



Shire of
Koorda

Drive in, stay awhile

MINUTES

Ordinary Council Meeting

Held in Shire of Koorda Council Chambers

10 Haig Street, Koorda WA 6475

Wednesday 17 December 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, 17 December 2025 in the Shire of Koorda Council Chambers, 10 Haig Street, Koorda.

The format of the day will be:

4.00pm	Grants Committee Meeting
5.00pm	Audit, Risk & Improvement Committee Meeting
6.00pm	Council Meeting
Following conclusion of Council Meeting	Council Forum

Zac Donovan
Chief Executive Officer
12 December 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.

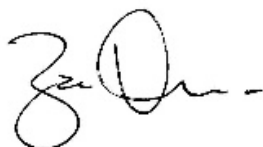
Any person or legal entity who acts or fails to act in reliance upon any statement, act or omission made in a Council or Committee meeting does so at that person's or legal entity's own risk.

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	5
6.	Petitions and Presentations	5
7.	Confirmation of Minutes from Previous Meetings	6
7.1.	Ordinary Council Meeting held on 19 November 2025	6
8.	Minutes of Committee Meetings to be Received	7
8.1.	Minutes of Internal Committee Meetings to be Received	7
8.2.	Minutes of External Committee Meetings to be Received	7
9.	Recommendations from Committee Meetings for Council Consideration	8
9.1.	Consideration of 2025/2026 Round 2 Koorda Community Grant Program Applications	8
9.2.	Consideration of 2025 Audit, Risk & Improvement Committee Terms of Reference V3.0 – ITEM WITHDRAWN	11
9.3.	Quarterly Reporting of Integrated Strategic Plan and Workforce Plan	12
9.4.	Review of Financial Management, Risk Management, Legislative Compliance and Internal Controls	14
9.5.	Shire of Koorda Risk Profile Report	17
9.6.	2024/2025 Annual Report and Annual Electors Meeting	21
10.	Announcements by the President without Discussion	25
11.	OFFICER’S REPORTS – CORPORATE & COMMUNITY	25
11.1.	Monthly Financial Statements	25
11.2.	List of Accounts Paid	27
12.	OFFICER’S REPORTS – GOVERNANCE & COMPLIANCE	29
12.1.	NEWROC Memorandum of Understanding (MOU)	29
13.	OFFICER’S REPORTS – WORKS & ASSETS	31
13.1.	Acquisition of Units	31
14.	Urgent Business Approved by the Person Presiding or by Decision	32
15.	Elected Members’ Motions	32
16.	Matters Behind Closed Doors	32
17.	Closure	32

**Shire of Koorda
Ordinary Council Meeting
6.00pm, Wednesday 17 December 2025**



1. Declaration of Opening

The Presiding person welcomes those in attendance and declares the meeting open at 6.00pm.

2. Record of Attendance, Apologies and Leave of Absence

Councillors:

Cr JM Stratford	President
Cr GW Greaves	Deputy President
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:

Cr KA Fuchsbichler

Visitors:

Approved Leave of Absence:

3. Public Question Time

Nil.

4. Disclosure of Interest

The following Councillors have disclosed an interest in item 9.1 – Consideration of 2025/2026 Round 2 Koorda Community Grant Program Applications.

Cr JM Stratford

Impartiality – Life Member Hockey Club

Cr GW Greaves

Impartiality – Life Member Cricket Club & Player of Bowls

Cr NJ Chandler

Impartiality – Assisted Sports Club with Grant Application and Member of the Bowling Club.

Cr BJ Harrap

Impartiality – President Cougars Cricket Club

Cr GL Boyne

Impartiality – Member Hockey Club

DCEO Lana Foote

Impartiality – President Hockey Club

The following Councillor has disclosed an interest in item 13.1 – Acquisitions of Units.

Cr JM Stratford

Financial – Employee of Elders who the Shire may contract for property management.

5. Applications for Leave of Absence

Resolution 011225

Moved Cr GL Boyne

Seconded Cr BH Moore

That Cr GW Greaves request for leave for the February 2026 Ordinary Council Meeting be approved.

CARRIED 6/0

For: Cr JM Stratford, Cr GW Greaves, Cr BJ Harrap, Cr NJ Chandler, Cr GL Boyne, Cr BH Moore

6. Petitions and Presentations

Nil.

7. Confirmation of Minutes from Previous Meetings

7.1. Ordinary Council Meeting held on 19 November 2025
[Ordinary Council Minutes](#)

Voting Requirements ☒ Simple Majority ☐ Absolute Majority

Officer Recommendation
Resolution 021225

Moved Cr BJ Harrap

Seconded Cr GW Greaves

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 19 November 2025, as presented, be confirmed as a true and correct record of proceedings.

CARRIED 6/0

For: Cr JM Stratford, Cr GW Greaves, Cr BJ Harrap, Cr NJ Chandler, Cr GL Boyne, Cr BH Moore

8. Minutes of Committee Meetings to be Received

8.1. Minutes of Internal Committee Meetings to be Received

- a. LEMC Meeting Minutes for meeting held on 27 November 2025
[LEMC Meeting Minutes](#)

Voting Requirements ☒ Simple Majority ☐ Absolute Majority

Officer Recommendation Resolution 031225

Moved Cr NJ Chandler

Seconded Cr GL Boyne

That, in accordance with Sections 5.22(2) and 3.18 of the *Local Government Act 1995*, Council receives the Minutes of the below Internal Committee meetings, as tabled.

