



Shire of
Koorda

Drive in, stay awhile

MINUTES

Governance Committee Meeting

To be held in Shire of Koorda Council Chambers

10 Haig Street, Koorda WA 6475

Wednesday 6 May 2026

Commencing 5.30pm

UNCONFIRMED

NOTICE OF MEETING

Dear Governance Committee Members,

The next Governance Committee Meeting of the Shire of Koorda will be held on Wednesday 6 May 2026 in the Shire of Koorda Council Chambers, 10 Haig Street, Koorda, commencing at 5.30pm.

Zac Donovan
Chief Executive Officer
1 May 2025

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

Signed



Zac Donovan
Chief Executive Officer

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**Shire of Koorda
Governance Committee Meeting
5.30pm, Wednesday 6 May 2026**



1. Declaration of Opening

The Presiding person welcomed those in attendance and declared the meeting open at 5.30pm.

2. Record of Attendance, Apologies and Leave of Absence

Committee Members:

Cr BH Moore	Presiding Member
Cr JM Stratford	Member
Cr NJ Chandler	Member

Staff:

Mr Z Donovan	Chief Executive Officer
Ms L Foote	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 4 June 2025

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

Voting Requirements Simple Majority Absolute Majority

Officer Recommendation

Moved Cr JM Stratford

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 4 June 2025, as presented, be confirmed as a true and correct record of proceedings.

CARRIED 3/0

For: Cr BH Moore, Cr JM Stratford, Cr NJ Chandler

6. Officer's Reports

6.1. Consideration of Koorda Governance Committee Terms of Reference V1.1

Governance and Compliance		
Date	23 April 2026	
Location	Not Applicable	
Responsible Officer	Lana Foote, Deputy Chief Executive Officer	
Author	As above	
Legislation	Nil	
Disclosure of Interest	Nil	
Purpose of Report	<input checked="" type="checkbox"/> Executive Decision <input checked="" type="checkbox"/> Legislative Requirement <input type="checkbox"/> Information	
Attachments	Draft Koorda Governance Committee Terms of Reference V1.1	

Background:

The Koorda Governance Committee was re-established at the Special Meeting of Council held 20 October 2025 (RES: 191025), following the 2025 Ordinary Local Government Elections.

The Koorda Governance Committee's Terms of Reference have been reviewed and as highlighted within the attachment of this item, only minor changes have been made. The ToR are presented to the Committee for consideration and adoption prior to recommending adoption at the subsequent Ordinary Council Meeting.

Comment:

Appointment of Elected Members to the Governance Committee was determined by Council following ordinary local government elections, for a term to expire on the date of the subsequent Ordinary Local Government Elections.

An item will be presented for Council to adopt the terms of reference following this committee meeting.

Consultation:

Nil.

Statutory Implications:

The Koorda Governance Committee was re-established by Council (in its current format) under section 5.8 of the Local Government Act 1995 (the Act) (RES: 191025). Part 5, Subdivision 2 of the Act provides for committees including establishment and appointment of members. Part 5, Subdivision 3 of the Act provides for the quorum, voting, decisions and minutes of committees. The Local Government (Administration) Regulations 1996 also make provisions in regards to committees.

Policy Implications:

Shire of Koorda Code of Conduct for Council Members, Committee Members and Candidates

Section 10 of the Shire of Koorda Code of Conduct for Council Members, Committee Members and Candidates provides an expected standard of conduct for council members and committee members appointed to a Committee.

Strategic Implications:

Shire of Koorda Integrated Strategic Plan 2024

4.1 - Open and Transparent Leadership.

Risk Implications:

While it is not a legislative requirement for a Committee to have a TOR, it is common practice and ensures committee members are aware of their role and responsibilities and mitigates the risk of committees acting outside their responsibility.

Financial Implications:

Nil

Voting Requirements: Simple Majority Absolute Majority

Officer Recommendation

Moved Cr JM Stratford

Seconded Cr NJ Chandler

That the Koorda Governance Committee Terms of Reference be adopted.


CARRIED: 3/0

For: Cr BH Moore, Cr JM Stratford, Cr NJ Chandler

5.34pm – suspend standing orders
 Cr NJ Chandler, Cr JM Stratford
 3/0

6.20pm – resume standing orders
 Cr NJ Chandler, Cr JM Stratford
 3/0

6.2. Policy Manual Review and Update

Governance and Compliance		 Shire of Koorda <small>Drive in, stay awhile</small>
Date	30 April 2026	
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	Part 1 – Consolidated Shire of Koorda Policy Manual Part 2 & 3 – Policies to be reviewed/amended (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.

Comment:

PART 1 – Review of Policies

A consolidated manual of all the current policies has been created and attached as per **“Part 1.”**

Following the first tranche of reviews, and in accordance with Policy G – Development, Review and Amendment of Policies, all policies are required to be reviewed at least biennially, generally the March following Local Government Elections. Policies included in the consolidated policy manual attached in Part 1 have been reviewed as part of the major review and are therefore marked as reviewed, with no further review currently required.

PART 2 - Amendments and introduction of policies to the “Strategic” section of the policy manual (simple majority)

Policies in part 2 recommendation only require simple majority voting.

