



Shire of
Koorda

Drive in, stay awhile

AGENDA

Ordinary Council Meeting

To be held in Shire of Koorda Council Chambers

10 Haig Street, Koorda WA 6475

Wednesday 19 August 2026

Commencing 5.00pm

Dear Elected Members,

Notice is hereby given that the next Ordinary Meeting of Council of the Shire of Koorda will be held on Wednesday, 19 August 2026 in the Shire of Koorda Council Chambers, 10 Haig Street, Koorda.

The format of the day will be:

5.00pm	Council Meeting
Following conclusion of Council Meeting	Council Forum

Zac Donovan
Chief Executive Officer
14 August 2026

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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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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
Ordinary Council Meeting
5.00pm, Wednesday 19 August 2026**



1. Declaration of Opening

The Presiding person welcomes those in attendance and declares the meeting open at X.XXpm.

2. Record of Attendance, Apologies and Leave of Absence

Councillors:

Cr JM Stratford	President
Cr GW Greaves	Deputy President
Cr KA Fuchsbichler	
Cr BJ Harrap	
Cr NJ Chandler	
Cr GL Boyne	
Cr BH Moore	

Staff:

Mr Z Donovan	Chief Executive Officer
Ms L Foote	Deputy Chief Executive Officer

Members of the Public:

Apologies:

Visitors:

Approved Leave of Absence:

3. Public Question Time

4. Disclosure of Interest

5. Applications for Leave of Absence

6. Petitions and Presentations

Central Wheatbelt Biosecurity Association Executive Officer Linda Vernon and board members Carl Fuchsbichler and Mark Sutton to present on the non-renewal of CWBA permits to undertake wild dog controls. Briefing paper [attached here](#).

7. Confirmation of Minutes from Previous Meetings

7.1. Ordinary Council Meeting held on 15 July 2026
[Click here](#) to view the July 2026 Ordinary Council Meeting Minutes

Voting Requirements ☒ Simple Majority ☐ Absolute Majority

Officer Recommendation

That, in accordance with Sections 5.22(2) and 3.18 of the *Local Government Act 1995*, the Minutes of the Ordinary Council Meeting held 15 July 2026, as presented, be confirmed as a true and correct record of proceedings.

8. Minutes of Committee Meetings to be Received

9. Recommendations from Committee Meetings for Council Consideration

10. Announcements by the President without Discussion

11. OFFICER'S REPORTS – CORPORATE & COMMUNITY

11.1. Monthly Financial Statements

Corporate and Community		
Date	12 August 2026	
Location	Not Applicable	
Responsible Officer	Zac Donovan, Chief Executive Officer	
Author	Lana Foote, Deputy Chief Executive Officer	
Legislation	<i>Local Government Act 1995</i> ; <i>Local Government (Financial Management) Regulations 1996</i>	
Disclosure of Interest	Nil	
Purpose of Report	☐ Executive Decision ☒ Legislative Requirement ☐ Information	
Attachments	July 2026 Financial Activity Statement	

Background:

This item presents the Statement of Financial Activity to Council for the period ending 31 July 2026.

Section 6.4 of the *Local Government Act 1995* requires a local government to prepare financial reports.

Regulations 34 and 35 of the *Local Government (Financial Management) Regulations 1996* set out the form and content of the financial reports, which have been prepared and presented to Council.

Comment:

All financial reports are required to be presented to Council within two meetings following the end of the month that they relate to.

Consultation:

Zac Donovan, Chief Executive Officer
Finance Officers

Statutory Implications:

Council is required to adopt monthly statements of financial activity to comply with Regulation 34 of the *Local Government (Financial Management) Regulations 1996*.

Policy Implications:

Finances have been managed in accordance with the Shire of Koorda policies.

Strategic Implications:

Shire of Koorda Integrated Strategic Plan 2024

4.1.1 - Ensure efficient use of resources and that governance and operational compliance and reporting meets legislative and regulatory requirements.

Risk Implications:

Risk Profiling Theme	Failure to fulfil statutory regulations or compliance requirements
Risk Category	Compliance
Risk Description	No noticeable regulatory or statutory impact
Consequence Rating	Insignificant (1)
Likelihood Rating	Rare (1)
Risk Matrix Rating	Low (1)
Key Controls (in place)	Governance Calendar, Financial Management Framework and Legislation
Action (Treatment)	Nil
Risk Rating (after treatment)	Adequate

Timely preparation of the monthly financial statements within statutory guidelines is vital to good financial management. Failure to submit compliant reports within statutory time limits will lead to non-compliance with the Local Government Act 1995 and the Local Government (Financial Management) Regulations 1996.

Financial Implications:

Nil

Voting Requirements:

☒ Simple Majority ☐ Absolute Majority

Officer Recommendation

That Council, by Simple Majority, pursuant to Regulation 34 of the *Local Government (Financial Management) Regulations 1996*, receives the statutory Financial Activity Statement report for the period ending 31 July 2026, as presented.

11.2. List of Accounts Paid

Corporate and Community		
Date	12 August 2026	
Location	Not Applicable	
Responsible Officer	Zac Donovan, Chief Executive Officer	
Author	Lana Foote, Deputy Chief Executive Officer	
Legislation	<i>Local Government Act 1995;</i> <i>Local Government (Financial Management) Regulations 1996</i>	
Disclosure of Interest	Nil	
Purpose of Report	☐ Executive Decision ☒ Legislative Requirement ☐ Information	
Attachments	List of Accounts Paid	

Background:

This item presents the List of Accounts Paid, paid under delegated authority, for the period 1 July 2026 to 11 August 2026.

Comment:

From 1 September 2023, Regulations were amended that required Local Governments to disclose information about each transaction made on a credit card, debit card or other purchasing cards. Purchase cards may include the following: business/corporate credit cards, debit cards, store cards, fuel cards and/or taxi cards.