- a. LEMC Meeting, 27 November 2025.

CARRIED 6/0

For: Cr JM Stratford, Cr GW Greaves, Cr BJ Harrap, Cr NJ Chandler, Cr GL Boyne, Cr BH Moore

8.2. Minutes of External Committee Meetings to be Received

- a. GECZ Meeting Minutes for meeting held on 13 November 2025
[GECZ Meeting Minutes](#)
- b. NEWROC Council Meeting Minutes for meeting held on 2 December 2025
[NEWROC Meeting Minutes](#)

Voting Requirements ☒ Simple Majority ☐ Absolute Majority

Officer Recommendation Resolution 041225

Moved Cr GW Greaves

Seconded Cr NJ Chandler

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. GECZ Meeting, 13 November 2025; and
b. NEWROC Meeting, 2 December 2025.

CARRIED 6/0

For: Cr JM Stratford, Cr GW Greaves, Cr BJ Harrap, Cr NJ Chandler, Cr GL Boyne, Cr BH Moore

9. Recommendations from Committee Meetings for Council Consideration

The following Councillors have disclosed an interest in item 9.1 – Consideration of 2025/2026 Round 2 Koorda Community Grant Program Applications.

Cr JM Stratford

Impartiality – Life Member Hockey Club

Cr GW Greaves

Impartiality – Life Member Cricket Club & Player of Bowls

Cr NJ Chandler

Impartiality – Assisted Sports Club with Grant Application and Member of the Bowling Club.

Cr BJ Harrap

Impartiality – President Cougars Cricket Club


Cr GL Boyne

Impartiality – Member Hockey Club

DCEO Lana Foote

Impartiality – President Hockey Club

9.1. Consideration of 2025/2026 Round 2 Koorda Community Grant Program Applications

Governance and Compliance		
Date	3 December 2025	
Location	Not Applicable	
Responsible Officer	Lana Foote, Deputy Chief Executive Officer	
Author	As above	
Legislation	Nil	
Disclosure of Interest	Nil	
Purpose of Report	<input checked="" type="checkbox"/> Executive Decision <input type="checkbox"/> Legislative Requirement <input type="checkbox"/> Information	
Attachments	2025 11 05 Koorda Bowling Club \$1,356.55 2025 11 27 Koorda Cougars Cricket Club \$5,000.00* 2025 11 27 Koorda Ladies Hockey Club \$1,885.40* 2025 11 27 Koorda St John Ambulance \$5,000.00	

Background:

The Shire of Koorda is committed to recognising the value of all community organisations and has developed a clear and powerful vision “To build a vibrant and sustainable community with shared social values, in which we can live and work in harmony with our environment”.

The Community Grants Program is allocated from within Council’s general revenue budget each year to provide financial support to community organisations that meet the objectives of the Community Grants Program (“CGP”).

The CGP objectives are to support projects that promote community capacity, improve social participation and inclusion as well as enhance community harmony and social cohesion.

The Shire of Koorda CGP assists community groups and Not for Profit organisations with their vital work and programmes to:

- Promote community capacity, community harmony and social cohesion;
- Encourage people and organisations to help themselves;

- Ensure fair distribution of activities and services throughout Koorda; and
- Encourage resident participation in activities which benefit the community in Koorda.

Comment:

The Koorda Grants Committee is to recommend to Council the successful applicants for this based on the below selection criteria;

- Applicant History: Has the applicant applied previously? Did the applicant adhere to the guidelines and acquittal requirements?
- Does the project meet a broader community need?
- Does the project benefit a sufficiently broad, or diverse, target group?
- Does the organisation have the capacity to undertake and manage the project?
- Does the application represent value for money?
- Collaborative community wide projects are encouraged.

Applications opened from 1 November to 30 November. A list of the applications for 2025/2026 Round 2 are included below;

Group	Project	Project Cost (exc GST)	Requested Amount
Koorda Bowling Club	Rink Number and Marker Upgrade	\$1,821.70	1,356.55
Koorda Cougars Cricket Club	New Pitch	\$6,213.00	5,000.00*
Koorda Ladies Hockey Club	Koorda Floorball	\$3,714.00	1,885.40*
Koorda St John Ambulance	Storage Room	\$15,295.00	5,000.00
		TOTAL	\$13,241.95

The “Requested Amounts” marked with an * indicate organisations not registered for GST, and if approved, would not be able to claim GST on their claim invoice to the Shire.

As only one application was received and approved for \$5,000 in 2025/2026 Round 1, at the November 2025 Council Forum, it was endorsed to include the unused \$5,000 within the Round 2 funding pool.

Consultation:

Koorda CGP Applicants

Statutory Implications:

Nil.

Policy Implications:

Policy “[F - Grants - Community Grants Program](#)” covers all aspects of the Koorda CGP.

Strategic Implications:

Shire of Koorda Integrated Strategic Plan 2024

1.2 - Local volunteer groups supported through initiatives that reduce volunteer fatigue and strengthen their resilience.

1.2.2 - Review and refine community grants program as required.

