



*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 21 May 2025

Commencing 5.00pm

## 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, 21 May 2025 in the Shire of Koorda Council Chambers, 10 Haig Street, Koorda.

The format of the day will be:

5.00pm	Council Meeting
Following conclusion of Council Meeting	Council Forum

Zac Donovan  
Chief Executive Officer  
16 May 2025

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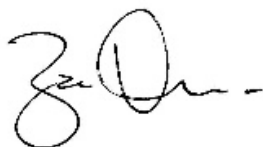
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In particular and without derogating in any way from the broad disclaimer above, in any discussion regarding any planning application or application for a license, and statement or intimation of approval made by a member or officer of the Shire of 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 16 April 2025 .....	6
8.	Minutes of Committee Meetings to be Received .....	7
8.1.	Minutes of External Committee Meetings to be Received .....	7
9.	Recommendations from Committee Meetings for Council Consideration .....	8
10.	Announcements by the President without Discussion .....	8
11.	OFFICER'S REPORTS – CORPORATE & COMMUNITY .....	9
11.1.	Monthly Financial Statements .....	9
11.2.	List of Accounts Paid .....	11
11.3.	Budget Workshop Outcomes 2025/2026 .....	13
11.4.	Adoption of Proposed 2025/2026 Fees & Charges .....	19
11.5.	WAPC Response Requests .....	22
12.	OFFICER'S REPORTS – GOVERNANCE & COMPLIANCE .....	28
12.1.	Review of Delegations .....	28
12.2.	WAEC Proposal for LG Elections 2025 .....	30
12.3.	Caravan Park Local Law Submissions .....	33
12.4.	CEO Key Performance Indicators .....	36
13.	OFFICER'S REPORTS – WORKS & ASSETS .....	39
13.1.	Landfill Upgrade Survey Results .....	39
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 21 May 2025**



**1. Declaration of Opening**

The Presiding person welcomes those in attendance and declares the meeting open at 5.02pm.

**2. Record of Attendance, Apologies and Leave of Absence**

**Councillors:**

Cr JM Stratford	President
Cr GW Greaves	Deputy President (5.17 pm)
Cr NJ Chandler	
Cr GL Boyne	
Cr KA Fuchsbichler	

**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**

Nil.

**4. Disclosure of Interest**

The following Councillors have disclosed an interest in item 11.5 WAPC Response Request.

Cr Jannah Stratford

Financial – Lease property from Aussie Farming Pty Ltd.

Proximity – Lease property on either side of Application 201579.

Cr Gary Greaves

Proximity – Own and farm land near land covered by Application 201585 which is part of that covered by the item.

Cr Gina Boyne

Proximity – Own farm land near Application 201585.

Cr Kurt Fuchsbichler

Financial – Lease property from Aussie Farming Pty Ltd which own the property covered by Applications 201585 and 201579 as part of the agenda item.

Proximity – Lease and farm land near that covered by Applications 201579 and 201579 which is covered by the agenda item.

***Due to a potential loss of quorum resulting from the above proximity interest disclosures, an application for statutory participation approval for Councillors Stratford, Greaves, Boyne and Fuchsbichler under s5.69(3) of Local Government Act 1995, has been submitted so that item 11.5 may be addressed at this meeting.***

Accordingly, Approval has been granted under section 5.69(3)(a) of the Act to allow three of the disclosing councillors Cr Fuchsbichler, Cr Greaves and Cr Boyne to participate and vote on the following item at the Shire's Ordinary Council Meeting on 21 May 2025.

