



Shire of
Koorda

Drive in, stay awhile

CONFIRMED

MINUTES

Works Committee Meeting

Held in Shire of Koorda Council Chambers

10 Haig Street, Koorda WA 6475

Wednesday 4 June 2025

Commencing 6.00pm

NOTICE OF MEETING

Dear Works Committee Members,

The next Works 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 6.00pm.

Zac Donovan
Chief Executive Officer
28 May 2025

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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 Opening	4
2. Record of Attendance, Apologies and Leave of Absence	4
3. Public Question Time	4
4. Disclosure of Interest	4
5. Confirmation of Minutes from Previous Meetings	5
5.1. Works Committee Meeting held on 10 June 2024.....	5
6. Officer's Reports	6
6.1. Draft Budget 2025/26 Roadworks and Plant Replacement Programs	6
7. Urgent Business Approved by the Person Presiding or by Decision.....	8
8. Date of Next Meeting.....	8
9. Closure	8
APPENDIX I – Terms of Reference	9

CONFIRMED

**Shire of Koorda
Works Committee Meeting
6.00pm, Wednesday 4 June 2025**



1. Declaration of Opening

The Presiding person welcomes those in attendance and declares the meeting open at 6.55pm.

2. Record of Attendance, Apologies and Leave of Absence

Committee Members:

Cr GW Greaves	Presiding Member
Cr NJ Chandler	Member
Cr JM Stratford	Deputy Member

Staff:

Mr Z Donovan	Chief Executive Officer
Ms L Foote	Deputy Chief Executive Officer
Mr D West	Works Supervisor

Visitors:

Cr GL Boyne

Apologies:

Cr KA Fuchsbichler	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. Works Committee Meeting held on 10 June 2024

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

Voting Requirements Simple Majority Absolute Majority

Committee Recommendation

Moved Cr NJ Chandler

Seconded Cr JM Stratford

That, in accordance with Sections 5.22(2) and 3.18 of the *Local Government Act 1995*, the Minutes of the Works Committee Meeting held 10 June 2024, as presented, be confirmed as a true and correct record of proceedings.


CARRIED 3/0

For: Cr GW Greaves, Cr NJ Chandler, Cr JM Stratford

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6. Officer's Reports

6.1. Draft Budget 2025/26 Roadworks and Plant Replacement Programs

Governance and Compliance		
Date	28 May 2025	
Location	Not Applicable	
Responsible Officer	Zac Donovan, Chief Executive Officer	
Author	As Above	
Legislation	Local Government Act 1995 Local Government (Financial Management Regulations) 1996	
Disclosure of Interest	Nil	
Purpose of Report	<input checked="" type="checkbox"/> Executive Decision <input type="checkbox"/> Legislative Requirement <input checked="" type="checkbox"/> Information	
Attachments	Draft Plant Replacement Program 2025-2036 Draft Roadworks Plan 2025-26	

Background:

The Shire of Koorda is required to prepare an annual budget ahead of each financial year and have adopted by Council prior to 31 August. A key component in setting the annual Shire of Koorda Budget is the review of planned expenditure on plant replacement and roadworks.

For this purpose, the Shire of Koorda Works Committee was established as per the Local Government Act 1995 Sec. 5.8. membership of the committee is normally established following the bi-annual local government elections.

However, changes to Council composition due to resignations and extra-ordinary elections, and the reform requirement for Council to appoint all committee presiding officers, has resulted in minor changes to the Koorda Works Committee from the previous financial year despite the lack of a general local government election in the interim.

Comment:

The draft plant replacement and roadworks plan for the 2025-26 financial year have been developed in consideration of projected funding allocations and as part of the ongoing long term financial planning.

As shown in the attached Draft Plant Replacement Plan 2025-2036, it is proposed the Shire spend \$1.076m on plant replacement with \$453,000 anticipated to be recovered from trades and auctions, for a net changeover cost of \$623,000. For the previous period the budgeted changeover was \$677,000.

In addition, the Draft Roadworks Plan for 2025-26, proposes \$2.139m in works, of which \$120,000 is funded by the Shire, compared to \$2.04m in 2024-25 Roadworks Plan.

Both documents are attached for the committee's consideration.

Consultation:

Lana Foote, Deputy Chief Executive Officer
Darren West, Works Supervisor

Statutory Implications:

Local Government Act 1995

Local Government (Financial Management Regulations) 1996

Policy Implications:

Nil

Strategic Implications:

Shire of Koorda Integrated Strategic Plan 2024

4.1 - Open and Transparent Leadership.