The List of Accounts Paid as presented has been reviewed by the Chief Executive Officer.

Consultation:

Zac Donovan, Chief Executive Officer
Finance Team

Statutory Implications:

Regulation 12 and 13 of the *Local Government (Financial Management) Regulations 1996* requires that a separate list be prepared each month for adoption by Council showing creditors paid under delegated authority.

Policy Implications:

Finances have been managed in accordance with the Shire of Koorda policies. Payments have been made under delegated authority.

Strategic Implications:

Shire of Koorda Integrated Strategic Plan 2024

4.1.1 - Ensure efficient use of resources and that governance and operational compliance and reporting meets legislative and regulatory requirements.

Risk Implications:

Risk Profiling Theme	Failure to fulfil statutory regulations or compliance requirements
Risk Category	Compliance
Risk Description	No noticeable regulatory or statutory impact
Consequence Rating	Insignificant (1)
Likelihood Rating	Rare (1)
Risk Matrix Rating	Low (1)
Key Controls (in place)	Governance Calendar
Action (Treatment)	Nil
Risk Rating (after treatment)	Adequate

Financial Implications:

Funds expended are in accordance with Council's adopted 2026/2027 Budget.

Voting Requirements: ☒ Simple Majority ☐ Absolute Majority

Officer Recommendation

That Council, by Simple Majority, pursuant to Section 6.8(1)(a) of the *Local Government Act 1995* and Regulation 12 & 13 of the *Local Government (Financial Management) Regulations 1996*;

Receives the report from the Chief Executive Officer on the exercise of delegated authority in relation to creditor payments from the Shire of Koorda Municipal Fund, as presented in the attachment, and as detailed below:

For the period 1 July 2026 to 11 August 2026.

Municipal Voucher V001 to V110

Totalling \$ 787,951.92

Purchase Card Transactions (V025, V078 & V100)

Totalling \$ 5,181.50

Total \$ 793,133.42

11.3. CESM DFES Shires MOU

Corporate and Community		
Date	5 August 2026	
Location	Not Applicable	
Responsible Officer	Zac Donovan, Chief Executive Officer	
Author	As above	
Legislation	Fire and Emergency Services Act 1998 Emergency Management Act 2005 Bush Fires Act 1954	
Disclosure of Interest	Nil	
Purpose of Report	☒ Executive Decision ☐ Legislative Requirement ☐ Information	
Attachments	MOU CESM - DFES and Shires Koorda, Mt Marshall and Mukinbudin Letter from DFES Commissioner - CESM Program Funding	

Background:

As announced on the 25 June, the Shire of Koorda was successful in its application for Department and Fire and Emergency Services funding to share a Community Emergency Services Manager with the Shires of Mt Marshall and Mukinbudin.

The part funding of the CESM position by DFES assist the Shires with the management of fire and emergency services compliance, training and succession planning and lessen the demands on each Shire's Chief Bush Fire Officers and senior volunteers. In correspondence (attached), Commissioner Darren Klem said it was a positive step forward in strengthening regional emergency management.

The CESM funding awarded to the three Shires is one of only four positions allocated as part of the State Budget with the other recipients being the Shires of Merredin, Bruce Rock and Narembeen, the Shires of Boddington and Wandering and the Shire of Dandaragan.

As host for the shared CESM, the Shire of Koorda has responsibility to conduct the recruitment process and organise housing, office accommodation, and vehicle lease, all of which are contingent on the memorandum of understanding with DFES.

The purpose of the item is to present Council the Memorandum of Understanding to facilitate agreement so to not delay the commencement of the position.

Comment:

The Memorandum of Understanding (attached) is for a period of three years with an option of an additional three years. It has been reviewed by DFES and signed by the Commissioners with Council requested to endorse the CEO to sign the document on behalf of the Shire.

A central part of the MOU is the allocation of funding. As per the table on page 7 of the document, as the combined rate income of the three shires exceeds \$3m but not \$10m, the funding ratio for the position and all costs will be 40 per cent by the Shires and 60 per cent from DFES.

The table (page 11) has the annual budget and cost allocation between the parties and that each local government will be required to meet \$22,662 in costs per annum. The financial responsibilities of the Shires include proportionate costs of salary and on costs, mobile phone, vehicle expenses and training.

As the host Shire, Koorda is responsible for conducting the recruitment and selection process, arranging the vehicle – including an interim vehicle while approved vehicle is fitted out – providing office

space and mobile phone, offering rental option and completing all financial management including invoicing DFES and the other two Shires. It is for this reason the Shire's annual budget has \$190,000 allocated in CESM expenditure with \$165,000 to be received in reimbursements.

Regarding the CESM recruitment process, the position was advertised for two weeks and attracted 11 applicants. A review of the applications was conducted via Teams with DFES Avon District Officer Murray McBride and the Chief Executive Officers from the three Shires. It was determined to interview five candidates – two of which are interstate and will be interviewed via Teams – with the other three to be interviewed Friday 21 August at the Koorda Council Chambers.

The meeting also clarified the supply of an interim vehicle for the CESM as the vehicle to be leased for the purpose will require up to six months to fit out prior to delivery. DFES confirmed that the proposal to hire a vehicle during the interim would be covered by the terms of the MOU funding.

Consultation:

Murray McBride, DFES Avon District Officer
Tanika McLennan, CEO Shire of Mukinbudin
Ben McKay, CEO Shire of Mt Marshall
Blair Herbert, Business Development Executive, Summit Fleet Leasing
Lana Foote, Deputy Chief Executive Officer

Statutory Implications:

Fire and Emergency Services Act 1998
Emergency Management Act 2005
Bush Fires Act 1954

Policy Implications:

Nil

Strategic Implications:

Shire of Koorda Integrated Strategic Plan 2024

1.3 – Emergency Services are supported with effective planning, risk mitigation, response and recovery

4.1 - Open and Transparent Leadership.