Risk Implications:

Risk Profiling Theme	Events and projects unable to go ahead if not funded.
Risk Category	Reputational
Risk Description	Unsubstantiated, low impact.
Consequence Rating	Possible (3)
Likelihood Rating	Rare (1)
Risk Matrix Rating	Low (3)
Key Controls (in place)	Grant Policy & Application process
Action (Treatment)	Nil
Risk Rating (after treatment)	Effective

Financial Implications:

An annual allocation of \$20,000 is included in the 2025/2026 Budget for the Shire of Koorda Community Grants Program. \$5,000 was approved in Round 1, and \$15,000 remains in the pool which has been allocated towards Round 2.

Voting Requirements: ☒ Simple Majority ☐ Absolute Majority

Committee Recommendation Resolution 051225

Moved Cr GL Boyne

Seconded Cr BH Moore

That Council, endorse the recipients and funding allocation, for the below applicants of the 2025/2026 Round 2 Koorda Community Grant Program, as determined at the Grants Committee Meeting held on 17 December 2025;

- 1. Koorda Sports Club \$1,356.55;**
- 2. Koorda Cougars Cricket Club \$5,000.00;**
- 3. Koorda Ladies Hockey Club \$1,884.40; and**
- 4. Koorda St John Ambulance \$5,000.00.**

CARRIED 6/0


For: Cr JM Stratford, Cr GW Greaves, Cr BJ Harrap, Cr NJ Chandler, Cr GL Boyne, Cr BH Moore

**9.2. Consideration of 2025 Audit, Risk & Improvement Committee Terms of Reference V3.0 –
ITEM WITHDRAWN**

The Audit, Risk & Improvement Committee (ARIC) laid the item on the table until the March 2026 Meeting to allow for new Regulations to be published and made available.

Unconfirmed

9.3. Quarterly Reporting of Integrated Strategic Plan and Workforce Plan

Governance and Compliance		
Date	11 December 2025	
Location	Not Applicable	
Responsible Officer	Zac Donovan, Chief Executive Officer	
Author	Zac Donovan, Chief Executive Officer	
Legislation	<i>Local Government Act 1995;</i> <i>Local Government (Administration) Regulations 1996</i>	
Disclosure of Interest	Nil	
Purpose of Report	<input type="checkbox"/> Executive Decision <input checked="" type="checkbox"/> Legislative Requirement <input checked="" type="checkbox"/> Information	
Attachments	Quarterly Scorecard – December 2025	

Background:

Section 5.56(1) of the Local Government Act 1995 requires all local governments to have a plan for the future of the district and under the Local Government (Administration) Regulations 1996, all local governments in Western Australia are required to have adopted two key documents: a Strategic Community Plan (SCP) and a Corporate Business Plan (CBP). Together these documents drive the development of each local government's Annual Budget.

The Integrated Planning and Reporting Framework and Guidelines (2016) issued by the DLGSC that guides the SCP and CBP process require that regular monitoring and reporting of these plans are undertaken. This quarterly update forms part of this key reporting process.

Council adopted the Integrated Strategic Plan 2022-2032 (which incorporates both the SCP & CBP) at its meeting held 20 April 2022. In 2024 a desktop review of the plan was undertaken and the updated plan was adopted at the June 2024 OCM as per resolution 120624.

Comment:

To assist Council to meet its IPR requirements under the Local Government Act 1995, the Local Government (Administration) Regulations 1996, Shire staff have prepared the quarterly report, as attached to this item, for the Committee to consider and, if appropriate, recommend to Council that the quarterly scorecard be adopted and the Integrated Strategic Plan and Workforce Plan components be endorsed for publication.

Consultation:

Lana Foote, Deputy Chief Executive Officer
Jannah Stratford, President, Shire of Koorda

Statutory Implications:

Local Government Act 1995 and relevant subsidiary legislation.

Policy Implications:

Nil

Strategic Implications:

Shire of Koorda Integrated Strategic Plan 2024

4.1 – Open and transparent leadership.

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

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

4.3.2 – Report to Council progress of Council Actions using a quarterly score card and report results to community.

Risk Implications:

The Risk Theme Profile identified as part of this report is Failure to Fulfil Compliance Requirements. The consequence could be Compliance if the requirements of both the Local Government Act 1995 and the Local Government (Administration) Regulations 1996 are not met in terms of the Shire having a plan for the future of the district. Another consequence could be Reputational if the public perceives that the Shire does not have the business planning tools in place to manage ratepayer money in transparent and accountable manner. The measure of Consequence is Minor, and the likelihood is Unlikely, giving an overall risk rating of Low. Both risks will be mitigated through adherence to the Integrated Planning and Reporting framework.

Financial Implications:

Nil

Voting Requirements: ☒ Simple Majority ☐ Absolute Majority

Committee Recommendation Resolution 061225

Moved Cr GL Boyne

Seconded Cr BJ Harrap


That Council:

- 1. Adopts the quarterly reporting documents to December 2025 as attached to this item; and**
- 2. Endorses the publication of the Integrated Strategic Plan and Workforce Plan components for community information.**

CARRIED 6/0

For: Cr JM Stratford, Cr GW Greaves, Cr BJ Harrap, Cr NJ Chandler, Cr GL Boyne, Cr BH Moore

9.4. Review of Financial Management, Risk Management, Legislative Compliance and Internal Controls

Governance and Compliance		
Date	10 December 2025	
Location	Not Applicable	
Responsible Officer	Zac Donovan, Chief Executive Officer	
Author	Zac Donovan, Chief Executive Officer	
Legislation	<i>Local Government (Audit) Regulations 1996 – Reg 16 and 17</i>	
Disclosure of Interest	Nil	
Purpose of Report	<input type="checkbox"/> Executive Decision <input checked="" type="checkbox"/> Legislative Requirement <input type="checkbox"/> Information	
Attachments	FRM Action Plan – December 2025	

Background:

The Review of Financial Management, Risk Management, Legislative Compliance and Internal Controls helps an organisation accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control, and governance.

