



Shire of
Koorda

Drive in, stay awhile

MINUTES

Governance Committee Meeting

Held in Shire of Koorda Council Chambers

10 Haig Street, Koorda WA 6475

Wednesday 4th June 2025

Commencing 7.00pm

NOTICE OF MEETING

Dear Governance Committee Members,

The next Governance Committee Meeting of the Shire of Koorda will be held on Wednesday 4 June 2025 in the Shire of Koorda Council Chambers, 10 Haig Street, Koorda, commencing at 7.00pm.

Zac Donovan
Chief Executive Officer
30 May 2025

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.

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In particular and without derogating in any way from the broad disclaimer above, in any discussion regarding any planning application or application for a license, and statement or intimation of approval made by a member or officer of the Shire of Koorda during the course of any meeting is not intended to be and is not to be taken as notice of approval from the Shire of Koorda.

The Shire of Koorda warns that anyone who has any application lodged with the Shire of Koorda must obtain and should only rely on **written confirmation** of the outcome of the application, and any conditions attaching to the decision made by the Shire of Koorda in respect of the application.

To be read aloud if any member of the public is present.

Signed



Zac Donovan
Chief Executive Officer

Table of Contents

1. Declaration of Opening4

2. Record of Attendance, Apologies and Leave of Absence4

3. Public Question Time4

4. Disclosure of Interest4

5. Confirmation of Minutes from Previous Meetings4

5.1. Governance Committee Meeting held on 24 February 20254

6. Officer’s Reports5

6.1. Policy Manual Review and Update.....5

7. Urgent Business Approved by the Person Presiding or by Decision.....11

8. Date of Next Meeting11

9. Closure11

APPENDIX I – Terms of Reference12

CONFIRMED

Shire of Koorda Governance Committee Meeting 7.00pm, Wednesday 4 June 2025



1. Declaration of Opening

The Presiding person welcomed those in attendance and declared the meeting open at 7.19pm.

2. Record of Attendance, Apologies and Leave of Absence

Committee Members:

Cr JM Stratford	Presiding Member
Cr GL Boyne	Member
Cr NJ Chandler	Member

Staff:

Mr Z Donovan	Chief Executive Officer
Ms L Foote	Deputy Executive Officer
Mr D West	Works Supervisor (withdrew at 7.48pm)

Visitors:

Cr GW Greaves	(withdrew at 7.55pm)
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Apologies:

Cr KA Fuchsbichler	Deputy Member
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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 24 February 2025

[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 24 February 2025, 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

6.1. Policy Manual Review and Update

Governance and Compliance		
Date	30 May 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	☒ Executive Decision ☒ Legislative Requirement ☐ Information	
Attachments	Recommended policies to be rescinded. New/amended policy attachments linked in below tables	

Background:

The objectives of the Council's Policy Manual are:

- To provide Council with a formal written record of all policy decisions;
- To provide staff with precise guidelines in which to act in accordance with Council's wishes;
- To enable staff to act promptly in accordance with Council's requirements, but without continual reference to Council;
- To enable Councillors to adequately handle enquiries from electors without undue reference to staff or Council;
- To enable Council to maintain a continual review of Council Policy decisions and to ensure they are in keeping with community expectations, current trends and circumstances;
- To enable ratepayers to obtain immediate advice on matters of Council Policy.

In November 2022 a Committee was established to undertake a comprehensive review of more than 120 existing Council policies, encompassing over 250 pages. Works on the policy manual review did not commence until 2023, following the completion of the FMR & Reg 17 review in April 2023, which included external review and recommendations to the existing Council policies, with the comprehensive policy review remaining ongoing since this time.

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.

Comment:

To date the Governance Committee and Management Team have completed the below;

- 27 existing policies have been rescinded,
- 29 existing policies transferred to the Operational Policy Manual,
- 49 existing policies merged/updated, and
- 14 new policies have been drafted and adopted.