Risk Implications:

Risk Profiling Theme	Potential additional financial impost
Risk Category	Financial
Risk Description	It is possible that in practice the operation of the CESM may create costs to the shires that are not identified in the MOU and shared by DFES.
Consequence Rating	Insignificant (1)
Likelihood Rating	Possible (3)
Risk Matrix Rating	Low (3)
Key Controls (in place)	Financial management
Action (Treatment)	Invoicing and processing
Risk Rating (after treatment)	Adequate

Financial Implications:

Nil additional

Voting Requirements: ☒ Simple Majority ☐ Absolute Majority

Officer Recommendation

That Council endorse the CEO to sign on behalf of the Shire of Koorda the MOU with DFES for the provision of the Community Emergency Service Manager to be shared between the shires of Koorda, Mt Marshall and Mukinbudin.

11.4. Local Government Convention

Corporate and Community		
Date	30 July 2026	
Location	Not Applicable	
Responsible Officer	Zac Donovan, Chief Executive Officer	
Author	As above	
Legislation	Nil	
Disclosure of Interest	Nil	
Purpose of Report	☒ Executive Decision ☐ Legislative Requirement ☐ Information	
Attachments	Nil	

Background:

Each year the WA Local Government Association holds an annual conference to accommodate the association's Annual General Meeting and afford Elected Members and staff the opportunity to gain knowledge and insight from industry, political and inspirational speakers and enhance sector networks.

The 2026 WALGA Convention will be held from Wednesday 16 September to Friday 18 September. The program is available at [Program | WALGA Local Government Convention 2026](#). For reference, the Koorda Agricultural Society Show is on the following Saturday 19 September.

Comment:

Regarding the convention program, in a change from previous years, on the first day the Mayors and Presidents Forum will be held from 9am, followed by a Heads of Agency Lunch for which the number of attendees from each local government will be limited. As in previous years there is an opportunity for all Elected Members to network at a Welcome Drinks event from 6pm to 9pm at an additional cost.

The first full day of the convention on Thursday 17 September, will feature opening addresses including the WALGA President and State Opposition Leader Basil Zempilas, along with a keynote speech entitled Protecting Democracy: Recognising and Building Resilience to Foreign Interference.

After morning tea, a discussion session with Local Government Minister Hon. Hannah Beazley and Opposition spokesperson Kirrilee Warr will be mediated by Business News journalist Gary Adshead, followed by choice of two breakout sessions – on Connected Communities and Social Cohesion or the Way Forward for the Regions. After lunch will be the WALGA AGM until close. A second networking event - The Kingsman Soiree – will be open to delegates to attend, again at an additional cost.

The final day of the convention will commence with the Icons Breakfast featuring Olympic Gold Medal swimmer Ariane Titmus and her coach Dean Boxall, and for which an extra charge applies. The main session will commence with State Agencies providing insights on Housing Priorities followed by a session on Mayor/President and CEO working relationships. Next will be a choice of breakout sessions – Building a Positive Online Presence or Navigating Native Title – followed closing keynote address.

Currently the Shire has rooms booked at the Parmelia Hilton for all Elected Members for the evenings of Wednesday and Thursday 16 and 17 September and Tuesday 15 September for the President to attend the Mayors and Presidents Forum at 9am the next day.

Pricing for the various days and additional events are as follows:

Convention Components	Cost
Full Delegate - both Tuesday and Wednesday	\$1300
Single Day Delegate - Tuesday or Wednesday	\$650
Welcome Drinks - Monday 6pm-9pm	\$130
Gala Cocktail – Tuesday 6.30pm-10.30pm	\$200
Icons Breakfast – Wednesday 7am-8.45am	\$120

For the WALGA AGM the Shire can send two voting delegates and up to three proxies. It is proposed that the President and Deputy President be nominated at the Shire's two delegates and the CEO as one of the proxies. The Shire also has the opportunity to provide motions to the AGM.

Councillors G.L. Boyne, K.A. Fuchsbichler and B.H. Moore have provided apologies and will not attend the Local Government Convention for 2026.

Consultation:

Bec Trezona, Events Officer, WALGA

Statutory Implications:

Nil

Policy Implications:

Nil

Strategic Implications:

Shire of Koorda Integrated Strategic Plan 2024

4.1 - Open and Transparent Leadership.

4.2 - Investment in the skills and capabilities of our elected members and staff.

Risk Implications:

Risk Profiling Theme	Reputational regarding non-attendance or expenditure
Risk Category	Reputational
Risk Description	Sector reputational risk and potential loss of knowledge in non-attendance, however alternative community reputational risk for expenditure to attend.
Consequence Rating	Insignificant (1)
Likelihood Rating	Possible (3)
Risk Matrix Rating	Low (3)
Key Controls (in place)	Governance and financial controls
Action (Treatment)	Governance
Risk Rating (after treatment)	Adequate

Financial Implications:

Nil unbudgeted expenditure.