At the May 2023 Audit Committee Meeting, the Review of Financial Management, Risk Management, Legislative Compliance and Internal Controls was presented for consideration with the below committee recommendation being resolved at the May 2023 Council Meeting.

Committee Recommendation RESOLUTION 050523

Moved CR GW Greaves

Seconded CR BG Cooper

That Council:

1. Receives Moore's Review of Financial Management, Risk Management, Legislative Compliance and Internal Controls report, dated April 2023 (Attachment A);
2. Directs the CEO to provide a report, on a quarterly basis, to the Audit Committee to enable the Committee to monitor the Shire's progress in addressing the recommendations, pursuant to Regulation 16 (d) of the Local Government (Audit) Regulations 1996; and
3. Directs the CEO at the first quarterly review to provide proposed actions, including expected completion dates, to the recommendations identified in the report.

CARRIED BY ABSOLUTE MAJORITY 6/0

Comment:

This report has been presented to the Audit & Risk committee as the committee has a role in supporting Council in fulfilling its governance and oversight responsibilities and provide the audit committee with the opportunity to raise any issues that the document has identified or ask any other questions, they may have in relation to our risk management and compliance activities.

An initial report was tabled at the June 2023 Audit Committee Meeting and the attached Action Plan is an update on actions that have been taken within the past quarter to align with the quarterly reporting on the Integrated Strategic Plan.

Consultation:

Lana Foote, Deputy Chief Executive Officer
Administration Staff

Statutory Implications:

Regulation 16 of the Local Government (Audit) Regulations 1996 prescribes the functions of an Audit Committee which includes;

“16 (c) to review a report given to it by the CEO under regulation 17(3) and is to –

- (i) Report to the council the results of that review; and*
- (ii) Give a copy of the CEO’s report to the council.”*

“16 (d) to monitor and advise the CEO when the CEO is carrying out functions in relation to a review under –

- (i) Regulations 17 (1); and*
- (ii) The Local Government (Financial Management) Regulations 1996 regulation 5(2)(c).”*

Regulation 17 of the Local Government (Audit) Regulations 1996 reads as follows;

“(1) The CEO is to review the appropriateness and effectiveness of a local government’s systems and procedures in relation to —

- a) risk management; and*
- b) internal control; and*
- c) legislative compliance.*

(2) The review may relate to any or all of the matters referred to in subregulation (1)(a), (b) and (c), but each of those matters is to be the subject of a review not less than once in every 3 financial years.

(3) The CEO is to report to the audit committee the results of that review.”

Regulation 5 (2) (c) of the Local Government (Financial Management) Regulations 1996 states that -
“the CEO is to undertake reviews of the appropriateness and effectiveness of the financial management systems and procedures of the local government regularly (and not less than once in every 3 financial years) and report to the local government the results of those reviews.”

Policy Implications:

The review recommended some potential improvement opportunities to some of the Council’s policy. These will be considered separately by the Policy Review Committee and Council at the completion of the review process. Comments made in the FM Review relating to specific Policies and Procedures will be taken on-board as part of the review process.

Strategic Implications:

Shire of Koorda Integrated Strategic Plan 2024

4.1 – Open and transparent leadership.

4.1.1 – Ensure efficient use of resources and the governance and operational compliance and reporting meets legislative and regulatory requirements

Risk Implications:

The CEO would be contravening the *Local Government (Audit) Regulations 1996* if this review was not undertaken at least once every 3 financial years. The CEO is to report to the Audit & Risk Committee the results of this review.

The Financial Management, Risk Management, Legislative Compliance and Internal Controls Review covers a robust area of risk assessment and compliance with auditing in compliance with the Local Government Act 1995 and associated Regulations. The objective of this review is to identify risks to the organisation where non-compliant activities may have taken place enabling processes and procedures to be developed or reviewed and amended, if required.

Financial Implications:

Nil.

Voting Requirements: ☒ Simple Majority ☐ Absolute Majority

**Committee Recommendation
Resolution 071225**

Moved Cr NJ Chandler


Seconded Cr GW Greaves

That, in accordance with Regulations 16 and 17 of the *Local Government (Audit) Regulations 1996*, Council, as per the quarterly report document to December 2025 as attached to this item, notes and endorses the actions taken to the identified improvements highlighted in the Financial Management, Risk Management, Legislative Compliance and Internal Controls review.

CARRIED 6/0

For: Cr JM Stratford, Cr GW Greaves, Cr BJ Harrap, Cr NJ Chandler, Cr GL Boyne, Cr BH Moore

9.5. Shire of Koorda Risk Profile Report

Governance and Compliance		
Date	10 September 2025	
Location	Not Applicable	
Responsible Officer	Zac Donovan, Chief Executive Officer	
Author	Zac Donovan, Chief Executive Officer	
Legislation	<i>Local Government (Audit) Regulations 1996 – Reg 16 and 17</i> <i>Local Government Act 1995</i> AS/NZS ISO 31000:2018	
Disclosure of Interest	Nil	
Purpose of Report	<input checked="" type="checkbox"/> Executive Decision <input checked="" type="checkbox"/> Legislative Requirement <input type="checkbox"/> Information	
Attachments	Shire of Koorda Risk Profile Action Plan - December 2025	

Background:

The Review of Financial Management, Risk Management, Legislative Compliance and Internal Controls helps an organisation accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control, and governance.