## **11.5 WAPC RESPONSE REQUESTS**

Subject to the following conditions:

1. The approval is only valid for the 21 May 2025 Ordinary Council Meeting when agenda item 11.5 is considered;
2. The above-mentioned councillors must declare the nature and extent of their interests at the abovementioned meeting when the matter is considered, together with the approval provided;
3. The Chief Executive Officer (CEO) is to provide a copy of the Department of Local Government, Sport and Cultural Industries (DLGSC's) letter of approval to the abovementioned councillors;
4. The CEO is to ensure that the declarations, including the approval given and any conditions imposed, are recorded in the minutes of the abovementioned meeting, when the item is considered;
5. The CEO is to provide a copy of the confirmed minutes of the abovementioned meeting to DLGSC to verify compliance with the conditions of this approval; and
6. The approval granted is based solely on the interests disclosed by the abovementioned councillors, made in accordance with the application. Should other interests be identified, these interests will not be included in this approval and the financial interest provisions of the Act will apply.

### **5. Applications for Leave of Absence**

Nil.

### **6. Petitions and Presentations**

Nil.

## 7. Confirmation of Minutes from Previous Meetings

### 7.1. Ordinary Council Meeting held on 16 April 2025

[Ordinary Council Minutes](#)

#### Voting Requirements

☒ Simple Majority

☐ Absolute Majority

#### Officer Recommendation Resolution 010525

Moved Cr GL Boyne

Seconded Cr KA Fuchsbichler

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 16 April 2025, as presented, be confirmed as a true and correct record of proceedings.

**CARRIED 4/0**

**For:** Cr JM Stratford, Cr NJ Chandler, Cr GL Boyne, Cr KA Fuchsbichler

## 8. Minutes of Committee Meetings to be Received

### 8.1. Minutes of External Committee Meetings to be Received

- a. NEWROC Council Meeting Minutes for meeting held 1 April 2025  
[NEWROC Council Meeting Minutes](#)
- b. GECZ Meeting Minutes for meeting held 10 April 2025  
[GECZ Meeting Minutes](#)

#### Voting Requirements

☒ Simple Majority    ☐ Absolute Majority

#### Officer Recommendation Resolution 020525

Moved Cr NJ Chandler

Seconded Cr KA Fuchsbichler

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. NEWROC Council Meeting, 1 April 2025;
- b. GECZ Meeting, 10 April 2025

**CARRIED 4/0**

**For:** Cr JM Stratford, Cr NJ Chandler, Cr GL Boyne, Cr KA Fuchsbichler

## **9. Recommendations from Committee Meetings for Council Consideration**

Nil.

## **10. Announcements by the President without Discussion**

The Shire President expressed disappointment at learning of the recent vandalism to the newly installed kerbing outside the playgroup building.


On a happier note, the President wished the Central Wheatbelt Netball Association well for the Country Week Championships on the WA Day long weekend (31 May to 2 June).

CONFIRMED



## 11. OFFICER'S REPORTS – CORPORATE & COMMUNITY

### 11.1. Monthly Financial Statements

Corporate and Community		
Date	12 May 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	<a href="#">April 2025 Financial Activity Statement</a>	

#### Background:

This item presents the Statement of Financial Activity to Council for the period ending 30 April 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:**

<b>Risk Profiling Theme</b>	Failure to fulfil statutory regulations or compliance requirements
<b>Risk Category</b>	Compliance
<b>Risk Description</b>	No noticeable regulatory or statutory impact
<b>Consequence Rating</b>	Insignificant (1)
<b>Likelihood Rating</b>	Rare (1)
<b>Risk Matrix Rating</b>	Low (1)
<b>Key Controls (in place)</b>	Governance Calendar, Financial Management Framework and Legislation
<b>Action (Treatment)</b>	Nil
<b>Risk Rating (after treatment)</b>	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 030525**

**Moved Cr KA Fuchsbichler**


**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 April 2025, as presented.**

**CARRIED 4/0**

**For:** Cr JM Stratford, Cr NJ Chandler, Cr GL Boyne, Cr KA Fuchsbichler

## 11.2. List of Accounts Paid

Corporate and Community		
Date	12 May 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	<a href="#">List of Accounts Paid</a>	

### Background:

This item presents the List of Accounts Paid, paid under delegated authority, for the period 10 April 2025 to 12 May 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 2024/2025 Budget.

