



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 November 2025

Commencing 6.00pm

NOTICE OF MEETING

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 November 2025 in the Shire of Koorda Council Chambers, 10 Haig Street, Koorda.

The format of the day will be:

6.00pm	Council Meeting
Following conclusion of Council Meeting	Council Forum

Zac Donovan
Chief Executive Officer
14 November 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

Table of Contents

1.	Declaration of Opening	4
2.	Record of Attendance, Apologies and Leave of Absence	4
3.	Public Question Time	4
4.	Disclosure of Interest	4
5.	Applications for Leave of Absence	4
6.	Petitions and Presentations	4
7.	Confirmation of Minutes from Previous Meetings	5
7.1.	Ordinary Council Meeting held on 15 October 2025	5
7.2.	Special Council Meeting held on 20 October 2025	5
8.	Minutes of Committee Meetings to be Received	6
9.	Recommendations from Committee Meetings for Council Consideration	6
10.	Announcements by the President without Discussion	6
11.	OFFICER'S REPORTS – CORPORATE & COMMUNITY	7
11.1.	Monthly Financial Statements	7
11.2.	List of Accounts Paid	9
11.3.	NEWTRAVEL Contribution 2025/2026	11
11.4.	Write-Off of Rates and Service Charges following Settlement – A437 23 Smith St, Koorda	14
11.5.	Rural Health Alliance Support Request	16
12.	OFFICER'S REPORTS – GOVERNANCE & COMPLIANCE	19
12.1.	2026 Ordinary Council Meeting Dates	19
12.2.	Endorsement of Draft Disability Access and Inclusion Plan 2025-2030	22
12.3.	Oil Processing Facility Expansion Development Application	24
12.4.	Shire and Business Christmas Hours	30
13.	OFFICER'S REPORTS – WORKS & ASSETS	33
13.1.	Recreation Precinct Options	33
13.2.	Landscaping and Playground Costings	37
13.3.	Cricket Surface Replacement Request	40
14.	Urgent Business Approved by the Person Presiding or by Decision	43
15.	Elected Members' Motions	43
16.	Matters Behind Closed Doors	43
17.	Closure	43

**Shire of Koorda
Ordinary Council Meeting
5.00pm, Wednesday 19 November 2025**



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

7. Confirmation of Minutes from Previous Meetings

7.1. Ordinary Council Meeting held on 15 October 2025
[Ordinary Council 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 October 2025, as presented, be confirmed as a true and correct record of proceedings.

7.2. Special Council Meeting held on 20 October 2025
[Special Council 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 Special Council Meeting held 20 October 2025, as presented, be confirmed as a true and correct record of proceedings.

8. Minutes of Committee Meetings to be Received

8.1. Minutes of External Committee Meetings to be Received

- a. SRRG Meeting Minutes for meeting held on 28 October 2025
[SRRG Meeting Minutes](#)
- b. NEWROC Council Meeting Minutes for meeting held on 4 November 2025
[NEWROC 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*, Council receives the Minutes of the below External Committee meetings, as tabled.

- a. SRRG Meeting, 28 October 2025; and
- b. NEWROC Meeting, 4 November 2025.

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	10 November 2025	
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	October 2025 Financial Activity Statement	

Background:

This item presents the Statement of Financial Activity to Council for the period ending 31 October 2025.

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 October 2025, as presented.

11.2. List of Accounts Paid

Corporate and Community		
Date	10 November 2025	
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 4 October 2025 to 6 November 2025.

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 delegate 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 2025/2026 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 4 October 2025 to 6 November 2025.

Municipal Voucher V221 to V324
Purchase Card Transactions (V239, V284 & V307)

Totalling \$ 963,068.35
Totalling \$ 1,640.61
Total \$ 964,708.96

11.3. NEWTRAVEL Contribution 2025/2026

Corporate and Community		
Date	7 November 2025	
Location	Not Applicable	
Responsible Officer	Zac Donovan, Chief Executive Officer	
Author	Lana Foote, Deputy Chief Executive Officer	
Legislation	Nil	
Disclosure of Interest	Nil	
Purpose of Report	☒ Executive Decision ☐ Legislative Requirement ☐ Information	
Attachments	a. NEWTRAVEL Governance Discussion Paper – Sept 2025 b. NEWTRAVEL Second Governance Discussion Paper – Oct 2025 c. NEWTRAVEL Draft 2025-2026 Budget d. NEWTRAVEL 2025 AGM Minutes e. NEWTRAVEL Strategic Plan 2026-2031	

Background:

NEWTRAVEL is the regional tourism organisation representing the collective marketing interests of the Shires of Koorda, Dowerin, Wyalkatchem, Trayning, Nungarin, Mukinbudin, Mt Marshall and Westonia. Established in 1997 as a not-for-profit association, NEWTRAVEL was created to promote the Wheatbelt Way self-drive trail and the broader tourism assets of the region.

The Wheatbelt Way, developed in partnership with NEWROC in 2010 through Royalties for Regions funding, has since become a cornerstone of regional tourism, attracting increasing visitation. Visitor data from local accommodation providers shows growth from approximately 1,000 visitors in 2013 to more than 15,000 in 2023/2024.

Each participating Shire contributes annually to the ongoing operations of NEWTRAVEL, with the Shire of Koorda's contribution in 2024–25 being \$8,605. For 2025/2026, Council endorsed an allocation of \$10,000 in the adopted budget, consistent with the proposed Memorandum of Understanding (MoU) options presented earlier in the year.

Since then, further consultation has occurred between NEWTRAVEL and NEWROC regarding the future governance and funding model for the organisation. Two discussion papers have been released (**attachment a & b**), with the first recommending improvements to governance and member engagement, and the second proposing an increase in annual local government membership contributions to \$15,000, to ensure financial sustainability and support for staff retention, marketing investment, and long-term planning.

At the July 2025 NEWROC Executive meeting, the following resolution was passed:

Each Local Government annual membership to be \$15,000, subject to a formal review of the NEWTRAVEL structure and strategy session.

Moved: B McKay | Seconded: T McLennan | CARRIED 6/0

This recommendation aligns with the ongoing review of NEWTRAVEL's constitution and governance structure, which aims to better reflect the organisation's operational scope, strengthen local government engagement, and secure sustainable funding into the future.

Comment:

The below email was received by the NEWTRAVEL Executive Officer on 7 November 2025;

On behalf of NEWTRAVEL, I would like to thank your Council for its continued commitment to supporting tourism and destination development across the Wheatbelt Way. Your partnership ensures we can continue to deliver coordinated marketing, destination planning, and local tourism initiatives that benefit all our member communities.

At our Annual General Meeting held on 30 October 2025, members formally adopted the NEWTRAVEL Strategic Plan 2026–2031 and endorsed a revised membership fee structure for the 2025/26 financial year. This decision follows 12 months of discussion and consultation both at NEWTRAVEL and with member Councils and NEWROC about NEWTRAVEL’s future direction, governance, and financial sustainability. It recognises the growing expectations and opportunities in tourism in our region, and ensures NEWTRAVEL is resourced to deliver the goals set out in the new Strategic Plan.

2025/26 Membership Fees

The following membership fees were endorsed at the AGM:

- *Ordinary Membership – Council: \$15,000*
- *Ordinary Membership – Business: \$500*
- *Associate Membership – Business: \$250*
- *Associate Membership – Not-for-Profit: \$50*

This funding will enable NEWTRAVEL to establish a 1.2FTE staffing level and implement key priorities outlined in the Strategic Plan, including:

- *Regional marketing through the Wheatbelt Way brand and partnership campaigns with Australia’s Golden Outback and others.*
- *Supporting destination development and new visitor experiences aligned to local governments Strategic Community Plans and communities aspirations.*
- *Strengthening internal capacity, financial resilience, and advocacy for tourism investment across our region.*

Please note: This membership fee is all-inclusive and there will be no additional financial requests for this financial year, unless it is for specific, identified projects of which all member Councils will be consulted prior to any commitment. A draft NEWTRAVEL operating budget for 2025-2026 has also been attached for your information. (attachment c)

For your reference, I have also attached:

- *2025 NEWTRAVEL AGM Minutes (including membership fee resolution) (attachment d),*
- *NEWTRAVEL Strategic Plan 2026-2031 (attachment e)*

Should Council support the increase, a budget amendment would be required to reflect the revised allocation. The proposed amount would also position the Shire consistently with anticipated future funding expectations under the new governance framework.