In addition to the Review of Financial Management, Risk Management, Legislative Compliance and Internal Controls undertaken by Moore in February 2023, as per the above item, Staff undertook an additional review, facilitated by LGIS, to understand the Operational Risks within the organisation.

The Risk Profile workshop, undertaken in October 2023, worked through 15 risk themes to identify what is the risk of this occurring at the Shire, both with and without controls, and what controls are, or should be in place.

Under the Risk Management Framework, the Shire utilises risk profiles to capture its operational and strategic risks. The profiles assessed are:

- Asset Sustainability
- Business and Community Disruption
- Community Engagement
- Compliance Obligations
- Document Management
- Employment Practices
- Environment Management
- Errors, Omissions and Delays
- External Theft and Fraud
- IT, Communication Systems and Infrastructure
- Management of Facilities, Venues and Events
- Misconduct
- Project / Change Management
- Purchasing and Supply
- WHS

For each category, the profile contains the following:

- Objective.
- Risk Event.
- Potential Causes.
- Key Controls / Control Type.
- Control Adequacy.
- Control owner.
- Risk Rating.
- Actions and Responsibility.

Comment:

This report has been presented to the Audit & Risk Committee as the committee has a role in supporting Council in fulfilling its governance and oversight responsibilities and provide the audit committee with the opportunity to raise any issues that the document has identified or ask any other questions, they may have in relation to our risk management and compliance activities.

The initial Risk Profile Report was tabled at the December 2023 Audit & Risk Committee Meeting. Similar to the FRM Action Plan, the Risk Profile will be tabled at the quarterly Audit & Risk Committee workshops as a tracking tool to determine progress made against the key themes and improvements towards any identified areas of improvement.

Consultation:

Lana Foote, Deputy Chief Executive Officer
Darren West, Works Supervisor
Kristyn Harrap, Governance Officer
Chris Gilmour, Regional Risk Coordinator, LGIS
Ben Galvin, Divisional Manager - Risk Services, LGIS

Statutory Implications:

Local Government Act 1995

AS/NZS ISO 31000:2018

Regulation 16 of the Local Government (Audit) Regulations 1996 prescribes the functions of an Audit Committee which includes;

“16 (c) to review a report given to it by the CEO under regulation 17(3) and is to –

- (i) Report to the council the results of that review; and*
- (ii) Give a copy of the CEO’s report to the council.”*

“16 (d) to monitor and advise the CEO when the CEO is carrying out functions in relation to a review under –

- (i) Regulations 17 (1); and*
- (ii) The Local Government (Financial Management) Regulations 1996 regulation 5(2)(c).”*

Regulation 17 of the Local Government (Audit) Regulations 1996 reads as follows;

“(1) The CEO is to review the appropriateness and effectiveness of a local government’s systems and procedures in relation to —

- a) risk management; and*
- b) internal control; and*
- c) legislative compliance.*

(2) The review may relate to any or all of the matters referred to in subregulation (1)(a), (b) and (c), but each of those matters is to be the subject of a review not less than once in every 3 financial years.

(3) The CEO is to report to the audit committee the results of that review.”

Policy Implications:

Shire of Koorda Risk Management Strategy 2023

Policy “G - Risk Management” states;

Risk Assessment and Acceptance Criteria

The Shire quantified its broad risk appetite through the development and endorsement of the Shire’s Risk Assessment and Acceptance Criteria. The criteria are included within the Risk Management Framework and as a component of this policy.

All organisational risks are to be assessed according to the Shire’s Risk Assessment and Acceptance Criteria to allow consistency and informed decision making. For operational requirements such as projects or to satisfy external stakeholder requirements, alternative risk assessment criteria may be utilised, however these cannot exceed the organisations appetite and are to be noted within the individual risk assessment.

Strategic Implications:

Shire of Koorda Integrated Strategic Plan 2024

4.1 – Open and transparent leadership.

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

Risk Implications:

The Shire of Koorda has adopted a ‘Three Lines of Defence’ model for the management of risk. This model ensures roles, responsibilities and accountabilities for decision making are structured to demonstrate effective governance and assurance. By operating within the approved risk appetite and framework, Council, management and the community will have assurance that risks are managed effectively to support the delivery of the strategic, corporate and operational plans.

The Risk Profile covers a robust area of risk assessment. The objective of this review is to identify potential and actual risks to the organisation, determine the chances of these risks occurring within the organisation and identify key controls that are and should be in place to help reduce or mitigate the perceived risks.

Financial Implications:

Resource requirements are in accordance with existing budgetary allocation.

Voting Requirements: ☒ Simple Majority ☐ Absolute Majority

Committee Recommendation
Resolution 081225

Moved Cr GL Boyne

Seconded Cr NJ Chandler


That, in accordance with Regulations 16 and 17 of the *Local Government (Audit) Regulations 1996*, the Council, as per the quarterly report document to December 2025 as attached to this item, notes and endorses the actions taken to the identified improvements highlighted in the Risk Profile.