Policy Section & Title	Proposed Amendments/Comments
<u>EM - Elected Member Entitlements</u>	<ul style="list-style-type: none"> As per FMR & AR 17 recommendation - Review the policy to amend policy references to ensure they comply with the Local Government Act 1995 and subsidiary legislation.
<u>F - Financial Reserves and Provision for Accrued Leave</u>	<ul style="list-style-type: none"> Remove reference to reserves no longer used as per RES: 221125 (NRM, TV & Medical Practitioner).
<u>G - Appointment of an Acting Chief Executive Officer</u>	<ul style="list-style-type: none"> As per FMR & AR 17 recommendation - Review and amend the policy to require the CEO to seek Council approval of leave. Where circumstances do not permit this to occur prior to the leave being taken, a report to Council should be prepared, clearly detailing leave taken by the CEO as soon as practically possible after leave is taken.
<u>G - Council Meeting Systems</u>	<ul style="list-style-type: none"> Updated requirement for Council to also confirm annual meeting details for Committee Meetings, as well as Ordinary Council Meetings. Updated name of Audit, Risk & Improvement Committee and added section about independent member requirement. Added requirement for Council to appoint committee presiding & deputy presiding members.
<u>G - Installation and Use of CCTV on Shire Property</u>	<ul style="list-style-type: none"> Recommend adopting new policy.
<u>G - Legal Representation for Elected Members and Employees</u>	<ul style="list-style-type: none"> Recommend adopting new policy.
<u>G - Legislative Compliance</u>	<ul style="list-style-type: none"> Update Department of Local Government name/amend acronym from DLGSC to LGIRS. Removed reference to reg 5(2)(c) of the <i>Local Government (Financial Management) Regulations 1996</i> as it was deleted and merged with Regulation 17 of the Local Government (Audit) Regulations 1996 – updated requirement for review of financial management, legislative compliance and risk management no less than every 3 years to once in 4 financial years.
<u>W - Roadside Advertising Signage</u>	<ul style="list-style-type: none"> Recommend adopting new policy.

PART 3 - Amendments and introduction of policies to the “Strategic” section of the policy manual (absolute majority)

Policies in part 3 recommendation require absolute majority voting.

Policy Section & Title	Proposed Amendments/Comments
<u>A - Elected Member and Chief Executive Officer Attendance at Events</u>	<ul style="list-style-type: none"> • Renamed policy to A - Elected Member and Chief Executive Officer Attendance at Events Policy to remove Employees (as Operational). Employee reference removed from within policy. • As per FMR & AR 17 recommendation - Review and update the dispute resolution and approvals and authorisation processes within the policy to: <ul style="list-style-type: none"> - Require approvals to be considered either by a Council resolution, or by the CEO; and - Dispute resolution processes to appropriately consider compliance and authorisation limitations set by legislation.
<u>EM - Continuing Professional Development</u>	<ul style="list-style-type: none"> • Amended requirement for completion of Council Member Essentials from “30 June following election” to “within 12 months of being elected” (in line with regulations and practice). • As per FMR & AR 17 recommendation - Undertake a review of the policy as required after each ordinary election. Ensure the policy is adopted by an absolute majority to comply with section 5.128 of the Local Government Act 1995. Review systems and processes to ensure reviews are undertaken as required by legislation.

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

Voting Requirements:

Recommendation 1 Simple Majority Absolute Majority

Officer Recommendation 1

Moved Cr NJ Chandler

Seconded Cr JM Stratford

That Council endorse the completed review of the Shire of Koorda Policy Manual for 2026, as attached in Part 1.

CARRIED: 3/0

For: Cr BH Moore, Cr JM Stratford, Cr NJ Chandler

Voting Requirements:

Recommendation 2 Simple Majority Absolute Majority

Officer Recommendation 2

Moved Cr JM Stratford

Seconded Cr NJ Chandler

The committee recommend that Council;

With regards to Shire of Koorda Policy Manual, adopts the following policies, as amended and included in this report, attached in the table under Part 2;

- (a) EM - Elected Member Entitlements
- (b) F - Donations and Requests to Waiver fees
- (c) F - Financial Reserves and Provision for Accrued Leave
- (d) G - Appointment of an Acting Chief Executive Officer
- (e) G - Council Meeting Systems
- (f) G - Installation and Use of CCTV on Shire Property
- (g) G - Legal Representation for Elected Members and Employee
- (h) G - Legislative Compliance
- (i) W - Roadside Advertising Signage

CARRIED: 3/0

For: Cr BH Moore, Cr JM Stratford, Cr NJ Chandler

Voting Requirements:

Recommendation 3

Simple Majority

Absolute Majority

Officer Recommendation 3

Moved Cr NJ Chandler

Seconded Cr JM Stratford

With regards to Shire of Koorda Policy Manual, adopts the following policies, as amended and included in this report, attached in the table under Part 3;

- (a) A - Chief Executive Officer Performance Review Policy**
- (b) A- Elected Member and Chief Executive Officer Attendance at Events**
- (c) EM - Continuing Professional Development**

CARRIED BY ABSOLUTE MAJORITY 3/0

For: Cr BH Moore, Cr JM Stratford, Cr NJ Chandler

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

Nil

8. Date of Next Meeting

TBC

9. Closure

The Chairperson thanked everyone for their attendance and closed the meeting at 6.22pm.

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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)