Consultation:

NEWROC

Linda Vernon, NEWTRAVEL EO

Statutory Implications:

Nil

Policy Implications:

Nil

Strategic Implications:

Shire of Koorda Integrated Strategic Plan 2024
2.2 - Tourism helps to diversify and grow our local economy.

Risk Implications:

Risk Profiling Theme	The shire is unable to meet the financial obligations
Risk Category	Reputation
Risk Description	Impact of perception of shire with other participating Shires.
Consequence Rating	Minor (2)
Likelihood Rating	Rare (1)
Risk Matrix Rating	Low (2)
Key Controls (in place)	Financial management of Shire
Action (Treatment)	Financial reporting and management
Risk Rating (after treatment)	Effective

Financial Implications:

If endorsed, there will be an additional \$5,000 allocated within the budget.

Voting Requirements: ☐ Simple Majority ☒ Absolute Majority

Officer Recommendation

That Council consider the request for an additional \$5,000 in the 2025/2026 budget.

BY ABSOLUTE MAJORITY

11.4. Write-Off of Rates and Service Charges following Settlement – A437 23 Smith St, Koorda

Corporate and Community		
Date	31 October 2025	
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> <i>Rates and Charges (Rebates and Deferments) Act 1992</i>	
Disclosure of Interest	Nil	
Purpose of Report	☐ Executive Decision ☒ Legislative Requirement ☐ Information	
Attachments	Nil	

Background:

At the October 2024 OCM, as per RES: 141024, Council resolved pursuant to s6.64 (1) (b) of the *Local Government Act 1995*, to proceed to sale of the property at 23 Smith Street, Koorda, which has rates and services in arrears for 3 years or more.

At the August 2025 OCM, as per RES: 100825, Council directed the CEO to set an auction reserve for 1 Allenby Street at \$10,000 for the auctions that were conducted on 4 October 2025.

The auction was successful with the property at 23 Smith Street, Koorda being sold.

In October 2025, the Council (RES: 091025 & RES: 231025) authorised the use of the Common Seal to complete the sale of 23 Smith Street, Koorda.

Comment:

Settlement for 23 Smith Street, Koorda was finalised on 31 October 2025. Following the auction process, minus all relevant settlement and auction fees, the Shire was paid \$22,365.02 for the outstanding rates.

As outlined throughout the sale process, it was anticipated that the sale proceeds would not cover the outstanding rates and service charges. Prior to receipt the payment made to the Shire as part of settlement, there was an outstanding balance of \$32,566.09.

The intention of this item is to finalise the process in which it is recommended that Council endorse, by absolute majority, the balance of \$10,201.07 remaining on A437 – 23 Smith Street, Koorda, as at 31 October 2025, be written off.

Consultation:

Zac Donovan, Chief Executive Officer

Statutory Implications:

Local Government Act 1995;

6.12 . Power to defer, grant discounts, waive or write off debts

- (1) Subject to subsection (2) and any other written law, a local government may —
(c) write off any amount of money,
which is owed to the local government.

** Absolute majority required.*

Policy Implications:

Shire of Koorda Policy “F – Debt Recovery”

Shire of Koorda Delegation 4.2. Defer, Grant Discounts, Waive or Write Off Debts. As per section (b) of delegation, the CEO may only write off a debt relating to a rate or service charge where the dollar value does not exceed \$1,500 per individual debt.

Strategic Implications:

Shire of Koorda Integrated Strategic Plan 2024

4.1 – Open and transparent leadership

Risk Implications:

Risk Profiling Theme	Delays tin the receipt or distribution of funds.
Risk Category	Financial
Risk Description	Timing only
Consequence Rating	Insignificant (1)
Likelihood Rating	Unlikely (2)
Risk Matrix Rating	Low (2)
Key Controls (in place)	Contractual agreements.
Action (Treatment)	Project management
Risk Rating (after treatment)	Effective

Financial Implications:

The amount to be written off is \$10,201.07.

Voting Requirements:

☐ Simple Majority ☒ Absolute Majority

Officer Recommendation

That Council, by absolute majority, write-off the remaining balance (\$10,201.07) of all rate and service charges owing on Assessment A437 as at 31 October 2025, following the sale process.

BY ABSOLUTE MAJORITY

11.5 Rural Health Alliance Support Request

Corporate and Community		
Date	6 November, 2025	
Location	Shire of Koorda	
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	Alliance Communique to Local Governments Alliance Position Paper 2025 - Provision of Remote GP Services Alliance Preferred GP Service Model	

Background:

The Rural Health Funding Alliance is a cooperative of six WA local governments – Shires of Gnowangerup, Jerramungup, Kojonup, Lake Grace, Narembene and Ravensthorpe – which has formed to champion greater financial assistance to support the provision of GPs in rural areas.

The Alliance is calling for a recalculation and increase to Federal Financial Assistance Grants on medical services costs to help attract and retain GPs; reduce reliance on ratepayer funds; free up local budgets for essential services; and support healthier, more resilient rural communities.

Research by the Alliance has found that life expectancy is seven years lower in remote WA compared to the metropolitan area; member local governments spend up to 16% of rates to secure GPs; and residents are being forced to rely on hospital emergency departments for routine care.

In a communique to local governments (attached) the Alliance is requesting other local governments which fund the provision of medical services to register support for the Alliance.

The purpose of this item is for Council to consider a motion to register the shire's support for the policy positions of the Alliance and direct the Australian Local Government Association to commit to an impact assessment and call to action on the provision of GP services to remote areas.

Comment:

The meeting of NEWROC Council on Tuesday, 4 November, passed the motion to recommend that each member local government move a motion at their November council meeting that:

The [local government] supports the policy positions of the Local Government Rural Health Funding Alliance; and calls on ALGA to commit to an impact assessment and call to action in response to local governments providing GP services in remote and very remote areas.

Along with the six members of the Alliance, 14 other WA local governments – almost all from the Wheatbelt – have registered to support the Alliance and the principle of a fairer long term funding model to ensure rural communities can access health care.

The policy positions of the Rural Health Funding Alliance shires are detailed in the attached Alliance Position Paper – Provision of Remote GP Services and Alliance Preferred GP Service Model and on the group website at www.ruralhealthfundingalliance.au.

In summary, the Alliance's policy position is that the six-member local governments spend \$1.475m to provide medical services and that this cost should instead be met by a recalculation of the Federal Government Federal Assistance Grants.

The preferred model identified by the Alliance is that \$300,000 should be allocated to all local governments which fall under classifications 5 to 7 of the Modified Monash Model used to determine remoteness of communities. The Shire of Koorda is classified as MM6.

As outlined the Alliance Position Paper 2025 (attached), the proposed solution is to request the Federal Government to conduct a three-year pilot program to make additional, direct payments to the six alliance local governments totalling \$4.425m which aligns with existing costs for the alliance members but delivers no immediate benefit to other local governments.

Consequently, the motion recommended to Council is removed from that specifically proposed by NEWROC (detailed earlier) but maintains the principle and intent of the motion passed by NEWROC Council to redress costs to Council via increased Federal Government funding.

Consultation:

Nil

Statutory Implications:

Nil

Policy Implications:

Nil

Strategic Implications:

Shire of Koorda Integrated Strategic Plan 2024

1.1 Local People feel safe, engaged and enjoy a healthy and peaceful lifestyle.

2.1 Our local economy grows in a sustainable manner.

Risk Implications:

Risk Profiling Theme	The Shire does not achieve additional financial support via Financial Assistance Grants.
Risk Category	Financial
Risk Description	The Shire currently funds medical services via the operational municipal budget. Funds which could be reallocated to other priorities if additional funding was received through Financial Assistance Grants.
Consequence Rating	Moderate (3)
Likelihood Rating	Likely (4)
Risk Matrix Rating	High (12)
Key Controls (in place)	Existing budget provision.
Action (Treatment)	Proactive monitoring of advocacy position.
Risk Rating (after treatment)	Adequate

Financial Implications:

Increased funding via Financial Assistance Grants to support the expenditure on medical practitioners would increase funds available for other purposes.

