



*Shire of*  
**Koorda**

*Drive in, stay awhile*

# MINUTES

## **Works Committee Meeting**

Held in Shire of Koorda Council Chambers

10 Haig Street, Koorda WA 6475

Wednesday 4 June 2025

Commencing 6.00pm

UNCONFIRMED

## 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

## 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.

The Shire of Koorda disclaims any liability for any loss whatsoever and howsoever caused arising out of reliance by any person or legal entity on any such act, omission or statement or intimation occurring during Council or Committee meetings.

Any person or legal entity who acts or fails to act in reliance upon any statement, act or omission made in a Council or Committee meeting does so at that person's or legal entity's own risk.

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

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**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

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

#### **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:**

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

UNCONFIRMED

# 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.

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### Review History

Date	Council Resolution	Description of review/amendment
26/06/2024	RES: <b>040624</b>	Terms of Reference Adopted
10/06/2024		Terms of Reference endorsed by Works Committee
23/10/2023	RES: 191023	Committee re-established

# Works Committee

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

## 7. Presiding Member

Council is required to appoint, by absolute majority, the Presiding Member / Deputy Presiding Member for each committee, which may occur at the time Council appoints the Committee Membership.

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*;
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### Review History

Date	Council Resolution	Description of review/amendment
DD/MM/YY	RES:	V1.1. Minor updates to ToR.
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



ASSET NO.	ASSET	2026/27			2027/28	2028/29	2029/30	2030/31	2031/32	2032/33	2033/34	2034/35	2035/36
		COST	TRADE	C/OVER									
10,900	P001 Community Bus - 2017 Toyota Coaster				90,000								
11,120	P002 Ute Mechanic - 2025 4x4 Isuzu D-Max SX Single Cab						20,000				20,000		
11,108	P003 Ute Gardener - 2024 Ford Ranger XL 4x2				25,000				25,000				25,000
10,977	P004 Water Truck - 2012 Hino Water Cart					160,000							
10,990	P005 Ute Maintenance - 2023 Isuzu Dmax 4x2	47,000	22,000	25,000				25,000				25,000	
10,987	P006 Tipper Truck - 2023 Hino										65,000		
11,122	P007 Fire Tender Kulja - 2025 Tatra T815-7 4x4												
10,907	P008 Fire Tender Koorda - 2020 Isuzu FRS150/260												
10,908	P009 Semi Side Tipper - 2000 Haulmore												
10,995	P010 Fire Tender Mollerin - 1993 Hino Kestral 4x4												
10,986	P011 Loader - 2021 John Deere							330,000					
11,114	P013 Excavator - 2025 Caterpillar 305-07A Mini Excavator												
10,960	P014 Slasher/Mower - 2021 John Deer Z994R												30,000
10,914	P015 Roller Vib - 1990 Pedestrian with Polmac Trailer												
10,915	P016 Roller Vib - 2004 Cat CS54												
11,104	P016 Roller Vib - 2024 Cat CS14-03A											155,000	
10,961	P017 Tree Planter - 2009 Chatfield Ezy Planter												
11,115	P018 Prime Mover - 2025 UD 6x4 Truck												180,000
11,100	P019 Grader - 2023 Caterpillar 140											365,000	
10,918	P020 Grader - 2015 Cat 12M	510,000	170,000	340,000									
10,919	P021 Trailer Semi - 2009 Haulmore						120,000						
10,980	P022 Trailer Plant - 2022 Coastmac PT45 4.5tn												
10,924	P026 Slasher/Mower - 2014 Toro Reelmaster 5510					50,000							
10,926	P029 Tractor - 2021 New Holand Tractor												
10,927	P030 Roller Drawn - 1972 Pacific												
10,928	P031 Low Loader - 2013 Howard Porter Drop Deck Trailer Float							185,000					
10,974	P035 Prime Mover - 2021 UD GW 26 460 6x4						180,000						
11,112	P037 Fire Ute - 2024 Toyota Landcruiser Fastattack												
10,978	P038 Trailer Sewerage - Sewerjett Mako Powered Trailer												24,160
10,964	P039 Slasher/Mower - Wilson 2m												
11,121	P040 Ute Gardener - 2026 Ford Ranger						25,000				25,000		
11,105	P043 Loader - 2024 Cat 938-14A Loader												
10,939	P047 Water Tanker - 1985 Fruehauf												
10,940	P048 Roller Vib/Drawn - 2002 Roller												
10,941	P049 Sweeper - 2014 9XR Mobile Road Sweeper SW9XKDSL												
10,938	P050 Grader - 2019 Cat 12M				365,000								
	P051 Trailer Generator - 2003 Loadstar Boxtop Tandem Trailer												
10,943	P053 Slasher/Mower - 2011 Toro Ground Master (Golf)												
10,982	P053 Slasher/Mower - 2022 John Deere Z994R ZTrak												
10,971	P055 Roller - Horwood Bagshaw FR899930												
11,103	P055 Ute Team Leader - 2024 4x4 Ford XLS Ranger PX3 Dual Cab	57,000	30,000	27,000		25,000		25,000		25,000		25,000	
	P056 Mower - 2000 John Deere L100 Lawn Mower												
10,976	P057 Trailer Semi - 2022 Haulmore												
10,989	P058 Ute Gardener - 2023 Isuzu D-Max	59,000	28,000	31,000				30,000				30,000	
11,113	P059 Skidsteer - 2025 Cat Bobcat												
11,106	P060 Ute MPO - 2024 Isuzu D-Max 4x2 Single Cab				25,000			25,000			25,000		
10,999	P061 Ute Gardener - 2023 Toyota Hilux 4x2 Tip Tray					30,000			30,000				
10,950	P062 Tractor - 2001 Case CX70							15,000					
10,998	P063 Roller Road - 2023 Bomag BW28RH												
10,991	P065 Prime Mover - 2023 UD GW 26 460KAL 6x4								180,000				
11,116	P066 Ute Works Crew - 2025 Ford Ranger 4x4 Dual Cab				25,000		25,000		25,000		25,000		25,000