Voting Requirements: ☒ Simple Majority ☐ Absolute Majority

Officer Recommendation

That Council endorse:

1. Accommodation necessary to attend the WALGA Convention at the PCEC be provided as per:

Tuesday 15 September: Cr JM Stratford

Wednesday 16 September: Cr JM Stratford, Cr GW Greaves, Cr BJ Harrap

Thursday 17 September: Cr JM Stratford, Cr GW Greaves, Cr BJ Harrap

2. The following Shire of Koorda representatives attend the 2025 WALGA Convention as per:

Wednesday 16 September:

Mayors and Presidents Forum: Cr JM Stratford

Welcome Drinks: Cr JM Stratford, Cr GW Greaves, Cr NJ Chandler, Cr BJ Harrap

Thursday 17 September:

Morning Session: (9am-2.30) Cr JM Stratford, Cr GW Greaves, Cr NJ Chandler, Cr BJ Harrap, ZV Donovan (CEO)

WALGA AGM: Cr JM Stratford, Cr GW Greaves, Cr NJ Chandler, Cr BJ Harrap, ZV Donovan (CEO)

3. The following as the Shire's delegates to the AGM:

Voting Delegate 1: Cr JM Stratford

Voting Delegate 2: Cr GW Greaves

Proxy 1: ZV Donovan, CEO

Proxy 2:

Proxy 3:

12. OFFICER'S REPORTS – GOVERNANCE & COMPLIANCE

12.1. Strategic Community Plan 2026-2036

Governance and Compliance		
Date	10 August 2026	
Location	Not Applicable	
Responsible Officer	Zac Donovan, Chief Executive Officer	
Author	Lana Foote, Deputy Chief Executive Officer	
Legislation	Local Government Act 1995 section 5.56 (1)	
Disclosure of Interest	Nil	
Purpose of Report	☐ Executive Decision ☒ Legislative Requirement ☐ Information	
Attachments	Strategic Community Plan 2026-2036	

Background:

The *Local Government Act 1995* (sect. 5.56) and the supporting regulations require local governments throughout Western Australia to 'plan for the future of the district,' including the development of a Strategic Community Plan as part of the State Government's Integrated Planning and Reporting Framework.

In accordance with Regulation 19C of the *Local Government (Administration) Regulations 1996*, the Shire of Koorda is required to maintain a rolling ten-year Strategic Community Plan.

The Strategic Community Plan is required to:

- Set out the Vision, Aspirations and Objectives of the community in the district;
- Be reviewed (major) at least every four years;
- Have regard to the Shire's future resources and capacity, strategic performance indicators and demographic trends; and
- Be adopted by an Absolute Majority of Council.

The Koorda Integrated Strategic Plan (combining the Strategic Community Plan and Corporate Business Plan) was most recently subject to a minor review in 2024. As this was a minor review, the process was undertaken by Administration and focused on updating identified priorities and making amendments to the existing Plan.

As part of the 2026 review process, and to align with the Integrated Planning and Reporting Framework, the Integrated Strategic Plan has been separated into two standalone documents: the Strategic Community Plan and the Corporate Business Plan.

Comment:

As the 2026 Strategic Community Plan review constitutes a major review, a comprehensive community engagement process was undertaken. This included a community survey, community workshops and Council workshops to collect feedback and inform the development of the attached Strategic Community Plan.

The 2026 Strategic Community Plan is structured around five strategic pillars:

- Community
- Economy

- Environment
- Organisation
- Future

The new "Future" pillar has been introduced in response to community feedback and emerging trends identified throughout the consultation process.

Once the Strategic Community Plan is adopted, the Corporate Business Plan will be prepared for Council consideration. The Corporate Business Plan will identify the actions, responsibilities and resourcing requirements necessary to deliver the strategic outcomes outlined in the Strategic Community Plan.

The draft Strategic Community Plan and associated strategies were presented at a community workshop held on 28 July 2026. The workshop provided an overview of the community survey results and demonstrated how the feedback received informed the development of the Plan and its strategic priorities.

Consultation:

Community Survey & Workshops
Shire of Koorda Elected Members
Zac Donovan, Chief Executive Officer
Darren West, Works Supervisor
Kim Storer, Koorda Community Resource Centre

Policy Implications:

Nil

Strategic Implications:

The Strategic Community Plan is the Shire's principal strategic planning document and establishes the community's vision, aspirations and objectives for the next ten years. The Plan provides the framework for the development of the Corporate Business Plan, Long Term Financial Plan, Workforce Plan and Asset Management Plans and guides Council decision-making and resource allocation.

Financial Implications:

The Strategic Community Plan itself does not commit Council to specific expenditure. Financial implications arising from the strategies and objectives contained within the Plan will be considered through the development of the Corporate Business Plan, Long Term Financial Plan and annual budget processes.

Risk Implications:

Risk Profiling Theme	Failure to have statutory requirements of a Corporate Business Plan and Strategic Community Plan
Risk Category	Compliance
Risk Description	Non-compliance of Local Government regulations
Consequence Rating	Moderate (3)
Likelihood Rating	Rare (1)
Risk Matrix Rating	Low (3)
Key Controls (in place)	Scheduled reviews
Action (Treatment)	Undertake annual and periodic reviews
Risk Rating (after treatment)	Adequate

Statutory Implications:

Local Government Act 1995 section 5.56 (1)

Local Government (Administration) Regulations 1996 section 19C

Local Government (Administration) Regulations 1996 section 19DA

Voting Requirements: ☐ Simple Majority ☒ Absolute Majority

Officer Recommendation

That Council:

1. Receives the draft Shire of Koorda Strategic Community Plan 2026-2036 as presented.
2. Notes that the Strategic Community Plan has been prepared in accordance with Section 5.56 of the *Local Government Act 1995* and Regulation 19C of the *Local Government (Administration) Regulations 1996*, including the requirement for community consultation, a minimum ten-year planning horizon, and a major review at least every four years.
3. Adopts the Shire of Koorda Strategic Community Plan 2026-2036 by Absolute Majority.
4. Authorises the CEO to make minor administrative, formatting and typographical amendments to the document prior to publication.
5. Requests CEO to prepare the Corporate Business Plan aligned to the adopted Strategic Community Plan for future Council consideration.

ABSOLUTE MAJORITY VOTE REQUIRED

12.2. Development Application 3 Allenby

Governance and Compliance		
Date	3 August 2026	
Location	Not Applicable	
Responsible Officer	Zac Donovan, Chief Executive Officer	
Author	As above	
Legislation	Planning and Development Act 2005 Shire of Koorda Local Planning Scheme No.3 Building Act 2011	
Disclosure of Interest	Nil	
Purpose of Report	☒ Executive Decision ☐ Legislative Requirement ☐ Information	
Attachments	Development Application – 3 Allenby Street Draft DA Approval – Moveable Building 3 Allenby Street	

Background:

The property at 3 Allenby Street has recently been sold and the new owner would like to update a current structure on the property to comply with building requirements to be approved as a habitable premises. The building has previously not been approved for construction by the Shire.