Risk Implications:

Risk Profiling Theme	Failure to complete projects on budget
Risk Category	Project
Risk Description	Variation to scope and or objective requiring restructure of project requiring Council approval.
Consequence Rating	Major (4)
Likelihood Rating	Unlikely (2)
Risk Matrix Rating	Moderate (8)
Key Controls (in place)	Project reporting.
Action (Treatment)	Comprehensive plans provided by the item.
Risk Rating (after treatment)	Adequate

Financial Implications:

As detailed in attachments

Voting Requirements:

Simple Majority Absolute Majority

Committee Recommendation

Moved Cr NJ Chandler

Seconded Cr JM Stratford

Endorse the 2025/2026 Roadworks & Plant Replacement Program for Council to consider in the Draft 2025/2026 Budget.

CARRIED 3/0

For: Cr GW Greaves, Cr NJ Chandler, Cr JM Stratford

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


Nil.

8. Date of Next Meeting

As required.

9. Closure

The Presiding person thanked those present for their attendance and declared the meeting closed at 7.15pm.

Signed:  _____

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

Date: 20 May 2026

Works Committee

Terms of Reference

1. Name

The name of the committee is the Shire of Koorda Works Committee.

2. Head of Power

The committee is established by Council under section 5.8 of the *Local Government Act 1995*.

3. Definitions

TERM	DEFINITION
Act	The <i>Local Government Act 1995</i> .
Council	The body consisting of all council members sitting formally as the Council of Shire of Koorda (“the Shire”).
Chief Executive Officer	The Chief Executive Officer (CEO) of the Shire of Koorda.
Committee	Shire of Koorda Works Committee.
Council Member	A person elected under the Act as a member of Council. Shire of Koorda council members includes the Shire President, Deputy Shire President and Councillors (as defined by the Act).
External Member	A person who is not a council member appointed to the committee with requisite skills, knowledge and experience that compliment the committees objectives.
Member	A person appointed to this committee.

4. Objectives

The Works Committee is established for the purpose of assisting the Council to undertake its role under Section 2.7(2)(a) of the Act to establish and maintain liaison between stakeholders, consider policies associated with plant, assets, roadworks and oversee development and maintenance of the road networks within the municipality.

The objectives of the Committee are:

- To foster liaison and cooperation between the Shire of Koorda and stakeholders associated with the road networks within the district.
- To provide a normalised, proper and formalised forum for the discussion of issues and the formulation of suggestions and/or recommendations on issues associated with the roadworks and maintenance.
- Make recommendations to Council on matters associated with the future development and maintenance of assets.
- To ensure that Townscape/Streetscape issues are given due consideration and value by Council in all its planning, design, implementation and maintenance of the built and natural environment.
- To review the works components of the Shire’s Strategic Resourcing Plan (SRP), which incorporates the Asset Management Plan (AMP) and Long-Term Financial Plan (LTFP).
- To review the Shire’s works budget.
- To meet on special occasions to investigate and/or evaluate urgent works issues.
- To ensure the Shire’s plant and light fleet assets are managed with due regard to Council’s key objectives and goals as specified in the SRP.
- To develop and review asset management policies to guide the acquisition, use and disposal of plant and light fleet assets to make the most of their service delivery and manage the related risks and costs over their entire life.

- To provide input into Council's long-term budget planning through the development of programs covering plant replacements, and relevant plant and light fleet, significant maintenance cost points.
- Investigate and report to Council on recommendations:
 - Acquisition and disposal of plant and light fleet
 - Major maintenance expenditure on individual items of plant.

5. Powers

The Committee is a formally appointed committee of Council and is responsible to that body.

The Committee has no delegated authority and no authority to implement its recommendations without resolution of Council.

The Committee does not have any management functions and cannot involve itself in management processes or procedures.

The Committee recommendations are advisory only and shall not be binding on Council.

6. Membership

The committee shall consist of three elected members, with a fourth elected member acting as a deputy.

The quorum for a Committee meeting is as per section 5.19 of the *Local Government Act 1995*: at least 50% of members of the committee (whether vacant or not).

The Committee is supported by the Chief Executive Officer and Works Supervisor and their nominees, principally the Deputy CEO.

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

7. Presiding Member

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

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

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

The role of the Presiding Member includes:

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

In accordance with section 5.14 of the Act, if the Presiding Member and Deputy Presiding Member are not available or are unable or unwilling to perform the function of presiding member (but a quorum is

still reached), then the committee members present at the meeting are to choose who is to preside at the meeting.

8. Meetings

Meetings shall be called as required.

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

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

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

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
26/06/2024	RES: 040624	Terms of Reference Adopted
10/06/2024		Terms of Reference endorsed by Works Committee
23/10/2023	RES: 191023	Committee re-established