CARRIED 6/0

For: Cr JM Stratford, Cr GW Greaves, Cr BJ Harrap, Cr NJ Chandler, Cr GL Boyne, Cr BH Moore

Unconfirmed

9.6. 2024/2025 Annual Report and Annual Electors Meeting

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 Section 6.10 & 7.9(1)</i> <i>Local Government Financial Management Regulation 1996 Part 2</i> <i>Local Government (Audit) Regulations 1996 – Reg 10</i>	
Disclosure of Interest	Nil	
Purpose of Report	<input checked="" type="checkbox"/> Executive Decision <input checked="" type="checkbox"/> Legislative Requirement <input type="checkbox"/> Information	
Attachments	2024/2025 Annual Report, Financial Statements & Independent Auditors Report	

Background:

This item presents the 2024/2025 Annual Report and Audited Financial Report for consideration and, if satisfactory, for adoption.

The Annual Financial Statements for the year ended 30 June 2025 have been audited by Armada Auditing, under the Office of the Auditor General (OAG).

The 2024/2025 Annual Report, Audited Financial Report and OAG's Opinion Letter are included as an attachment to this item.

Comment:

In accordance with Section 7.9 of the *Local Government Act 1995*, an Auditor is required to examine the accounts and annual financial report submitted by a local government for audit. The Auditor is also required, by 31 December following the financial year to which the accounts and report relate, to prepare a report thereon and forward a copy of that report to:

1. The Mayor or President;
2. The CEO of the local government; and
3. The Minister.

The Opinion Letter included in pages 49-51 of the attachment provides an overview of the audit process and outcomes. During the interim and final audit process, there were no matters of minor or major significance to raise.

The finalised Financial Report and Audit Opinion were received on 16 October 2025 following the Audit Exit Meeting held at 4.00pm on 15 October 2025.

Local governments are required to conduct an Annual Electors Meeting not more than 56 days after adopting the Annual Report. A requirement of setting the date is that 14 days Local Public Notice is required for advertising the meeting. To meet reporting requirements the Annual Electors Meeting should be held between Thursday 1 January – Wednesday 11 February 2026.

Consultation:

Zac Donovan, Chief Executive Officer

Marcia Johnson, Director - Audit Services, Armada Auditing

Stephanie Kaharudin, Assistant Director, Office of the Auditor General for WA

Council Members

Local Public Notice is required to be provided on the availability of the Annual Report and the Annual Electors Meeting.

Statutory Implications:

Sections 5.27, 5.29, 5.53 and 5.54 of the Local Government Act 1995 are applicable and state:

“5.27. Electors’ general meetings

- (1) A general meeting of the electors of a district is to be held once every financial year.*
- (2) A general meeting is to be held on a day selected by the local government but not more than 56 days after the local government accepts the annual report for the previous financial year.*
- (3) The matters to be discussed at general electors’ meetings are to be those prescribed.*

5.29. Convening electors’ meetings

- (1) The CEO is to convene an electors’ meeting by giving —*
 - (a) at least 14 days’ local public notice; and*
 - (b) each council member at least 14 days’ notice, of the date, time, place and purpose of the meeting.*
- (2) The local public notice referred to in subsection (1)(a) is to be treated as having commenced at the time the notice is first given and is to continue in the prescribed way until the meeting has been held.*

5.53. Annual reports

- (1) The local government is to prepare an annual report for each financial year.*
- (2) The annual report is to contain —*
 - (a) a report from the mayor or president; and*
 - (b) a report from the CEO; and*
 - [(c), (d) deleted]*
 - (e) an overview of the plan for the future of the district made in accordance with section 5.56, including major initiatives that are proposed to commence or to continue in the next financial year; and*
 - (f) the financial report for the financial year; and*
 - (g) such information as may be prescribed in relation to the payments made to employees; and*
 - (h) the auditor’s report prepared under section 7.9(1) or 7.12AD(1) for the financial year; and*
 - (ha) a matter on which a report must be made under section 29(2) of the Disability Services Act 1993; and*
 - (hb) details of entries made under section 5.121 during the financial year in the register of complaints, including —*
 - (i) the number of complaints recorded in the register of complaints; and*
 - (ii) how the recorded complaints were dealt with; and*
 - (iii) any other details that the regulations may require; and*
 - (i) such other information as may be prescribed.*

5.54. Acceptance of annual reports

- (1) Subject to subsection (2), the annual report for a financial year is to be accepted* by the local government no later than 31 December after that financial year.*

** Absolute majority required.*

- (2) *If the auditor's report is not available in time for the annual report for a financial year to be accepted by 31 December after that financial year, the annual report is to be accepted by the local government no later than 2 months after the auditor's report becomes available.*

Regulation 3A of the Local Government (Administration) Regulations 1996 stipulates the requirements for providing Local Public Notices and states:

"3A. Requirements for local public notice (Act s. 1.7)