Currently the owner, when visiting the site from Kalgoorlie, resides in a caravan also located at the address. The owner has been in contact with the Shire's contracted building services to determine what is required to meet compliance and has engaged a private building surveyor for advice.

The purpose of the item is for Council to consider approval for the structure on condition that it is brought up to standard as a habitable residence.

Comment:

The Development Application relates to a structure that has been on the property for more than three years and well prior to the recent purchase by the current owner. There is no record that the Shire approved the construction with the only Development Application previously lodged for the site concerning construction of an industrial scale shed which was rejected as being in a residential area.

The current Development Application describes the structure as a "one-bedroom transportable". The Shire of Koorda Local Town Planning Scheme No.3 includes a Local Planning Policy No. 1 Moveable Buildings, which lists a transportable building as a structure "designed and constructed at a location other than where they are intended to be established".

On exterior inspection the structure currently on site could be classed as "moveable" in that the components could be disassembled and relocated; however the nature of the construction could not be confidently considered able to sustain transport as with a self-contained unit or donga.

The Planning Policy on Moveable Buildings requires Councils planning consent and that "generally the Council is not in favour" of moveable buildings in the townsites however will "consider each application on its merits".

Along with requiring a building licence and meet standards acceptable to Council the policy also requires the proponent lodge a bond or bank guarantee with Council prior to construction. It is proposed

that the requirement of a bond or bank guarantee – which is not mandated for other residential Development Applications – not be applied to the current application as the structure is already in place. That is the requirement was imposed to ensure completion where in this case the structure is already in situ.

In addition, should Council reject the Development Application, there is the option for the Shire to issue a direction requiring the structure to be removed or demolished and the land to be restored. However, it is proposed that Council should consider adopting a more conciliatory approach given that the owner has recently purchased the property, has stated he wants to “become a part of the community” and has the intent to comply with necessary requirements to be habitable.

That said, as per the draft DA approval, attached for Council’s consideration, conditions include the proponent submit a Certificate of Building Compliance (Form BA18) from a registered building surveying contractor and a BAL as the residence falls within a bushfire prone area of the townsite. The BAL will determine if the building complies with fire risk ratings and the CBC will establish if the building complies with standards and to apply for a Building Approval Certificate for retrospective approval.

Approval of the structure would also ensure that the Shire is able to correctly rate the property as currently, rates are calculated on the basis of the property being a vacant block.

Consultation:

Nathan Gough, Principal Building Surveyor, Shire of Chittering
Wayne Harris, Coordinator Health Services, City of Wanneroo

Statutory Implications:

Planning and Development Act 2005
Shire of Koorda Local Planning Scheme No.3
Building Act 2011

Policy Implications:

Nil

Strategic Implications:

Shire of Koorda Integrated Strategic Plan 2024
4.1 - Open and Transparent Leadership.

Risk Implications:

Risk Profiling Theme	Building standards and approvals
Risk Category	Compliance
Risk Description	Redress previously non-approved construction and ensure complies with building requirements.
Consequence Rating	Minor (2)
Likelihood Rating	Unlikely (2)
Risk Matrix Rating	Low (4)
Key Controls (in place)	Open communication with proponent
Action (Treatment)	Application process
Risk Rating (after treatment)	Adequate

Financial Implications:

Nil

Voting Requirements: ☒ Simple Majority ☐ Absolute Majority

Officer Recommendation

That Council:

1. Approve the Development Application for the construction works for a habitable moveable building at 3 Allenby Street, Koorda with the following conditions:
 - (i) Evidence of a Certificate of Building Compliance (Form BA18) to the satisfaction of the local government.
 - (ii) Evidence of Bushfire Attack Level compliance to the satisfaction of the local government.
 - (iii) Evidence of a BA01 Application for a retrospective building permit (certified) to the satisfaction of the local government.

12.3. Development Application CBH Bulkheads

Governance and Compliance		
Date	11 August 2026	
Location	Not Applicable	
Responsible Officer	Zac Donovan, Chief Executive Officer	
Author	As above	
Legislation	Planning and Development Act 2005 Shire of Koorda Local Planning Scheme No.3 Building Act 2011	
Disclosure of Interest	Nil	
Purpose of Report	☒ Executive Decision ☐ Legislative Requirement ☐ Information	
Attachments	Application for Development Approval – Shire of Koorda Development Application Covering Letter Site Plan- Koorda Standard Elevation Drawings Standard DOG Elevation plan Delegation of Authority – Lodgement of Planning and Building Permits	

Background:

The Shire has received a Development Application from CBH Group for two new open storage bulkheads ahead of the harvest season. The application is in keeping with previous approvals granted by the Shire to expand the capacity on the site.

In its application correspondence to the Shire (attached), CBH recounts a record harvest the previous year and “the innovative practices of growers” and land changing over to cropping from sheep as the reasons for preparing for “larger crops sooner than originally contemplated”.

The purpose of this item is to consider for approval the Development Application as presented subject to any reasonable conditions Council may want to include.

Comment:

As mentioned previously the Development Application is consistent with other similar approvals, and the proposed additional bulkheads are within the general industry zoning of the Shire of Koorda Local Planning Scheme No.3. The CBH correspondence recognises this, though refers to the Shire of Dowerin’s planning scheme, which is assumed to be in error.

Regardless the CBH correspondence highlights three areas for Council to consider in determining the application – Noise and Dust Management, Stormwater Management and Traffic Management. It is proposed that Council would also consider the benefit to the local industry and community.