Voting Requirements: ☒ Simple Majority ☐ Absolute Majority

Officer Recommendation

That Council

- a) Registers support on the Local Government Rural Health Funding Alliance website in recognition of the Alliance raising the issue of the financial impact on remote local governments in the provision of medical services;
- b) Supports the Local Government Rural Health Funding Alliance in seeking Financial Assistance Grants be recalculated and increased for the provision of medical services by remote local governments; and
- c) Calls on the Australian Local Government Association to commit to an impact assessment and call to action in response to local governments providing GP services in remote and very remote areas.

12. OFFICER'S REPORTS – GOVERNANCE & COMPLIANCE

12.1. 2026 Ordinary Council Meeting Dates

Governance and Compliance		
Date	10 November 2025	
Location	Not applicable	
Responsible Officer	Zac Donovan, Chief Executive Officer	
Author	Lana Foote, Deputy Chief Executive Officer	
Legislation	Local Government Act 1995	
Disclosure of Interest	Nil	
Purpose of Report	☐ Executive Decision ☒ Legislative Requirement ☐ Information	
Attachments	2026 Proposed Council & Committee Meeting Schedule	

Background:

This item presents the proposed schedule of Ordinary Council and Committee Meetings for the 2026 calendar year, prepared in accordance with Policy “G - Council Meeting System” and Regulation 12 of the Local Government (Administration) Regulations 1996.

Comment:

Policy “G - Council Meeting System” outlines that Ordinary Meetings of Council are to be held on the thirds Wednesday of each month (except January) and that the meetings are to commence at 5.00pm, with November and December meetings commencing at 6.00pm to afford the opportunity for members to attend during the harvest period.

Regulation 12 of the Local Government (Administration) Regulations 1996 requires the Chief Executive Officer to present an item to Council each year for adoption of meeting dates for the following calendar year. Once adopted, these dates must be publicly advertised to inform the community of the time and place of Council meetings.

Following adoption, the 2026 Council Meeting Schedule will be publicly advertised in accordance with Regulation 12.

Consultation:

Zac Donovan, Chief Executive Officer

Statutory Implications:

Regulation 12 of the Local Government (Administration) Regulations 1996 is applicable and states:

“12. Meetings, public notice of (Act s. 5.25(1)(g))

- (1) *At least once each year a local government is to give local public notice of the dates on which and the time and place at which —
 - (a) the ordinary council meetings; and
 - (b) the committee meetings that are required under the Act to be open to members of the public or that are proposed to be open to members of the public,Are to be held in the next 12 months.*
- (2) *A local government is to give local public notice of any change to the date, time or place of a meeting referred to in subregulation (1).*

- (3) *Subject to subregulation (4), if a special meeting of a council is to be open to members of the public then the local government is to give local public notice of the date, time, place and purpose of the special meeting.*
- (4) *If a special meeting of a council is to be open to members of the public but, in the CEO's opinion, it is not practicable to give local public notice of the matters referred to in subregulation (3), then the local government is to give public notice of the date, time, place and purpose of the special meeting in the manner and to the extent that, in the CEO's opinion, is practicable."*

Policy Implications:

G - Council Meeting Systems states:

Meeting frequency and starting time

In accordance with Regulation 12 of the Local Government (Administration) Regulations 1996 the Chief Executive Officer is to present an Item to Council no later than December each year requesting Council confirm the dates for the Ordinary Meetings of Council for the following year.

Council meetings will typically be held the third Wednesday of the month (excluding January where no meeting is typically held).

Council meetings normally commence at 5.00pm to afford an opportunity for most members of the public to attend after work, with November and December meetings normally commencing at 6.00pm to afford the opportunity for members to attend during the harvest period.

Any change to the meeting details must be published on the local government's official website as soon as practicable after the change is made.

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	No noticeable regulatory or statutory impact
Consequence Rating	Insignificant (1)
Likelihood Rating	Rare (1)
Risk Matrix Rating	Low (1)
Key Controls (in place)	Council Meeting Policy & Compliance Calendar
Action (Treatment)	Nil
Risk Rating (after treatment)	Adequate

Financial Implications:

Funds are included in the 2025/2026 Budget to cover any costs associated with conducting Council Meetings, and to advertise and promote the dates of Ordinary Council Meetings.

Voting Requirements: ☒ Simple Majority ☐ Absolute Majority

Officer Recommendation

That Council;

a) in accordance with Regulation 12(1) of the Local Government (Administration) Regulations 1996, resolves to conduct its 2026 Ordinary Meetings of Council as below;

5.00pm, Wednesday 18 February 2026,

5.00pm, Wednesday 18 March 2026,

5.00pm, Wednesday 15 April 2026,

5.00pm, Wednesday 20 May 2026,

5.00pm, Wednesday 17 June 2026,

5.00pm, Wednesday 15 July 2026,

5.00pm, Wednesday 19 August 2026,

5.00pm, Wednesday 16 September 2026,

5.00pm, Wednesday 21 October 2026,

6.00pm, Wednesday 18 November 2026, and

6.00pm, Wednesday 16 December 2026.

b) notes that Committee meeting dates identified in the 2026 Council Calendar are subject to change in line with operational workflows, however the minimum number of meetings required under each Committee's Terms of Reference will be maintained;

c) the Annual Electors Meeting will be scheduled following the adoption of the Annual Report and confirmed closer to the date; and

d) the 2026 Ordinary Council Meeting Schedule will be publicly advertised in accordance with Regulation 12 of the Local Government (Administration) Regulations 1996.

12.2. Endorsement of Draft Disability Access and Inclusion Plan 2025-2030

Governance and Compliance		
Date	29 October 2025	
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 (Administration) Regulations 1996</i>	
Disclosure of Interest	Nil	
Purpose of Report	☒ Executive Decision ☒ Legislative Requirement ☐ Information	
Attachments	Draft Disability Access and Inclusion Plan 2025-2030	

Background:

It is a legislative requirement of the Disability Services Act 1993 (amended 2004) that all local government authorities develop and implement a Disability Access and Inclusion Plan (DAIP) which is subsequently reviewed and amended at a minimum of every five years.

The [Shire's DAIP 2020-2025](#) has been reviewed and a draft DAIP 2025 - 2030 has been developed for Council endorsement.

The plan can benefit many people in the community including people with disability, the elderly, parents and carers with young children, and people from culturally and linguistically diverse backgrounds.

The Disability Services Act requires the Shire to:

- Lodge a plan that covers a period of maximum five years with the Department of Communities;
- Include actions that address seven outcome areas listed under the Act;
- Consult with internal and external stakeholders when reviewing the objectives and actions within the plan; and
- Report annually to the Department of Communities on the progress of the plan. The DAIP is also supported by the State Government's 'State Disability Strategy 2020-2030, a vision to protect, uphold and advance the rights of people with a disability in Western Australia.

Comment:

Staff commenced the review of the Disability Access and Inclusion Plan in May 2025. The process included:

- Examination of the previous DAIP and subsequent review of the annual reports to determine what has been achieved and any outstanding works.
- Examination of other Shire documents and strategies.
- Investigation of contemporary trends and good practice in access and inclusion.
- Consultation with staff.
- Consultation with the public.

The Disability Services Act Regulations (2004) set out minimum consultation requirements for public authorities in relation to DAIP. Local governments must call for submissions (either general or specific) by notice in newspapers circulating in the Local Government area and on any website maintained by, or on behalf of, the Local Government. Other mechanisms may also be used.

From the 2 May 2025, the community was informed through the local newspaper, the Shire website, local noticeboards, and on social media, that the Shire was reviewing and updating a new DAIP to address access barriers for people with disability and their families.

The community was invited to provide input into the review of the current initiatives and the development of a new plan. Submissions via Microsoft Forms were sought with 5 submissions being received by the Shire and these have been considered when developing this plan.

Consultation:
Community Survey
Zac Donovan, Chief Executive Officer

Statutory Implications:
Local Government Act 1995.
Disability Services Act 1993 (amended 2004);
WA Equal Opportunity Act 1984 (amended 1988);
Commonwealth Disability Discrimination (DDA) Act 1992.

Policy Implications:
Nil.

Strategic Implications:
Shire of Koorda Integrated Strategic Plan 2024
4.1 - Open and transparent leadership.
4.3 - Forward planning and delivery of services and facilities that achieve strategic priorities.

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:
There are no financial implications from adopting this plan.