Voting Requirements:    ☒ Simple Majority    ☐ Absolute Majority

**Officer Recommendation**  
**Resolution 040525**

**Moved Cr GL Boyne**

**Seconded Cr NJ Chandler**

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 10 April 2025 to 12 May 2025.

Municipal Voucher V663 to V737

Purchase Card Transactions (V670, V703 & V723)

**Totalling \$ 711,888.70**


**Totalling \$ 7,476.25**

**Total \$ 719,364.95**

**CARRIED 4/0**

**For:** Cr JM Stratford, Cr NJ Chandler, Cr GL Boyne, Cr KA Fuchsbichler

### 11.3. Budget Workshop Outcomes 2025/2026

Corporate and Community		
Date	16 May 2025	
Location	Not Applicable	
Responsible Officer	Zac Donovan, Chief Executive Officer	
Author	As above	
Legislation	Local Government Act 1995; Local Government (Financial Management) Regulations 1996	
Disclosure of Interest	Nil	
Purpose of Report	<input checked="" type="checkbox"/> Executive Decision <input checked="" type="checkbox"/> Legislative Requirement <input type="checkbox"/> Information	
Attachments	Nil	

#### Background:

The development of the Shire of Koorda annual municipal budget for 2025-26 has progressed in line with the timetable (shown below) as endorsed by Council at the Ordinary Council Meeting of 16 April with a Strategic Workshop on 30 April.

Initially intended to develop the preferred underlying strategy and priorities on which to base the 2025-26 Shire budget, the workshop also brought forward discussion on presenting underlying budget assumptions which was intended for this OCM update.

DATE		OBJECTIVE
16 April	<b>Ordinary Council Meeting</b>	<ul style="list-style-type: none"> <li>Proposed 2024-25 budget timetable.</li> <li>Outline key strategic project decisions</li> </ul>
30 April	<b>Budget Strategic Workshop</b>	<ul style="list-style-type: none"> <li>Strategic Projects Approach and Priorities</li> <li>Strategy for fees and charges</li> </ul>
	<i>Staff Action</i>	<ul style="list-style-type: none"> <li>Explore costings, quotes, funding for projects</li> <li>Develop underlying budget assumptions</li> </ul>
21 May	<b>Ordinary Council Meeting</b>	<ul style="list-style-type: none"> <li>Present underlying budget assumptions</li> <li>Present Project cost estimations</li> </ul>
	<i>Staff Action</i>	<ul style="list-style-type: none"> <li>Prepare agenda for Works Committee meeting.</li> </ul>
4 June	<b>Works Committee Meeting</b>	<ul style="list-style-type: none"> <li>Presentation of annual works budget and program to Works Committee to advise budget development.</li> </ul>
	<i>Staff Action</i>	<ul style="list-style-type: none"> <li>Develop draft budget (excluding year-end results)</li> </ul>
18 June	<b>Ordinary Council Meeting</b>	<ul style="list-style-type: none"> <li>Present preliminary 2025-26 Shire Budget (including year-end results)</li> <li>Subject to June year end results</li> </ul>
	<i>Staff Action</i>	<ul style="list-style-type: none"> <li>Amend draft 2025-26 Shire Budget as per Council direction</li> </ul>
16 July	<b>Ordinary Council Meeting</b>	<ul style="list-style-type: none"> <li>Present draft 2025-26 Shire of Koorda Budget</li> <li>For Council to approve or amend further.</li> </ul>
	<i>Staff Action</i>	<ul style="list-style-type: none"> <li>Second and final budget amendment as per Council direction</li> </ul>
20 August	<b>Ordinary Council Meeting</b>	<ul style="list-style-type: none"> <li>Present amended 2025-26 Shire of Koorda Budget</li> <li>Final opportunity for Council to endorse Budget</li> </ul>
31 August	<i>Staff Action</i>	<ul style="list-style-type: none"> <li>Ensure Shire Budget is forwarded to Department of Local Government by August 31</li> </ul>

The above schedule is to help facilitate the Shire submit the annual budget to the Department of Local Government by August 31, 2025.