As per the correspondence, first to the issue of Noise and Dust Management, CBH commits to ensuring noise, including traffic and construction, does not exceed prescribed levels and to undertake frequent monitoring of noise and dust with dust mitigation as required.

During harvest season, the Shire does not normally receive complaints regarding noise or dust from the community or town businesses and given the proposed bulkheads are on the opposite side of the site to the town, the issue of dust and noise is further mitigated.

Regarding Stormwater Management, CBH states in the correspondence that “all stormwater runoff will be retained and managed onsite” through a series of culverts, drains and pipes to onsite basins and a proposed basin at the south end of the planned bulkheads, as shown on the site plan (attached).

Given the comparative small scale of the additional bulkheads to the existing infrastructure, the proposed additional basin, the record of the site in retaining stormwater and that the activity will be during a lower rainfall period, it is suggested Council should be satisfied with these provisions.

On the issue of traffic management, CBH highlights that the amount of traffic from receipt of grain would remain unchanged regardless as to if the DA is approved as “the receipt task is driven by local production”. In the correspondence CBH proposes that the addition of the bulkheads will reduce truck movements that may otherwise be required. In that without the additional bulkheads, the site could reach capacity and then grain would need to be transported offsite to enable receipts to continue.

The logic that the additional bulkheads would accommodate more grain and reduce the need to move grain offsite holds up until the point that not approving the DA would increase road movements, as CBH has the option of using rail. On this point Council need also consider that the greater capacity at the Koorda site also enables greater capacity for grain transfers from other sites as occurred last season.

As mentioned, CBH does not raise the benefit to the local community in expanding the sites capacity and it is suggested this should not be overlooked. The expansion of the site should be seen as a positive for the future of the facility and the support it provides for the local farming industry. The increased capacity also has potential to require additional workforce to add to benefit local business.

Consultation:

Nathan Gough, Principal Building Surveyor, Shire of Chittering

Statutory Implications:

Planning and Development Act 2005
Shire of Koorda Local Planning Scheme No.3
Building Act 2011

Policy Implications:

Nil

Strategic Implications:

Shire of Koorda Integrated Strategic Plan 2024
4.1 - Open and Transparent Leadership.

Risk Implications:

Risk Profiling Theme	Additional road maintenance costs.
Risk Category	Financial
Risk Description	Increased cost of road maintenance should the additional bulkheads be used to facilitate storage at the site of grain other than that by properties within the shire and transport of that grain from the site by road.
Consequence Rating	Major (4)
Likelihood Rating	Possible (3)
Risk Matrix Rating	High (12)
Key Controls (in place)	Commitment in correspondence
Action (Treatment)	Application process
Risk Rating (after treatment)	Adequate

Financial Implications:

Nil

Voting Requirements: ☒ Simple Majority ☐ Absolute Majority

Officer Recommendation

That Council approve the Development Application for Two Open Storage Bulkheads on Lot 21 on Deposited Plan 46674 with the following conditions and advice notes:

1. Construction includes the new drainage basin, to the south of the proposed bulkheads, as shown on the plan submitted in support of the application to capture stormwater runoff.

Advice Notes

1 If the development, the subject of this approval, is not substantially commenced within a period of 24 months from the date of the approval, the approval will lapse and be of no further effect. For the purposes of this condition, the term “substantially commenced” has the meaning given to it in the Planning and Development (Local Planning Schemes) Regulations 2015 as amended from time to time.

2 If an applicant or owner is aggrieved by this determination, there is a right of review by the State Administrative Tribunal in accordance with the Planning and Development Act 2005 Part 14. An application must be made within 28 days of the determination.

3 The applicant is advised that granting of development approval does not constitute a building permit and that an application for relevant building permits must be submitted to the Shire of Koorda and be approved before any work requiring a building permit can commence on site.

12.4. Health Local Law Review Outcome

Governance and Compliance		
Date	17 July 2026	
Location	Koorda Shire	
Responsible Officer	Zac Donovan, Chief Executive Officer	
Author	As above	
Legislation	Local Government Act 1995 (sections 3.12, 3.13 and 3.16) Public Health Act 2016	
Disclosure of Interest	Nil	
Purpose of Report	☒ Executive Decision ☐ Legislative Requirement ☐ Information	
Attachments	Advice – M Gregory Legal Koorda Health Local Law Public Submission Response to Submission – M Gregory Legal	

Background:

The Ordinary Council meeting of 20 May endorsed the Shire commence a review of its Health Local Law. It was identified as the only one of the Shire's six local laws that required review prior to 2033 and by 2040 in the case of the Koorda Caravan Park Local Law which was only made last year.

Amendments to the Local Government Act 1995, from the ongoing sector reform process, now require local laws to be reviewed every 15 years instead of the previous 8-year cycle. However local laws that had not been reviewed since 2018 are required to be reviewed before moving to 15-year reviews.

The Health Local Law is overdue for review as it was last undertaken prior to 2017 and as such it is not afforded the 15-year review cycle. Consequently, the 20 May OCM endorsed the Shire commence the review with a concurrent review of legislation, by the same counsel who assisted with the creation of the Caravan Park Local Law, and the statutory six-week public submission period.

Both the public submission period and the initial review of current health legislation have been completed. The purpose of this item is to provide Council and update on the process and recommendation as to how to proceed.

Comment:

The public submission period for the Shire of Koorda Health Local Law concluded on 6 July and the Shire received one written submission – which is attached to the item. Though only one submission was lodged, the individual did go into extensive detail redressing 25 separate points.

The legal counsel engaged to commence the initial review to identify changes to health legislation since the last update of the Health Local Law in 2017, also reviewed the points raised in the public submission and provided commentary from a legal standpoint where appropriate, which is also attached.