Voting Requirements: ☒ Simple Majority ☐ Absolute Majority

Officer Recommendation

That Council:

a. Adopt the Shire of Koorda’s Draft Disability Access and Inclusion Plan 2025-2030 as presented; and

b. Request that the Shire of Koorda Disability Access and Inclusion Plan 2025-2030 is submitted to the Department of Communities as required by the Disability Service Act 1993.

12.3 Oil Processing Facility Expansion Development Application

Governance and Compliance		
Date	3 October, 2025	
Location	Lot 427 Burakin-Wialki Road, Kulja	
Responsible Officer	Zac Donovan, Chief Executive Officer	
Author	Paul Bashall, Planning Consultant, PlanWest Zac Donovan, Chief Executive Officer	
Legislation	Planning and Development Act 2005 Shire of Koorda Local Planning Scheme No 4	
Disclosure of Interest	Nil	
Purpose of Report	☐ Executive Decision ☒ Legislative Requirement ☐ Information	
Attachments	Development Application – Fasera Development Application Correspondence – Fasera DA Approval with Conditions	

Background:

A Development Application has been lodged by Kochii Eucalyptus Oil Pty Ltd and Fasera Char Pty Ltd to undertake upgrades and expansion to the oil processing facility at 1477 Burakin-Wialki Road, Kulja. The property is owned by Fasera Kulja Pty Ltd.

The property is located about 600m east of the Kulja townsite and about 40 km north-north-west of Koorda townsite.

The original development at the site was approved by the Shire on 2 February 2021 for the installation of a machine for processing biomass (biochar plant) for production of eucalyptus oil, biochar, wood vinegar and renewable energy; and planting of trees for environmental (including carbon sequestration) and coppice harvesting purposes of biomass supply to the approved biochar plant.

The DA before Council was lodged via email on 28 October 2025 and a request was made from the Shire's planning consultant to review the application; payment of the application fee was not made until 12 November at which point the application would be considered formally lodged with the Shire.

Under the Planning and Development Act 2005, the Shire has 60 days in which to decide on the application for projects under \$7 million and 120 days for those over \$7m. The total value of the works proposed and valued by the proponents is \$7m.

The purpose of this item is to outline to Council the proposed additional use and activity on the site along with the rationale for the conditions recommended by the Shire's planning consultant to be imposed should the Development Application be approved.

Comment:

The Development Application from the proponents has two distinct phases. The first is for a warehouse and processing facility, with 24.3m high rectification columns, solar panels and battery storage, and a weighbridge, hardstand and supporting infrastructure.

The second phase of the DA involves restructuring of the existing distillation and pyrolysis processes, to include upgrading the continuous distillation system, installing multiple batch distillation chambers, upgrading the pyrolysis plant, install syngas storage tanks, and additional support facilities.

The DA indicates the proposed works will cost \$2 million for the first phase, and \$5 million for the second phase with completion due in June 2026 and December 2027 respectively.

The covering letter suggests that the DA relates to three lots owned by Fasera Kulja Pty Ltd, however the DA form, and the development plans, only relate to Lot 427 with the form being signed by Steve Meerwald (Director and Chief Operating Officer).

In the opinion of the Shire's planning consultant the site plans provided are “considered sketchy at best” with no detail for the components in the site plan with the covering letter suggesting “the final layout and individual components will vary from this concept”.

Th consultant found that there is no information about the footprint of the components. For example, the site plan shows the office has a size indicated to be 15m x 30m, yet there are no details of the office configuration like parking, effluent disposal, drainage, landscaping etc. In addition, the warehouse area on the site plan indicates an area of 30m x 50m, yet the detail of the warehouse shows a 26x40m structure with no detail regarding drainage, accessways etc.

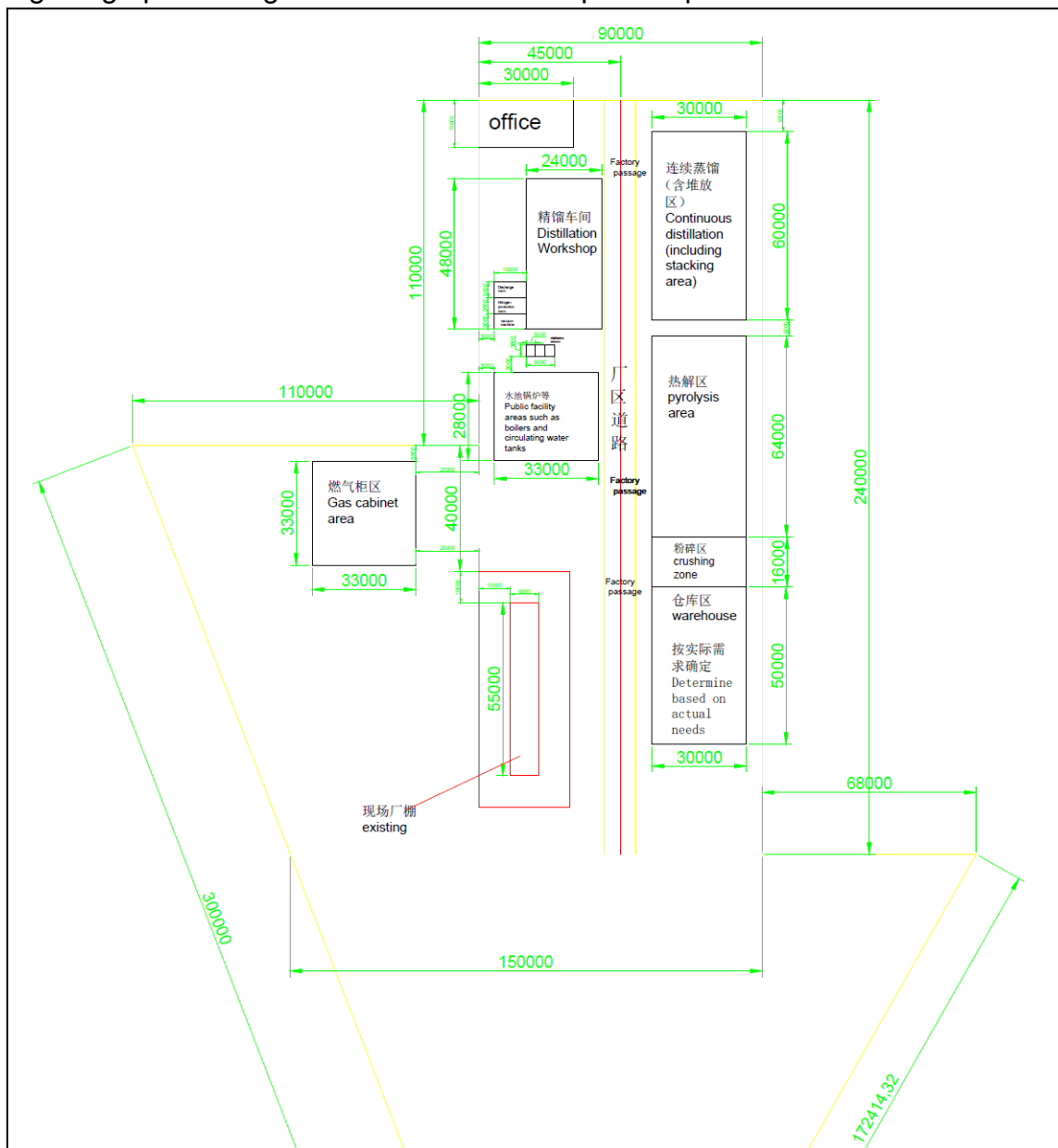
The area - Lot 427 – comprises about 213 hectares and is surrounded by rural uses and split by the railway corridor. The closest development to a Lot boundary is the proposed office which appears to be setback about 7.5m from Burakin-Wialki Road.

The consultant raised concerns that the DA provides no detail regarding the impact of the proposed works including waste, emissions, site management and security, noise, construction management, drainage, loss of existing vegetation, bushfire protection or traffic generation.

The following image depicts the site plan superimposed on an aerial photograph of the site and demonstrates the extent of the proposed development.



The following image provides greater detail of the site plan as presented in the DA:



The land is zoned Rural in the Shire of Koorda Local Planning Scheme No 4 (the Scheme) which was gazetted in December 2014 and has one amendment completed in 2020. The Development Table of the Scheme specifies setback requirements for specific uses. Industrial type uses require a front and rear setback of 7.5m, with side setback 'to be determined by the Council' in each case.