ASSET NO.	ASSET	2026/27			2027/28	2028/29	2029/30	2030/31	2031/32	2032/33	2033/34	2034/35	2035/36
		COST	TRADE	C/OVER	CHANGEOVER								
10,993	P069 Cherry Picker - 2021 Crendon Squirrel 558-SD-D EWP												35,000
11,118	P100 CEO Vehicle - 2025-11 Ford Everest Platinum	85,000	75,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000
11,117	P200 WS Vehicle - 2025 Ford Ranger Wildtrak 4x4	70,000	55,000	15,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000
11,119	P300 DCEO Vehicle - 2025 Toyota Prado GXL	78,000	70,000	8,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000
	Misc Small Plant	16,000	0	16,000	16,000	16,000	16,000	16,000	16,000	16,000	16,000	16,000	16,000
		<b>922,000</b>	<b>450,000</b>	<b>472,000</b>	<b>576,000</b>	<b>311,000</b>	<b>416,000</b>	<b>681,000</b>	<b>96,000</b>	<b>281,000</b>	<b>206,000</b>	<b>646,000</b>	<b>365,160</b>

**2026/2027 Roadworks Program**

ACCOUNT	ROAD	WORKS	COST \$000	RRG	FED	STATE	RTR	SHIRE	SECTION		LENGTH	Comment M <sup>2</sup>
				FUNDING SOURCE					START	END		
RRG006	Kulja-Kalannie	Full Recon	363	242	121				8.60	11.40	2.80	
RRG006B	Kulja-Kalannie	Reseal	124	83		41			3.00	6.00	3.00	
RRG140	Burakin-Wialki	Full Recon	401	268	133				28.10	30.90	2.80	
R2R004	Koorda-Kulja	Full Recon	200				200		39.70	41.00	1.30	
R2R004B	Koorda-Kulja	Full Recon	220			70	150		42.50	43.50	1.00	
R2R004C	Koorda-Kulja	Full Cement Stabalise	255				255		11.00	11.60	0.60	
R2R088	Kulja Central	Clear Reform Sheet	90		60		30		18.00	22.00	4.00	
R2R009	Koorda North West	Clear Reform Sheet	70				70		8.00	11.00	3.00	
RC001	Koorda Mollerin	Clear Mulch	79		79				16.80	33.00	16.20	Various
RC128	Scotsman	Clear Reform Sheet	90		90				3.80	5.20	1.40	
RC011	Dukin West	Clear Reform Sheet	90		90				13.00	16.80	3.80	
RC140	Burakin Wialki	Asphalt intersections	44		44				11.30	11.40	0.10	and (26.2-26.3)
RC120	Ninghah Road	Asphalt intersection	23		23				0.10	0.13	0.03	
RC002	Cadoux-Koorda	WSFN Works (24/25 CF)	40		22	12		6				Final works from 24/25
RC135	Koorda-Wyalkatchem	WSFN Works (24/25 CF)	13		7	4		2				Final works from 24/25
	Footpaths		20			20						Repairs
		<b>TOTAL CONSTRUCTION</b>	<b>2122</b>	<b>593</b>	<b>669</b>	<b>147</b>	<b>705</b>	<b>8</b>				