 5.23 – Applicability

<b>Location:</b>	Shire of Koorda
<b>Portfolio:</b>	<b>Transport and Communication</b>
	Cr RDG Storer
<b>File Reference:</b>	ADM 242
<b>Disclosure Of Interest:</b>	No interest declared by the CEO
<b>Author:</b>	Darren Simmons, Chief Executive Officer
<b>Signature of CEO</b>	
<b>Attachment:</b>	<a href="#">Main Roads WA Local Government Update - Access Arrangements for Harvest</a> <a href="#">Letter from Bencubbin Bulk Hauliers</a> <a href="#">Late Attachment – RAV9 Request Email</a>

### Background

An application has been referred to the Shire for the following local roads to be assessed for RAV 7 status as per the following email from Heavy Vehicle Services of Main Roads WA:

**From:** HVsrouteassessments <[HVsrouteassessments@mainroads.wa.gov.au](mailto:HVsrouteassessments@mainroads.wa.gov.au)>

**Sent:** Monday, 23 August 2021 2:08 PM

**To:** Darren West <[works@koorda.wa.gov.au](mailto:works@koorda.wa.gov.au)>; Tracey McMiles <[admin1@koorda.wa.gov.au](mailto:admin1@koorda.wa.gov.au)>

**Subject:** Route Determination - Bencubbin Bulk Hauliers - Shire of Koorda - WBR - Koorda Bullfinch 4110139, Haig St 4110138, Cadoux Koorda Rd 4110002, Railway St 4110137, Stockyard Rd 4110085, Felgate Rd 4110141 - RAV 7 - Request for LGA Support

Good afternoon,

Heavy Vehicle Services (HVS) has received an application to add the following section of roads onto the Restricted Access Vehicle (RAV) Network:

Road No.	Road Name	From Location (SLK)	To Location (SLK)	Current Network	Requested Network
4110139	Koorda Bullfinch Rd	0.00	10.47	6	7
4110138	Haig St	0.00	0.96	6	7
4110002	Cadoux Koorda Rd	21.23	21.73	6	7
4110137	Railway St	0.64	0.74	6	7
4110085	Stockyard Rd	0.00	0.85	6	7

4110141	Felgate Rd	0.81	1.50	6	7
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*The applicant has advised Main Roads the requested RAV Network 7 access is for Agriculture Haulage, if you require further information to assist in determining support for this application, please contact the applicant directly.*

**HVS are requesting AADT count and if it is known, if school buses operates on this route?**

*Please be aware if the road is deemed unsuitable to be added to the relevant RAV network when assessed it may be considered for a Restricted Local Access Permit (RLAP). This permit is for individual access to a road with a specific combination and with suitable conditions to mitigate any risk.*

*It would be appreciated if you could provide your comment to HVS within four (4) weeks of this email to enable HVS to consider any potential issues as part of our assessment process.*

*Additionally, when considering this request, please refer to the attached RAV benefits document, which provides an overview of the benefits of utilising RAV combinations compared to general access semi-trailer combinations.*

*It is important to ensure that any comments are provided with sufficient reasoning, as this may be used to justify the decision to the applicant.*

*Should you require any further information or assistance regarding this request, please contact the HVS Route Assessment team on 138 486 or [hvsrouteassessments@mainroads.wa.gov.au](mailto:hvsrouteassessments@mainroads.wa.gov.au).*

## Comment

Heavy Vehicle Services (HVS) of Main Roads are seeking any comments relating to road condition, planning conflicts, development issues etc. that may be impacted by adding the above roads onto the RAV network.

Whilst it appears from the application that the applicant is seeking access to the CBH's Koorda grain handling facility, the Shire's Works Supervisor, has expressed concerns at the potential for an increased road maintenance impact the extra 20 tonnes mass RAV 7 allows would have on the road surface and a lack of turning or 'swept path' space at the Railway and Haig Streets intersection.

Whilst Main Roads is the approving authority, and Shire staff are aware of the impending transport demand from the 2021 harvest season, it is the staff position and recommendation that Council advise HVS that it objects to the application to amend the RAV rating for the Cadoux-Koorda Road and Railway Street due to the increased road maintenance impact the extra 20 tonnes mass RAV 7 allows would have on the road surface and a lack of turning or 'swept path' space at the Railway and Haig Streets intersection.

However, it may be possible for application to be considered for a Restricted Local Access Permit (RLAP). This permit is for individual access to a road with a specific combination and with suitable conditions to mitigate any risk.

In this regard, and should Council agree, it is suggested that the Shire's Works Supervisor (through the CEO) liaise with Heavy Vehicle Services regarding the provision of a Restricted Local Access Permit (RLAP) in this instance.

**Consultation**

Works Supervisor

**Statutory Environment:**

Main Roads Act 1930

**Policy Implications**

Nil.

**Financial Implications**

There are no direct financial implications from this report.

**Strategic Implications**

Strategic Community Plan

2.3.2 Maintain an efficient, safe and quality local road network

UNCONFIRMED

## Voting Requirement

Simple majority

### **COUNCIL DECISION** **Officer Recommendation**

#### **Moved CR RDG Storer**

#### **Seconded CR LC Smith**

**That Council advise Heavy Vehicle Services of Main Roads Western Australia that it objects to the application to amend the Restricted Access Vehicle (RAV) rating for the Koorda Bullfinch Road, Haig Street, Railway Street, Cadoux Koorda Road, Stockyard Road and Felgate Road to RAV 7 due to the increased road maintenance impact the extra 20 tonnes mass RAV 7 allows would have on the road surface and a lack of turning or 'swept path' space at this location**

**PUT & CARRIED: 3/2**  
**RESOLUTION NO: 100921**  
**Cr GL Boyne voted against the motion**

#### **Moved CR RDG Storer**

#### **Seconded CR LC Smith**

**That Council advise Heavy Vehicle Services of Main Roads Western Australia that it objects to the application to amend the Restricted Access Vehicle (RAV) rating for Kulja Central and Warren Roads to RAV 9 from the existing RAV 4 rating due to the increased road maintenance impact the significant increase in bulk and scale RAV 9 allows would have on the road surface.**

**PUT & CARRIED: 5/0**  
**RESOLUTION NO: 110921**

#### **Moved CR RDG Storer**

#### **Seconded CR LC Smith**

**That Council request the Works Supervisor (through the CEO) to liaise with Heavy Vehicle Services regarding the provision of a Restricted Local Access Permit (RLAP).**

**PUT & LOST: 0/5**  
**RESOLUTION NO: 120921**

**11.10 Economic Services**

*No items this month*

**11.11 Other Property & Services**

*No items this month*

**11.12 Reserves**

*No items this month*

**12 ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

**13 NEW BUSINESS OF AN URGENT NATURE INTRODUCED**

**14 MATTERS FOR WHICH MEETING MAY BE CLOSED**

**15 DATE OF NEXT MEETING**

Wednesday 20 October 2021 @ 5.00pm

**16 CLOSURE**

The Presiding Person acknowledged and thanked Cr Pam McWha & Cr George Storer for their service to the Koorda Shire Council over their tenures. Their guidance and input has been valued and as a token of appreciation, a certificate of services was awarded to them both.

The Presiding Person thanked Councillors and Staff for their attendance and declared the meeting closed at 5.45pm

Signed .....

Presiding Person at the meeting at which the minutes were confirmed

Date: 20 October 2021