The development is within the Rural zone which includes an objective to "encourage a diversification of rural activities that will complement the dependency of the rural sector on traditional crops".

Also, the Shire's Local Planning Strategy – endorsed by the WA Planning Commission in 2014 – includes the objective for "rural industry to promote a diversification of economic activities in rural areas" and "encourage the broadening of the agricultural economic base and discourage the reliance on a single crop". The DA as proposed should be considered to align with those objectives.

Under the model scheme text applied at the time, the class of the proposed development would be considered Industry-Rural which the scheme defines this as D (discretionary) use, which means that it is not permitted without Council exercising its discretion to grant planning approval.

However, the model scheme text to which the Scheme refers has been superseded by the deemed provisions which do not include a use class of Industry–Rural. The closest definition, that will be applied to the DA, is that of Industry- Primary Production which refers to premises used to:

- (a) to carry out a primary production business as that term is defined in the Income Tax Assessment Act 1997 (Commonwealth) section 995-1; OR
- (b) for a workshop servicing plant or equipment used in primary production businesses.

Regarding bushfire mapping, the following figure overlays the Shire's Bushfire Prone areas with the site. It is the opinion of the planning consultant that although the DA does not include any residential development, it should include a strategy to protect workers in the event of a bushfire.



In summary the proposed development should be supported and approved by Council as it would contribute diversification of the rural sector which fits with the Shire's Local Planning Strategy. However, the Shire's planning consultant has raised several issues that require clarification and as such to progress the DA – rather than risk discouraging or delaying economic development in the Shire – it proposed that the DA be subject to the following conditions:

1. A detailed site plan clearly showing the footprints of all the components of the proposed development in relation to lot boundary setbacks, existing development and other site features, to the satisfaction of the local government.
2. A plan clearly showing vegetation that will be removed to make way for the proposed development and the landscaping and revegetation to compensate for the removed vegetation.
3. Plans and elevations of the development components including the office and its parking, landscaping, effluent disposal and other services, to the satisfaction of the local government.
4. Collective elevations of the proposed development as may be seen from a public place (ie a road) to the satisfaction of the local government.

5. An assessment of the forecast traffic impact, including any access to Burakin-Wialki Road, internal roadways, circulation, deliveries, vehicle storage etc, to the satisfaction of the local government.
6. The preparation of a Bushfire Management Plan to the satisfaction of the local government.
7. The preparation of a Construction Management Plan to the satisfaction of the local government.
8. The preparation of a Drainage Management Plan to the satisfaction of the local government.

In addition, the planning consultant recommended the addition of the following as notes to the DA approval, that:

- 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 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 local government (where applicable) and be approved before any work requiring a building permit can commence on site.
- 3 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.

Consultation:

Paul Bashall, Planning Consultant, PlanWest

Statutory Implications:

Planning and Development Act 2005
Shire of Koorda Local Planning Scheme No 4

Policy Implications:

Shire of Koorda Local Planning Strategy 2014

Strategic Implications:

Shire of Koorda Integrated Strategic Plan 2024

2.1 Our local economy grows in a sustainable manner, and our land planning strategy and scheme provides opportunities for business growth and jobs.

Risk Implications:

Risk Profiling Theme	Investor confidence
Risk Category	Reputational
Risk Description	Declining the DA could have the shire perceived as anti-economic development and not attractive to new industry.
Consequence Rating	Minor (2)
Likelihood Rating	Possible (3)
Risk Matrix Rating	Moderate (6)
Key Controls (in place)	Local Planning Strategy 2014
Action (Treatment)	Governance and communications
Risk Rating (after treatment)	Adequate

Financial Implications:

Nil

Voting Requirements: ☒ Simple Majority ☐ Absolute Majority

Officer Recommendation

That Council approve the Development Application as submitted by Kochii Eucalyptus Oil Pty Ltd and Fasera Char Pty Ltd for Lot 427 at 1477 Burakin-Wialki Road, Kulja subject to the following conditions:

- 1 A detailed site plan clearly showing the footprints of all the components of the proposed development in relation to lot boundary setbacks, existing development and other site features, to the satisfaction of the local government.
- 2 A plan clearly showing vegetation that will be removed to make way for the proposed development and the landscaping and revegetation to compensate for the removed vegetation.
- 3 Plans and elevations of the development components including the office and its parking, landscaping, effluent disposal and other services, to the satisfaction of the local government.
- 4 Collective elevations of the proposed development as may be seen from a public place (ie a road) to the satisfaction of the local government.
- 5 An assessment of the forecast traffic impact, including any access to Burakin-Wialki Road, internal roadways, circulation, deliveries, vehicle storage etc, to the satisfaction of the local government.
- 6 The preparation of a Bushfire Management Plan to the satisfaction of the local government.
- 7 The preparation of a Construction Management Plan to the satisfaction of the local government.
- 8 The preparation of a Drainage Management Plan to the satisfaction of the local government.

And that:

- 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 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 local government (where applicable) and be approved before any work requiring a building permit can commence on site.
- 3 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.

12.4 Shire and Business Christmas Hours

Governance and Compliance		
Date	6 November 2025	
Location	Koorda townsite	
Responsible Officer	Zac Donovan, Chief Executive Officer	
Author	As above	
Legislation	Retail Trading Hours Act 1987	
Disclosure of Interest	Nil	
Purpose of Report	☒ Executive Decision ☐ Legislative Requirement ☐ Information	
Attachments	Retail Trading Hours Variation Order 2025 Correspondence from Minister for Commerce	

Background:

Opening hours for both the Shire of Koorda and local businesses are varied during the Christmas/New Year period, respectively via Council decision in the case of the Shire and legislative restrictions regarding local businesses.

Traditionally the Shire of Koorda closes for the two weeks encompassing the Christmas and New Year public holidays. Both the office and depot are shut down with calls diverted to message and the CEO mobile provided as a point of contact for emergencies.

Minimal gardening crews are kept on for maintenance with cleaning staff are scheduled in line with short-stay bookings and for intermittent checks on the caravan park. All other staff are required to take annual leave or leave without pay if they do not sufficient leave accrued.

Regarding local businesses, retailers in Koorda will have the option of extending their opening hours and opening on public holidays should they believe it is to their business benefit. It results from the Shire nominating – along with 13 other regional local governments – for Ministerial dispensation to provide retailers choice regarding trading hours during the period.

The Minister has also extended the option for local businesses to open on public holidays in 2026 should they consider their businesses would benefit from additional trade during these periods. Opening during public holidays also supports the appeal of the town to tourists and travellers.

This purpose of this item is to for Council to endorse the Shire opening hours and receive the Ministerial advice on the trading hour option for local businesses.

Comment:

The proposed Shire of Koorda closure period this year will be from Monday 22 December 2025 to Friday 2 January. That is the last day the Shire office will be open for 2025 will be Friday 19 December and reopen on Monday 5 January 2026.

Two outdoor staff will be rostered on for town maintenance during the shutdown. All other staff will be required to take seven days annual leave that, with the three public holidays, will accommodate their absence during the period. Staff who have not accrued sufficient annual leave prior to the closure and will be required to take leave without pay for the seven additional leave days.

Short-term bookings will be reviewed prior to the shutdown to coordinate cleaning requirements with bookings suspended during the office closure.

Regarding the amendment to the retail trading hours, the following trading hour extensions will be available for Koorda businesses to consider:

Period	Weekdays	Weekends	Public Holidays
6 – 14 December	8am to 9pm	8am to 6pm	8am to 6pm
15 – 24 December	7am to 9pm	8am to 6pm	NA
25 December	Closed	NA	Closed
26 – 31 December	8am to 9pm	8am to 6pm	8am to 6pm
1 January 2026	8am to 6pm	NA	8am to 6pm
26 January 2026			
2 March 2026			
6 April 2026			
27 April 2026			
1 June 2026			
28 September 2026			

As mentioned, Koorda is one of 14 regional local governments that has nominated for their retailers to be given the option of opening outside normal restrictions. The others are Boddington, Broomehill-Tambellup, Collie, Geraldton, Gnowangerup, Goomalling, Jerramungup, Kondinin, Lake Grace, Mandurah, Murchison, Narrogin and Wongan-Ballidu.

As such, Koorda is the only town in the north eastern Wheatbelt (and between Koorda and Goomalling) for which retailers will have the choice to open during public holidays in 2026 when day trippers would be expected to visit the region.