- (1) *For the purposes of section 1.7(a), notice of a matter must be published on the local government's official website for —*
- (a) the period specified in or under the Act in relation to the notice; or*
 - (b) if no period is specified in relation to the notice — a period of not less than 7 days.*
- (2) *For the purposes of section 1.7(b), each of the following ways of giving notice of a matter is prescribed —*
- (a) publication in a newspaper circulating generally in the State;*
 - (b) publication in a newspaper circulating generally in the district;*
 - (c) publication in 1 or more newsletters circulating generally in the district;*
 - (d) publication on the official website of the Department or another State agency, as appropriate having regard to the nature of the matter and the persons likely to be affected by it, for —*
 - (i) the period specified in or under the Act in relation to the notice; or*
 - (ii) if no period is specified in relation to the notice — a period of not less than 7 days;*
 - (e) circulation by the local government by email, text message or similar electronic means, as appropriate having regard to the nature of the matter and the persons likely to be affected by it;*
 - (f) exhibition on a notice board at the local government offices and each local government library in the district for —*
 - (i) the period specified in or under the Act in relation to the notice; or*
 - (ii) if no period is specified in relation to the notice — a period of not less than 7 days;*
 - (g) posting on a social media account administered by the local government for —*
 - (i) the period specified in or under the Act in relation to the notice; or*
 - (ii) if no period is specified in relation to the notice — a period of not less than 7 days.*

The Local Government (Audit) Regulations 1996 provides the legislative framework for the conduct of audits in local government, and the role of the Audit & Risk Committee in considering the results of those audits.

Policy Implications:

Policy "[G – Council Meeting System](#)" outlines the policy and process for the Annual General Meeting of Electors.

Strategic Implications:

Shire of Koorda Integrated Strategic Plan 2024

4.1 - Open and Transparent Leadership.

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	Possible (3)
Risk Matrix Rating	Low (3)
Key Controls (in place)	Annual Audit Process. Financial Management & Reg 17 Review.
Action (Treatment)	Management implementing recommendations in line with management letter.
Risk Rating (after treatment)	Adequate

Financial Implications:

Nil.

Voting Requirements:

☐ Simple Majority ☒ Absolute Majority

Committee Recommendation
Resolution 091225

Moved Cr GW Greaves

Seconded Cr GL Boyne

That, by Absolute Majority, in accordance with Sections 5.27, 5.29, 5.53 and 5.54 of the *Local Government Act 1995*, the Council:

1. Adopts the 2024/2025 Annual Report, Annual Financial Statements and Independent Auditors Report, as presented and attached to this item; and
2. Conducts its Annual Electors Meeting on Monday 2 February 2026 at the Shire of Koorda Council Chambers, 10 Haig Street Koorda, commencing at 6.00pm.

CARRIED BY ABSOLUTE MAJORITY 6/0

For: Cr JM Stratford, Cr GW Greaves, Cr BJ Harrap, Cr NJ Chandler, Cr GL Boyne, Cr BH Moore

10. Announcements by the President without Discussion

Condolences to the Kais family on the passing of Steve and the Gearing family on the passing of Nancy.


Congratulations to the Bowlers on their first win at the new home turf.

As the year comes to an end, I would like to thank our many community volunteers, especially Ambulance and Bush Fire Brigade. Volunteers are what makes our Community a great place. Thank you for your commitment.

I'd like to wish everyone a Merry Christmas and all the best for the New Year.

11. OFFICER'S REPORTS – CORPORATE & COMMUNITY

11.1. Monthly Financial Statements

Corporate and Community		
Date	10 December 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	<input type="checkbox"/> Executive Decision <input checked="" type="checkbox"/> Legislative Requirement <input type="checkbox"/> Information	
Attachments	November 2025 Financial Activity Statement	

Background:

This item presents the Statement of Financial Activity to Council for the period ending 30 November 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 Resolution 101225

Moved Cr GW Greaves


Seconded Cr NJ Chandler

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 30 November 2025, as presented.

CARRIED 6/0

For: Cr JM Stratford, Cr GW Greaves, Cr BJ Harrap, Cr NJ Chandler, Cr GL Boyne, Cr BH Moore

11.2. List of Accounts Paid

Corporate and Community		
Date	10 December 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	<input type="checkbox"/> Executive Decision <input checked="" type="checkbox"/> Legislative Requirement <input type="checkbox"/> Information	
Attachments	List of Accounts Paid	

Background:

This item presents the List of Accounts Paid, paid under delegated authority, for the period 7 November 2025 to 9 December 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
Resolution 111225

Moved Cr GL Boyne

Seconded Cr BJ Harrap

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 7 November 2025 to 9 December 2025.


Municipal Voucher V325 to V388	Totalling \$ 561,840.22
Purchase Card Transactions (V374)	Totalling \$ 1,740.90
	Total \$ 563,581.12

CARRIED 6/0

For: Cr JM Stratford, Cr GW Greaves, Cr BJ Harrap, Cr NJ Chandler, Cr GL Boyne, Cr BH Moore

12. OFFICER'S REPORTS – GOVERNANCE & COMPLIANCE

12.1. NEWROC Memorandum of Understanding (MOU)

Governance and Compliance		
Date	12 December 2025	
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	<input checked="" type="checkbox"/> Executive Decision <input type="checkbox"/> Legislative Requirement <input type="checkbox"/> Information	
Attachments	NEWROC MOU 1 January 2026 – 31 December 2028	

Background:

The North Eastern Wheatbelt Regional Organisation of Councils was established in 1994 and comprises the seven shires of Koorda, Dowerin, Mt Marshall, Mukinbudin, Nungarin, Trayning and Wyalkatchem.

NEWROC is a united voice advocating, promoting and marketing these communities as a great place to live, work and invest. The NEWROC is committed to retaining and growing our population through successful and collaborative partnerships, promoting and engaging in civic leadership and investment into member communities.

The previous NEWROC MOU (1 July 2023 – 30 June 2024) has expired and a new MOU has been drafted for Council consideration. The new MOU has been aligned to coincide with calendar years.