Noting that below existing policies still require reviewing and updating;

ADMIN

- A35 - Permit Vehicle Approvals
- A44 - IT Equipment Including tablets, smart phones and computers

BUSHFIRE

- B4 - Bushfire Permits
- B10 - Banning of Cooking and Campfires within the Shire of Koorda
- B11 - Bush Fire – Burning to Protect Dwellings
- B14 - Control of Fires – Forward Control Points

FINANCE

- F9 - Community Recreation Facilities Funding
- F10 - Funding of Playing Fields
- F13 - Regional Price Preference Policy

HEALTH

- H1 - Building Application – Land without Legal access
- H2 - Building Licence Fees – Refunds
- H3 - Temporary Accommodation – Building Sites
- H4 - Private Sheds on Residential Land
- H5 - Erection of Second-hand Houses

PROPERTY

- P2 - No Smoking
- P4 - Tenancy of Council Housing

WORKS

- W3 - Vehicle Crossovers

At the March 2025 OCM, as tabled in item 12.2, a desktop review was undertaken and it was recommended the below policies were reviewed by the Governance Committee, prior to Council adoption.

Policy Section & Title	Proposed Amendments/Comments
A - Annual Council Christmas Function	• Update to include new procedure following 2024 Council Christmas Function.
F - COVID-19 Financial Hardship Policy	• Keep financial hardship policy and remove reference to COVID-19.
F - Grants - Community Grants Program	• Recommend review following 3 rounds of Community Grants Programs to ensure processes/information still relevant.
EM - Continuing Professional Development – Elected Members	• Remove 30th June requirement to complete training and align with WALGA recommendation of “within one year from being appointed” to follow current practices.
G - Council Meeting Systems	• Following item 12.2 with revised Council Meeting structure.

Policy “EM - Continuing Professional Development – Elected Members” is on hold as per requirements, this policy is to be reviewed every 2 years following Local Government Elections. The other policies have been included in the policy manual review and update as outlined below.

At the March 2025 Bushfire Advisory Committee Meeting, the Bushfire policies were tabled for discussion with the below outcomes;

- B - Bushfire Prevention and Control – endorsed with minor amendments
 - Update the policy for banned fires to 31 October to 15 March.
 - Section 2 under Camping and Cooking Fires to be in line with the new Local Law.
 - Remove the designated locations where fire is permitted on page 3.
- B - Harvest and Vehicle Movement Bans – endorsed with minor amendments
 - Amend to two Fire Weather Officers.
 - Remove 'Bush Fire Advisory Committee Annual General Meeting' under Fire Weather Officer definition and update the wording to include 'appointed annually'.
- B - Roadside-Verge Burning – endorsed with no changes

Note: Policy "B - Bushfire Prevention and Control" on hold as further clarification from Bushfire Advisory Committee required.

PART 1 - Amendments and introduction of policies to the "Strategic" section of the policy manual

Policy Section & Title	Proposed Amendments/Comments
A - Annual Council Christmas Function	• Updates following 2025 Policy Review. • Ensured policy in line with current practices.
B - Harvest and Vehicle Movement Bans	• Merge and re-write Former Policies: B6 Harvesting Ban Officers & B7 Harvesting Ban Procedure
B - Roadside/Verge Burning	• Former Policy: B13 Bushfire - Roadside Burning • Minor wording updates.
F - Financial Hardship	• Updates to existing Policy "F – COVID-19 Financial Hardship" following 2025 Policy Review. • Renamed policy. Retained financial hardship policy, removed reference to COVID-19.
F - Grants - Community Grants Program	• Updates following 2025 Policy Review. • Added that documents are to be received "AT TIME OF APPLICATION." Acquittal wording says due by deadline OR 10 days of project. • For Committee comment/input
G - Council Meeting System	• Updates following 2025 Policy Review. • Added regulation requirements for recording Council Meetings.
G - Information and Records Management	• Former Policy No: A2 Record Keeping. • Re-written to align with current practices and legislation. • Removed procedures and guidelines.
LPP - Tree Farms and Plantation Projects	• Adoption of Policy as per Council request.
W - Access Road Construction and Road Reserve Closure	• Creation of new policy for future requests for construction of access roads as per RES: 151024. • Inclusion of road closures requests.
W - Plant and Equipment Replacement	• Former Policy No: A43 Plant, Equipment and Vehicle Purchases. • Re-write existing policy and outline preferred replacement periods in line with current practices.