Regarding community communication as to the Shire closure, details will be advertised on Facebook and in the Narkal Notes in the weeks preceding the period and a notice posted at the office entrance in the week prior and during the shutdown and on the Shire website.

For the extensions to the retail trading hours, the Koorda Community Resource Centre manager is liaising with affected local businesses as to their opportunity for additional trade during the Christmas/New Year and 2026 public holidays. There is no obligation on the businesses to open.

Consultation:

Lana Foote, Deputy Chief Executive Officer
Kim Storer, Manager, Koorda CRC
Darren West, Works Supervisor

Policy Implications:

Nil

Strategic Implications:

Shire of Koorda Integrated Strategic Plan
4.1 Open and transparent leadership

Financial Implications:

Nil financial impact on the Shire

Statutory Implications:

Retail Trading Hours Act 1987

Risk Implications:

Risk Profiling Theme	Ratepayers may feel inconvenienced by the Shire shut down or businesses may feel compelled to open for additional hours.
Risk Category	Reputational
Risk Description	Potential for misunderstanding.
Consequence Rating	Minor (1)
Likelihood Rating	Possible (3)
Risk Matrix Rating	Low (4)
Key Controls (in place)	Emergency contact provided
Action (Treatment)	Communications prior
Risk Rating (after treatment)	Effective – Low (3)

Voting Requirements: ☒ Simple Majority ☐ Absolute Majority

Officer Recommendation

That Council

- a) Endorses the Shire of Koorda office and depot closure inclusive from Monday 22 December 2025 to Friday 2 January 2026.
- b) Receives the Ministerial advice regarding the option for extended trading hours for local businesses.

13. OFFICER'S REPORTS – WORKS & ASSETS

13.1 Recreation Precinct Options

Works and Assets		
Date	10 November, 2025	
Location	Shire of Koorda	
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	HWA Quantity Surveyors – Stage Three Options	

Background:

The Koorda Recreation Precinct redevelopment has three broad stages - the renovation and expansion of the Recreation Centre; the Bowling Green Project; and stage three works to relocate adjacent to the Recreation Centre, a netball/multi-use court and two tennis courts.

The Recreation Centre works were completed in July 2024, and the Bowling Green Project is now in the final stages of construction of the shelters, to be followed by the installation and connection of power and remediation of defaults ahead of the final completion inspection.

As part of the Bowling Green project, the Shire engaged MCG Architects to complete site plans for the stage three works that is to construct the three adjacent courts for netball/multi use and tennis. Along with construction of the courts and landscaping, the stage three works will include a lighting component which was postponed for the stage two works due to funding limitations.

As per the 2025-26 Shire of Koorda budget allocation, the Shire has engaged a quality surveyor to define the likely costs of completing stage two, along with options to complete the works in separate components and remediation works should the next stage be postponed.

The purpose of this item is to present costings for the various options and define own-source funding capacity to enable Council to decide on timing of future works.

Comment:

The competitive tender processes conducted for Stage Two of the Recreation Precinct redevelopment – Bowling Green project – established the total cost of \$1.49m. With access to \$825,000 grant funding, a \$100,000 contribution from the Koorda Sports Club, and deletion of lighting hardware (\$95,000), the Shire contributed \$470,000 from reserves to complete the project.

Consequently, the Bowling Green project will reduce the Shire's Recreation Reserve to \$570,000 by the end of the 2025-26 financial year, with a significant number of relevant projects yet to be funded and which will also need to be considered in future planning for the precinct and next stage.

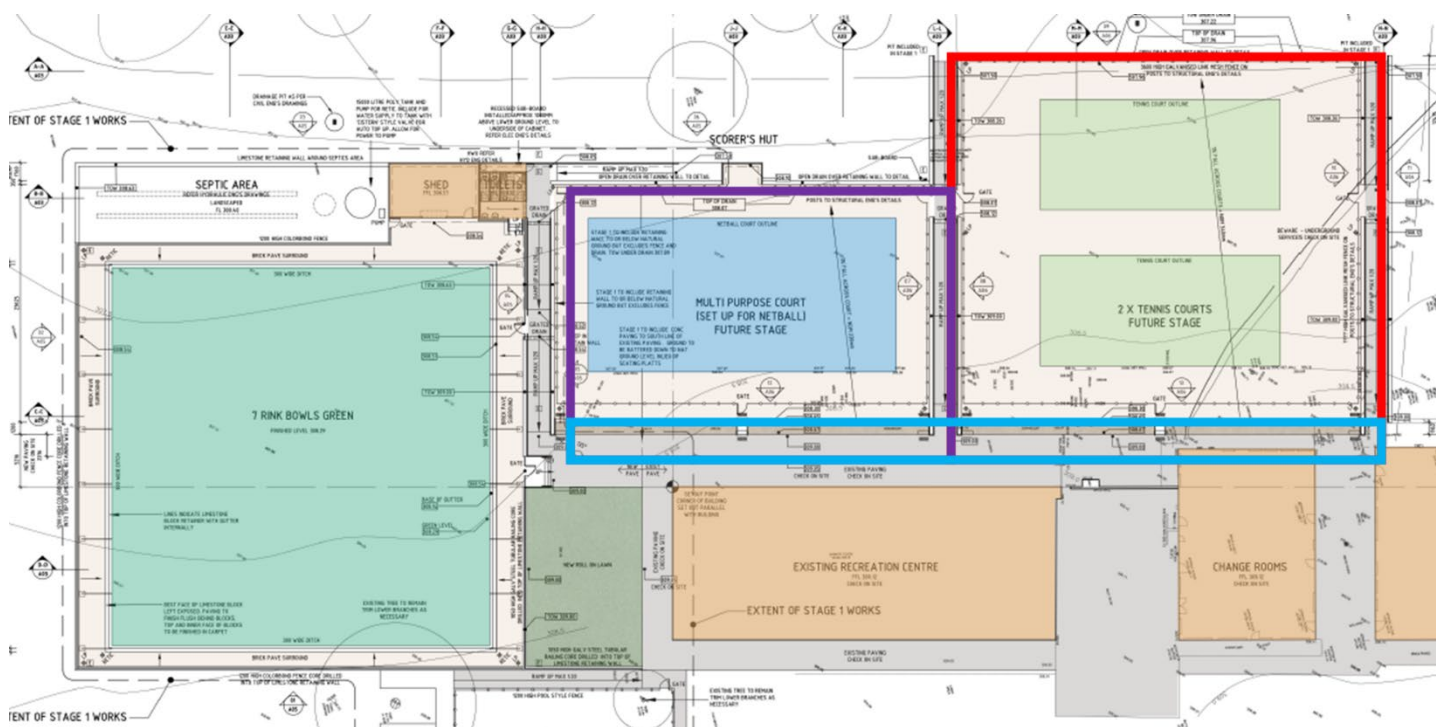
These projects include landscaping and playground preparatory works (\$60,400); and cricket pitch replacement (\$16,000) – both of which are included for consideration in the November agenda – along with lighting for the bowling green; and renovations for the Koorda Drive In and swimming pool.

With Council approval of both the landscaping/playground works and cricket pitch replacement, as proposed and as separate items in the November OCM agenda, the Recreation Reserve would be further reduced to \$490,000.

It is prudent Council have awareness of the retained quantum of the Recreation Reserve and additional projects which could draw on these funds, in considering the options for Stage Three of the Recreation Precinct Redevelopment, albeit that the Shire would again require supporting grant funding to complete Stage Three.

As mentioned, the Shire engaged HWA Quantity Surveyors to develop cost estimates based on the plans produced by MCG Architects for the Recreation Precinct Redevelopment. Given the quantum of the Recreation Reserve and the need for immediate works to redress landscaping resulting from Stage Two, the Shire brief HWA to undertake costings on a range of options and price points.

These options are represented in the following graphic. They are construction of: All aspects of Stage Three (all three coloured boxes); Netball/Multipurpose Court Only (purple box); and works to redress the existing earth ramp and paving only (pale blue box).



Summary for each of the three options is as follows, with HWA costings for each option attached: The options as requested are:

OPTION 1: Complete Stage Three. Involves the construction of all three courts, including lighting, fencing and limestone seating parallel to the Recreation Centre. The works would also include resituating the main water supply line to the Recreation Centre as it currently runs under the proposed tennis courts site. The cost estimated by HWA for these works totals is \$2,886,000 which includes an 4.2% escalation allowance if works were not to commence until July 2026, an anticipated 30% inflator for remote work and \$445,000 in design and construction contingency.