The purpose of this item is for Council to endorse the Shire's continue membership of NEWROC.

Comment:

The purpose of this memorandum of understanding is to affirm the partnership and collaboration of the seven local governments (Participants) and to further the shared aims as below.

The purpose for which NEWROC is established is to provide a means for the Participants, through voluntary participation and the integration and sharing of resources to:

- Assess the possibilities and methodology of facilitating a range of projects, services and facilities on a regional basis under the themes of advocacy, community, economic, environment and governance;
- Promote, initiate, undertake, manage and facilitate under the themes of advocacy, community, economic, environment and governance;
- Promote productive effectiveness and financial benefit to the Participants where there are common and shared community of interest linkages;
- To take an active interest in all matters affecting the communities of the Participants with the view to improving, promoting and protecting them
- Be recognised as representing the view of community and business in the Participants.

Significant achievements of NEWROC in the past period have been: Opposition to ending the live sheep trade; Continued development of a regional waste solution; Grant applications to support emergency services, waste management and housing; Coordinating a regional review of housing

needs by the Wheatbelt development Corporation; Support for development of a power microgrid; and Representation at state and federal political and stakeholder forums.

The MOU presented to Council is unchanged from the previous document apart from the change in applicable period. The MOU was subject to a review in 2020 with no changes proposed by member Councils for either the current or previous renewals.

Consultation:

NEWROC Meeting (Council) 2 December 2025

Policy Implications:

Policy "G - Use of the Shire of Koorda Common Seal/Executive of Legal Documents."

Strategic Implications:

Shire of Koorda Integrated Strategic Plan 2024

2.1.2 - Advocate regionally to reduce economic barriers such as access and reliability of water, electricity, logistics infrastructure and telecommunications.

3.3.2 - Continue to work towards a Regional Waste solution with NEWROC.

4.3.1 - Actively participate in regional collaboration initiatives.

Financial Implications:

As per the MOU each member Council contributes an equal share of funding or one seventh of the annual budget. For 2024-25 the Shire contribution was \$13,000.

Risk Implications:

Risk Profiling Theme	Failure to fulfill 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)	Nil
Action (Treatment)	Nil
Risk Rating (after treatment)	Adequate

Statutory Implications:

Sections 9.49A and 9.49B of the *Local Government Act 1995*.

Voting Requirements:

☒ Simple Majority

☐ Absolute Majority

Officer Recommendation

Resolution 121225

Moved Cr BJ Harrap

Seconded Cr GW Greaves

That Council authorise the Shire President and CEO to sign and affix the Shire of Koorda Common Seal to the NEWROC MOU to take effect from 1 January 2026 to 31 December 2028.

CARRIED 6/0

For: Cr JM Stratford, Cr GW Greaves, Cr BJ Harrap, Cr NJ Chandler, Cr GL Boyne, Cr BH Moore

13. OFFICER'S REPORTS – WORKS & ASSETS

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.

The following Councillors have disclosed an interest in item 13.1 – Acquisitions of Units.

Cr JM Stratford

Financial – Employee of Elders who the Shire may contract for property management.

6.20pm - Cr JM Stratford withdrew from the Chambers.

6.20pm – Cr GW Greaves took the Chair.

Officer Recommendation Resolution 131225

Moved Cr NJ Chandler


Seconded Cr GL Boyne

That Council closes the meeting to the public at 6.20pm in accordance with s5.23(2)(c) of the Local Government Act, as item 13.1 deals with a contract that may be entered into and 5.23(2)(d) commercial value/information of a person other than the Shire.

CARRIED 5/0

For: Cr GW Greaves, Cr BJ Harrap, Cr NJ Chandler, Cr GL Boyne, Cr BH Moore

13.1 Acquisition of Units

Works and Assets		
Date	9 December November, 2025	
Location	6 Greenham Street, Koorda	
Responsible Officer	Zac Donovan, Chief Executive Officer	
Author	As above	
Legislation	Nil	
Disclosure of Interest	Nil	
Purpose of Report	<input checked="" type="checkbox"/> Executive Decision <input type="checkbox"/> Legislative Requirement <input type="checkbox"/> Information	
Attachments	Elders Property Management – Merredin	

Officer Recommendation Resolution 151225

Moved Cr BH Moore

Seconded Cr BJ Harrap

That Council re-opens the meeting to the public at 6.29pm.

CARRIED 5/0

For: Cr GW Greaves, Cr BJ Harrap, Cr NJ Chandler, Cr GL Boyne, Cr BH Moore

6.30pm – Cr GW Greaves vacated the chair.

6.30pm – Cr JM Stratford returned to the chambers and resumed the chair.

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

Nil.

15. Elected Members' Motions

Nil.

16. Matters Behind Closed Doors

Nil.

17. Closure

Thanks to Staff for efforts over the past 12 months. As always it is challenging, but everyone has stepped up and we appreciate all you do for community.

To the Councillors, thank you for support throughout the year. Again, although some challenges, there have been some great decisions made through Council. Thank you for the effort you make for our community.

The Presiding person wished everyone a Merry Christmas and all the best for 2026, thanked everyone for their attendance and declared the meeting closed at 6.31pm.

Signed: _____

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

Date: 18 February 2026

Following closing, Cr GW Greaves thanked Shire President Stratford for all the work she does for the Council and Community.