However, critical to how the review of the Koorda Health Local Law is the initial findings of the reviewing changes to Western Australian health legislation with which the local law will have to align but not duplicate. As detailed in the attached advice, there has been considerable change to health legislation in WA since 2017.

Described in the attached legal advice as a “once in a century revamp”, the changes that have been implemented through the Public Health Act 2016 would require a complete overhaul of the Koorda Health Local Law rather than a series of amendments as first envisaged and as per previous reviews. The advice also alerts the Shire that further changes to health legislation are scheduled to be implemented by December this year.

Under the Local Government Act 1995 sec. 3.16(4), in undertaking a review of a local law, Council must determine whether it “considers that the local law should be repealed, be amended or remain unchanged.” The legal advice, which will be the recommendation to Council, is that the Koorda Health Local Law should remain unchanged at this point in time.

Given there are additional changes to the WA health legislation to be implemented within the next 12 months, it is suggested that while it has been identified that significant changes will be required to the Health Local Law, to update it at this time, that albeit overdue, it would be soon out of date on completion.

Consequently, it is recommended that Council redress the statutory obligations by determining the review of the Koorda Health Local Law is that it be “unchanged” and in recognition that amendments are required to capture legislative changes, that it be reviewed within 12 months when it is expected all legislative changes have been implemented and are apparent.

Legal counsel engaged by the Shire also recommended that WALGA be requested to provide a model or template Health Local Law to the sector as the extent of the legislative changes should mean that all local governments, and in particular Band 3 and 4 Shires, will be in a similar position to Koorda.

Consultation:

Mark Gregory, M Gregory Legal
Lana Foote, Deputy Chief Executive Officer

Statutory Implications:

Local Government Act 1995 (sections 3.12, 3.13 and 3.16)
Public Health Act 2016

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 fulfil statutory regulations or compliance requirements
Risk Category	Compliance
Risk Description	Some temporary non-compliance
Consequence Rating	Minor (2)
Likelihood Rating	Unlikely (2)
Risk Matrix Rating	Low (2)
Key Controls (in place)	Timetable as presented in item
Action (Treatment)	Nil
Risk Rating (after treatment)	Adequate

Voting Requirements: ☐ Simple Majority ☒ Absolute Majority

Officer Recommendation

That Council:

- 1. Determine the review of the Shire of Koorda Health Local Law be that it be unchanged.**
- 2. Undertake a review of the Shire of Koorda Health Local Law within 12 months or commenced once all changes to the Health Act 2016 have been implemented and are apparent. and**
- 3. Formally write to WALGA requesting a model Health Local Law be developed for the sector which captures all aspects of the legislative changes.**

13. OFFICER'S REPORTS – WORKS & ASSETS

13.1. MRWA HVS Koorda-Dowerin Road

Works and Assets		
Date	11 April 2026	
Location	Not Applicable	
Responsible Officer	Zac Donovan, Chief Executive Officer	
Author	As above	
Legislation	Road Traffic Act 1974; Road Traffic (Vehicle) Regulations 2014	
Disclosure of Interest	Nil	
Purpose of Report	☐ Executive Decision ☐ Legislative Requirement ☒ Information	
Attachments	Email from Main Roads HVS Route Assessmentt Thortek WA Pty Ltd Application to MRWA	

Background:

Main Roads WA Heavy Vehicle Services have received an application from Thortek WA Pty Ltd to facilitate a transport route from a bulk fertiliser supplier in Kwinana to “all roads in Dowerin so as to deliver to farms”. Thortek WA has requested RAV 6 to cart an estimated 6000 tonne across 150 movements per annum.

The application (attached) does not list or request access to any roads in the Shire of Koorda however the Shire received an email from MRWA HVS claiming to have received an application to change the status of the Koorda-Dowerin Road from RAV 4 to RAV 6.

Enquiry confirmed the application would not apply to the Shire of Koorda however the application does have significant implications for which Council should be aware. The purpose of this item is to inform Council ahead of any decision being required on the Koorda section of the Koorda-Dowerin Road.

Comment:

Council previously resolved (April 2019) that any application beyond RAV 4 is to be referred to Council for consideration. Currently the Koorda-Dowerin Road that is within the Shire of Koorda is only partly RAV 6, with a RAV 4 section to the Dowerin border likely to be the subject of a later application.

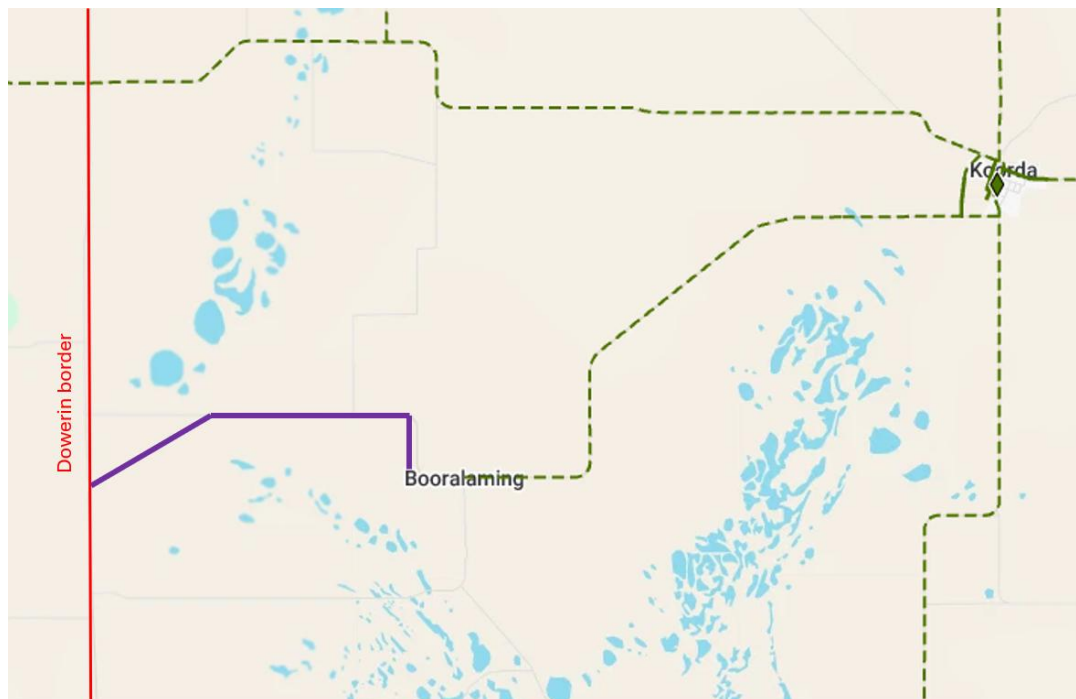
While the current application to MRWA HVS does not currently concern the Shire of Koorda, the email and accompanying table demonstrates that Council may soon be required to have a position on extending the RAV 6 status on the Koord-Dowerin Road.