OPTION 2: Construct Netball/Multipurpose Court. As expected, involves the construction of the Netball/Multipurpose Court only with fencing, lighting and limestone seating extending only bordering the court. Under this option none of the works for the tennis courts including realignment of the water line nor removal of the existing garden would be completed. The HWA estimate for this option is \$1,299,000 including the timing inflator, remote location upcharge and \$155,000 contingencies.

OPTION 3: Limestone Seating Preparatory Works. To redress the existing earth ramp on the western side of the Recreation Centre, HWA was briefed to provide cost estimates for replacing the existing gardens with the proposed limestone seating along the length of the Stage Three site in preparatory works for the construction of the various courts. HWA set the cost of this option at \$510,000 of which \$384,000 was actual construction costs, including the remote location inflator.

As should be apparent, and would be the practice, the Shire will need to source grant funding support to proceed with any of the options, as even with Option 3, the funds retained in the Shire's Recreation Reserve would be insufficient should other agenda items be endorsed.

With this in mind, and in light of the pressing need to redress the earthen ramp at the western entrance to the Recreation Centre, the Shire has costed a fourth option that would replace the earthen ramp with limestone seating just past the current garden bed and complete paving along the western side of the Recreation Centre. This option has been quoted at \$58,052 (excluding GST).

The limestone seating would be constructed to fit with the future requirements as per the MCG plans for the Stage Three works – that is it would not be a lost cost – and would serve as steps to access the western entrance of the centre for those who do not choose to use the ramp.

All costs, funding and timeliness of works considered, it is proposed that Council endorse the allocation of up to \$58,500 to complete the fourth option works as presented and that a strategy for the completion of the remaining Stage Three be defined as part of 2026-27 budget discussions.

Council approval of this item and the other two in the agenda that seek to draw from the Recreation Reserve would reduce the amount retained at year end to approximately \$430,000.

Consultation:

Liam Tomlin, HWA Quantity Surveyors
Michel Greenhalgh, MCG Architects
Darren West, Works Supervisor
Mick Morris, Brickmart Northam

Statutory Implications:

Nil

Policy Implications:

Nil

Strategic Implications:

Shire of Koorda Integrated Strategic Plan 2024

3.1 Shire owned facilities are renewed and maintained in a strategic manner to meet community needs.

4.3 Forward planning and delivery of services and facilities that achieve strategic priorities.

Risk Implications:

Risk Profiling Theme	Community expectations that Stage Three works will be undertaken in the short term
Risk Category	Reputation
Risk Description	There may be an expectation from the community that the Stage Three works, especially those involved in associated sports, would expect the shire to commence the works in the short term.
Consequence Rating	Minor (2)
Likelihood Rating	Possible (3)
Risk Matrix Rating	Moderate (6)
Key Controls (in place)	Shire communication channels.
Action (Treatment)	Timely communications using online and community channels.
Risk Rating (after treatment)	Adequate

Financial Implications:

An allocation of up to an additional \$58,500 from the Recreation Reserve.

Voting Requirements: ☐ Simple Majority ☒ Absolute Majority

Officer Recommendation

That Council:

- a) Approve allocation of up to \$58,500 from the Recreation Reserve to complete the paving and limestone works as proposed.
- b) Strategic planning for Stage Three of the Recreation Precinct Redevelopment form part of 2026-27 budget considerations.

13.2 Landscaping and Playground Costings

Works and Assets		
Date	12 November, 2025	
Location	Shire of Koorda	
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:

At the 15 October Ordinary Council Meeting, Council decided to postpone the installation of a new playground at the Recreation Centre and for the project to be reconsidered as part of 2026-27 Shire of Koorda annual budget planning.

The 2025-26 budget allocated \$50,000 from the Recreation Reserve for construction of a playground at the Recreation Centre, dependent on securing \$100,000 grant funding. The Shire was later advised the maximum grant funding it would be able to access is 30% of the total project costs.

Consequently, Council requested costings be provided to the 19 November OCM for fencing and landscaping works to finalise the integration of the bowling green with the precinct and installation of a shade sail at the existing Recreation Centre playground.

The purpose of this item is to provide those costing and establish the context for funding from the Recreation Reserve regarding other projects included in the current agenda.

Comment:

Proposed works, and the quoted costs, to redress the earthen mound at the western entrance of the Recreation Centre are not included in this agenda item but are part of a separate item on the options for Council in setting a strategy to complete the Stage Three of the precinct redevelopment.

For the works addressed in this item as per the costing requested by Council at the 15 October OCM, there are three components. These are:

Landscaping: In effect this is the installation of lawn and reticulation at two areas on the site. The first is the area between the Recreation Centre and the new bowling green, with the second being the adjacent area on the eastern boundary that extends to the path along the edge of the oval.

Fencing: There are two sections of fencing that have been costed. A new pool-type fence to surround the slightly extended playground, and a 1.2m Colourbond fence – from the north eastern corner of the bowling green extending east to the edge of the path on the edge of the oval – so to provide a safety barrier to separate the new lawn area from parking and traffic.

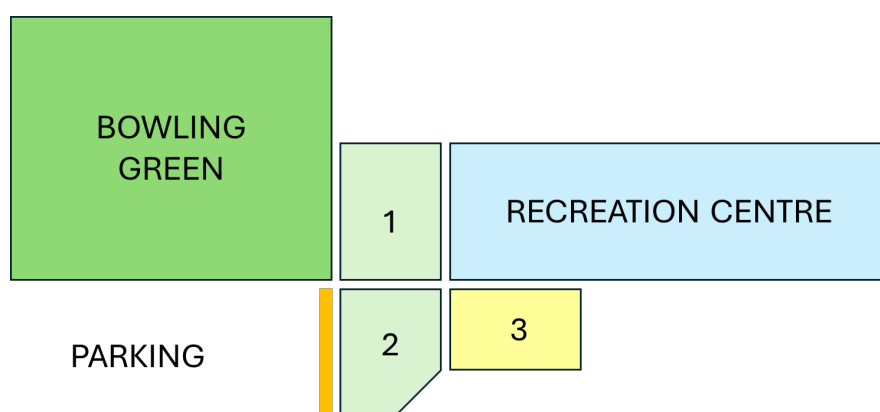
Sail Shade: Sail shading to extend over the existing playground and slightly extended play area. As discussed at the 15 October OCM, the playground area was to be extended slightly to provide the space required in the future to accommodate the new playground designs presented to Council.

The total cost of completing the works as details will require a \$60,400 allocation from the Shire's Recreation Reserve. Quoted costings for each of these components in detailed in the following table.

Component	Expenditure
Lawn – 200 sqm area between Recreation Centre and bowling green	\$3,500
Lawn – 150sqm area adjacent extending east to the edge of the path	\$2,500
Reticulation – For area between Recreation Centre and bowling green	\$5,400
Reticulation – For area adjacent area east to path parallel to oval	\$3,600
Fencing – 16m x 12m pool fencing for the extend playground area	\$7,700
Fencing – 12m of 1.2m Colourbond from bowling green to path beside oval	\$3,500
Shade Sail: Install of shade sails and poles to cover 16m x 12m area	\$34,200
TOTAL	\$60,400

The various components are invariably applied to three main areas. These are:

- Area between the Recreation Centre and the Bowling Green (area 1 in the following depiction) which is a proposed to become a lawn area with reticulation. From the detail presented previously, the cost of these works is \$8,900.
- Eastern area that extends to the path adjacent to the oval (area 2) which is also proposed to be a reticulated lawn area. The cost for these works is \$6,100.
- Extended playground area (area 3) for which is proposed new pool-type perimeter fencing and new shade sails to cover the 16m x 12m space. The cost for these works is \$41,900. A second quote for the shade sails component was provided at \$53,000.
- The proposed eastern 1.2m Colourbond fence (depicted in orange) to extend from the bowling green fence to the path adjacent to the oval to separate traffic/parking from the lawn area (2). The cost for the fence has been quoted at \$3,500.