W - Roads - Construction, Clearing and Grading	• Merge and re-write Former Policies: W1 Roads – Bitumen, W2 Maintenance Grading Regularity – Annual Program, W13 Clearing of Gazetted Road Reserves & W14 Vegetation Clearing at Passive Railway Crossings
W - Rural Deep Drainage and Surface Water	• Merge and re-write of Former Policies: W15 Deep Drainage & W16 Surface Water Policy Recommendation
W - Townsite Tree Planting and Maintenance	• Re-write former policy W11 Tree Planting & Removal

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
A16 - Reimburse Conference/ Training/ Seminar Costs – Other than Councillors or Staff	Operation Policy “O – Volunteer Management” has been drafted for Executive Management Team to adopt and includes a clause to “reimburse volunteer staff for out-of-pocket expenses incurred on behalf of the organisation.”
B3 - Bush Fire Courses	Part of DRAFT Bushfire Operational Procedure as presented to March 2025 Bushfire Advisory Committee Meeting for final adoption at the August 2025 meeting.
B5 - Fire Control Officers	Part of DRAFT Bushfire Operational Procedure as presented to March 2025 Bushfire Advisory Committee Meeting for final adoption at the August 2025 meeting.
B12 - Bushfire Fire Fighting Equipment - Financial Assistance	No longer applicable. Capital grants program administered by DFES and operating grant provided to maintain Bushfire brigade equipment and member PPE.
B15 - Bushfire Radio and Call Out Networks	No longer applicable. Capital grants program administered by DFES and operating grant provided to maintain Bushfire brigade equipment and member PPE.

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:

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

CONFIRMED

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 - Annual Council Christmas Function V1.1**
- (b) B - Harvest and Vehicle Movement Bans V1.0**
- (c) B - Roadside-Verge Burning V1.0**
- (d) F - Financial Hardship V1.1**
- (e) F - Grants - Community Grants Program V1.1**
- (f) G - Council Meeting System V1.1**
- (g) G - Information and Records Management V1.0**
- (h) W - Plant and Equipment Replacement V1.0**
- (i) W - Roads - Construction, Clearing and Grading V1.0**
- (j) W - Rural Deep Drainage and Surface Water V1.0**
- (k) W - Townsite Tree Planting and Maintenance V1.0**
- (l) W - Unconstructed Road Reserves and Access to Properties V1.0**

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

- (a) A16 - Reimburse Conference/Training/Seminar Costs other than Councillors/Staff**
- (b) B3 - Bush Fire Courses**
- (c) B5 - Fire Control Officers**
- (d) B12 - Bush Fire Fighting Equipment – Financial Assistance**
- (e) B15 - Bush Fire Radio and Call Out Networks**

3. With regards to Shire of Koorda Local Planning Policy “P - Tree Farms and Plantation Projects V1.0”:

- (a) endorses the draft local planning policy as resolved,**
- (b) requires the CEO to publish a notice of the proposed Policy once a week for 2 consecutive weeks in a newspaper circulating in the Scheme area (and in such other manner and carry out such other consultation as the local government considers appropriate), giving details of -**
 - (i) where the draft Policy may be inspected;**
 - (ii) the subject and nature of the draft Policy; and**
 - (iii) in what form and during what period (being not less than 21 days from the day the notice is published) submissions may be made;**
- (c) reports any submissions back to Council for consideration following the closure of the submission period.**

CARRIED 3/0

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

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 8.20pm.

Signed: 

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

Date: 6 May 2026

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)