The table included in the attached email from MRWA HVS is as follows:

Dimension Requirements						Road Manager to Complete	
Road No.	Road Name	From Location (SLK)	To Location (SLK)	Current Network	Requested Network	Traffic Volumes (VPD)	Comments
4110003	Koorda - Dowerin Rd	Koorda - Dowerin Rd (15)	Koorda - Dowerin Road at the Shire of Dowerin border (24.78)	Tandem Drive Network 4	Tandem Drive Network 6		
Mass Requirements						Road Manager to Complete	
Road No.	Road Name	From Location (SLK)	To Location (SLK)	Current Mass Level	Requested Mass Level	Support (Y / N)	Comments
4110003	Koorda - Dowerin Rd	Koorda - Dowerin Rd (15)	Koorda - Dowerin Road at the Shire of Dowerin border (24.78)	AMMS Level 1	AMMS Level 1 (No change)		

The following graphic presents the existing rating of the road, showing the RAV 6 (conditional) status extending from the Koorda townsite but terminating part way to the border with the Shire of Dowerin (depicted by a broken green line).

As shown if the RAV 6 status was implemented for the portion of the road within the Shire of Dowerin, the RAV 6 status would end at the border and not reapply until part way to Koorda, creating a gap (depicted in purple) and as such technically restrict RAV6 transport between the shires.



The Shire of Dowerin is yet to decide if it will support the application but should they do it is likely to complete RAV 6 status on the road that the “gap” section would be subject to an application and notice from MRWA HVS, which will require the Koorda Shire Council to determine its position.

It is believed that at the time the RAV 6 status was applied to the section of the road, the latter section was not included as not being adequate on assessment. Significant upgrades have been made to the road since that time, and it is consistent from the town to the Dowerin border.

The RAV 6 section of the Koorda-Dowerin Road, includes the current conditions that the operator needs to email the Shire, copying in MRWA HVS, and detailing the planned task, estimated tonnages and vehicle movements. There is also a condition regarding an unsealed road segment, however this is redundant as the road is now entirely sealed.

As the Shire accepted RAV 6 on the first part of the Koorda-Dowerin Road it could be expected to support the change in status for the remaining section. However, while the Shire Works Supervisor believes the road could support a change to RAV, he cautions that there would likely be significantly more traffic as a completed RAV6 route than occurs currently as only a part section to Booralaming.

As mentioned, there is no requirement for Council to make a determination at this point. The purpose of the item is to inform Council of the emerging situation so as to prepare in light of the direction that all applications beyond Rav 4 need to be referred to Council for comment and consideration.

That said, the Road Traffic (Vehicles) Act 2012 provides authority for the Commissioner of Main Roads to approve road access to RAVs and does not provide authority for Local Governments, or other road managers, to approve or decline RAV access.

Consultation:

Darren West, Works Supervisor
Main Roads WA Heavy Vehicle Services

Statutory Implications:

Road Traffic (Vehicles) Act 2012 provides authority for the Commissioner of Main Roads to approve RAV status and access.

Land Administration Act 1997 Section 55 and Local Government Act 1995 Section 3.53(2) provides the Shire management responsibility for local roads.

Policy Implications:

The resolution of April 2019 was for all requests exceeding RAV4 to be considered by Council.

Strategic Implications:

Shire of Koorda Integrated Strategic Plan 2022

2.3.2 – Maintain an efficient, safe and quality local road network.

Risk Implications:

Risk Profiling Theme	Likely increased wear and tear to affected roads and increased maintenance costs for ratepayers.
Risk Category	Property Damage and Financial Impact
Risk Description	Localised damaged rectified by routine internal procedures.
Consequence Rating	Minor (2)
Likelihood Rating	Likely (4)
Risk Matrix Rating	Moderate (8)
Key Controls (in place)	Reallocation of road grant funding.
Action (Treatment)	Advocacy
Risk Rating (after treatment)	Adequate

Financial Implications:

Nil

Voting Requirements: ☒ Simple Majority ☐ Absolute Majority

Officer Recommendation

That Council receive the information.

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

15. Elected Members' Motions

16. Matters Behind Closed Doors

16.1. Oval Maintenance Tractor Options

It is recommended that Council close the meeting to the public in accordance with the Local Government Act section 5.23 (2) (c) as a contract may be entered into and 5.23 (2) (d) commercial value/information of a person other than the Shire.

Works and Assets		
Date	3 August 2026	
Location	Not Applicable	
Responsible Officer	Zac Donovan, Chief Executive Officer	
Author	As above	
Legislation	Local Government Act 1995	
Disclosure of Interest	Nil	
Purpose of Report	☒ Executive Decision ☒ Legislative Requirement ☐ Information	
Attachments	2018 Kubota Dual Speed Tractor 2023 Case Utility Tractor	

17. Closure