As mentioned, the total cost to complete all works is \$60,400 which is more than the \$50,000 that had been budgeted from the Recreation Reserve to accommodate the original playground proposal. In addition, other items in the November agenda seek to draw on the Recreation Reserve. Should this item and each of the other agenda items that draw on the reserve be approved by Council, the Recreation Reserve would be \$430,000 at year end.

Consultation:

Phil McEwen, Manager, Westarp
Tony Smith, Business Development Manager, Watershed Water Systems
Josh Smith, Proprietor, Koorda Ag Parts
Kristy Black, Sales and Design Consultant, PlayCo
Darren West, Works Supervisor
Robert Taylor, Maintenance and Property Officer

Statutory Implications:

Nil

Policy Implications:

W - Asset Management V1.0
G – Child Protection Policy V1.0

Strategic Implications:

Shire of Koorda Integrated Strategic Plan 2024
3.1 Shire owned facilities are renewed and maintained in a strategic manner to meet community needs.
4.1.1 Ensure efficient use of resources and that governance and operational compliance and reporting meet legislative and regulatory requirements.

Risk Implications:

Risk Profiling Theme	Community objection to Council option
Risk Category	Reputational
Risk Description	Community may have differing views on how the space should be used.
Consequence Rating	Insignificant (1)
Likelihood Rating	Possible (3)
Risk Matrix Rating	Low (3)
Key Controls (in place)	Communication of Council decision through website, social media and Narkal Notes.
Action (Treatment)	Existing communications channels.
Risk Rating (after treatment)	Adequate

Financial Implications:

Depending on the option selected, up to an additional \$10,400 allocated from the Recreation Reserve than previously budgeted for the playground works.

Voting Requirements: ☐ Simple Majority ☒ Absolute Majority

Officer Recommendation

That Council approves the allocation of up to \$60,400 from the Recreation Reserve for the purpose of the Recreation Precinct landscaping and playground works.

13.3 Cricket Surface Replacement Request

Works and Assets		
Date	7 November, 2025	
Location	Koorda Recreation Precinct	
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:

At the 15 October Ordinary Council Meeting, Council endorsed the Shire meet the costs of works to the practice cricket net at the Koorda Recreation Ground to mitigate against wayward balls landing on the newly constructed bowling green. Those works have been completed at a cost of \$7,832.

Following previous discussions, and at the request of the Shire, the Koorda Cougars Cricket Club has now written to the CEO requesting the Shire replace the cricket playing surface, and possibly the concrete base should it found to be damaged when the synthetic playing surface is removed.

The purpose of this item is to provide Council details as to the costs of undertaking these works and context to funding responsibility and implications of the recent works on the practice net and in light of the new recreation Centre User Conditions which have been circulated to all core user groups.

Comment:

The Koorda Cougars Cricket Club has alerted the Shire to the deterioration of the playing surface at the Koorda Recreation Ground. Such deterioration and the need for replacement have been confirmed by the Shire's works supervisor.

The cricket club has advised that in expectation of these works, the Wyalkatchem Cricket Association had moved all the club's home games from January 2026 away from the Koorda Recreation Ground so as to accommodate the repairs.

The cost quoted to the cricket club for replacement of the playing surface is \$6,834.30. The cricket club reports it holds a total \$16,194 of which \$7,965 is held in a term deposit which matures early next month. Consequently, the cost of the replacement of the playing surface could in part or all be met by the club.

In correspondence however the cricket club raises varying concerns as to the underlying concrete base predominately caused by it having "sunk" and caused the intentional allowance for the covers to accommodate winter sport to deepen more than required causing both bowling and batting issues.

If effect, the concrete base has not "sunk", rather the process of maintain the oval through top dressing and matting of clippings from mowing has over time raised the level of the edges of the pitch. In the opinion of the shire works supervisor, this can be remedied with removal of excess turf and soil to bring the edges back into alignment.

However, the prospect that on removing the surface that the concrete base would also require replacement is an additional cost that has been estimated at between \$17,000 to \$23,000. As such Council should also consider the funding implications for the contingency should the base also require

replacement. In effect the replacement of the cricket surface in the worst-case scenario could cost almost \$30,000.

In determining both the funding quantum that should be facilitated and the source of those funds, Council should consider the terms of the Recreation Centre User Agreement, recent works for the cricket club and other clubs at the ground, and the option of community grant funding.

The Recreation Centre User Agreement, endorsed by Council at the 18 June OCM, requires respective user groups and clubs to fund a minimum 10 per cent of “upgrades to user-specific facilities” with any adjustment at the discretion of Council.

At the 19 February OCM Council approved \$26,900 to resurface a multipurpose court at the Recreation Ground at the request of the Koorda Netball Club. That cost is similar to the total that would be required should both the cricket surface and base need to be replaced. The netball club was not required to make a financial contribution however that was prior to the User Agreement.

For the recent \$7,832 expended by the Shire on the adaptation to the cricket net, the cricket club was not requested to contribute financially due to the urgency required to complete the works as cricket practice was postponed until the works were complete to avoid risk of damaging the bowling surface.

In addition to having \$16,000 available to the cricket club when the pitch resurfacing would likely be scheduled in January 2026, there is also the opportunity for the club to apply for a \$5,000 Koorda Community Grant which will be considered at the December OCM, well in advance of any works.

Irrespective as to how the works for the pitch resurfacing is funded, there remains the need to also define a funding contingency should the concrete base also require replacing.

As such it is proposed that given the Shire fully funded the cricket net adaption works and that the condition of the existing concrete base in as yet unknown, that the cricket club meet the cost of the surface replacement – and be encouraged to support the expenditure by applying for a \$5,000 Koorda Community Grant – and should the pitch require replacing, contribute up to \$7,000 of the costs.

With inclusion of the practice net cost, and if the concrete base requires replacing, the potential expenditure associated with cricket would total almost \$38,000. Under the proposed funding plan the cricket club would be contribute \$8,840 and the Shire \$29,000 for the total works. If, however, the concrete base does not require replacing the cricket club would pay \$1,840 and the Shire \$12,860.

The Shire’s contribution to the works would be drawn from the Recreation Reserve, which is scheduled at year end to have a balance of \$430,000 should this proposed funding allocation and other projects also included in the November OCM Agenda be endorsed by Council.

Regardless, as to if the cricket pitch base requires replacement, the Shire should schedule works to reduce the grass sides of the pitch to redress the issues raised in the cricket club correspondence. The timing of these works is dependent on discovery of the condition of the concrete base.

Consultation:

Brad Harrap, President, Koorda Cougars Cricket Club
Ryan Greaves, Secretary/Treasurer, Koorda Cougars Cricket Club
John Gartrell, Director, Slater-Gartrell Sports
Nick Chandler, President, Koorda Football Club
Darren West, Works Supervisor

Statutory Implications:

Nil

Policy Implications:

W - Asset Management V1.0

Koorda Recreation Precinct – Conditions of Use

Strategic Implications:

Shire of Koorda Integrated Strategic Plan 2024

3.1 Shire owned facilities are renewed and maintained in a strategic manner to meet community needs.

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

Risk Implications:

Risk Profiling Theme	Funding terms are not acceptable to the cricket club
Risk Category	Financial
Risk Description	If the cricket club does not accept the proposal for the contingency funding, then the Shire could face an additional \$8000 expenditure from Reserves.
Consequence Rating	Minor (1)
Likelihood Rating	Possible (3)
Risk Matrix Rating	Low (4)
Key Controls (in place)	Recreation Reserve
Action (Treatment)	Proposal to cricket club
Risk Rating (after treatment)	Adequate

Financial Implications:

As proposed up to \$16,000 allocation from the Recreation Reserve.

Voting Requirements: ☐ Simple Majority ☒ Absolute Majority

Officer Recommendation

That Council:

- a) Require the Koorda Cougars Cricket Club to fund the cost of the cricket pitch surface replacement;
- b) Encourage the Koorda Cougars Cricket Club to make an application through the Koorda Community Grants for \$5,000 for the cost of the pitch replacement;
- c) Advise the Koorda Cougars Cricket Club that should the cricket pitch concrete base require replacing that the Shire will require a \$7,000 contribution for the works to proceed;
- d) Endorse a contingency of \$16,000 be allocated from the Recreation Reserve to be accessed should the cricket pitch concrete base require replacing; and
- e) Direct the CEO to have shire works reduce the height of the grass edges on the pitch to a suitable height.

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

15. Elected Members' Motions

16. Matters Behind Closed Doors

17. Closure