**Comment:**

The Council Budget Strategic Workshop conducted on 30 April had two broad components in setting the strategic and project priorities for the 2025-26 financial year and the consideration of underlying assumptions as to be applied to various inflators for variables such as accommodation and housing charges, salaries and entitlements, and user fees for Shire facilities.

Though the underlying assumptions were scheduled to be presented and finalised at the 21 May OCM, the inclusion in the workshop discussion better facilitated development of the Shire's strategic priorities by providing a basis of the economic fundamentals in which any strategy is to be implemented.

**Key Assumptions**

The key assumptions defined at the workshop were:

**Staff Remuneration Inflator**

The workshop supported that the inflator for staff salaries (excluding the CEO) is to set at 4% for the 2025-26. This aligns with the inflator recently assigned to Elected Member and CEO remuneration by the Salary and Allowances Tribunal. It also aligns with Department of Treasury Wage Price Index (December 2024) of 3.3% when the addition of the 0.5% increase to compulsory superannuation from July 2025. Consequently, the 4% adjustment comprises 3.5% wages and 0.5% superannuation which will only be varied if deficient to award adjustments when released next month.

**Elected Members Allocation**

The Shire of Koorda Integrated Strategic Plan 2024, includes the action (4.2.3) to set the Elected Member allocation at 80% of the Band 4 Local Government entitlement. In addition, as mentioned previously, there has been a 4% increase by SAT ruling to Elected Member remuneration, along with Band 4 local governments having the option of providing Elected Members superannuation payments (compulsory for Band 1 and 2 local governments) which represents a 11.5% increase (12% from July). Currently, the Shire of Koorda Elected Member remuneration is significantly in arrears of the 80% target, however at the workshop Council did not support an immediate shift but rather a staged process over a number of budgets. Consequently, for the 2025-26 budget the allocations will be set at 60%.

**Fees and Charges**

The general inflator for Fees and Charges, aside from those listed in the following points, will apply the Department of Treasury February CPI result of 2.7%. The inflator to be applied to rates is not considered at this point of the budget development as it will be subject to the finalisation of the long-term financial plan currently underway, which is currently being modelled to align with CPI. The comprehensive list of all Shire fees and charges, including those mentioned in the following is attached as a separate agenda item so to facilitate any additional adjustments required by Council.

**Short-term Accommodation Charges**

Regarding short term accommodation charges, the new rates defined by the workshop are:  
Yalambee Units - Single Room: \$140per night, \$700per week. Double Room: \$180pn, \$900pw.  
Caravan Park – Powered Site: \$30pn, \$150pw. Non-Power: \$15pn, \$75pw. Tent: \$5pn, \$20pw.

**Shire Housing Charges**

Staff are currently charged \$80 per week for housing provided by the Shire of Koorda irrespective of the type of accommodation. This was a 14% increase on the previous annual rate when at \$70 per week. The workshop supported a 20% increase for staff rental to be \$95 per week. The 20% increase has also been applied to all Shire Housing Charges. Currently tenants are charged between \$135 to \$170 per week, with the increase resulting in a better reflection of the current market with rental charges increasing to \$162 to \$204 per week.

### Recreation Centre User Charges

Following the upgrade of facilities at the Recreation Ground, particularly the expansion and upgrading of the recreation centre, the workshop determined fees charges to centre users to be increased by 50% from 2025-26. The resulting charges for each club sports club are: Football (\$4125), Cricket (\$720), Tennis, Hockey, Netball and Basketball (\$660).

### Agricultural Society Funding Request

The workshop supported the Shire of Koorda providing \$20,000 sponsorship for the Koorda and Districts Agricultural to assist with the annual Agricultural Show, as had been provided in 2024-25.

### Upgrades to Council Chambers

The workshop item for \$17,000 to upgrade the Council Chambers' equipment and furniture will now not be required to be included in the 2025-26 budget as savings in the current year of \$19,000 from the implementation of the meeting recording equipment, will enables the upgrades to the Chamber chairs, table and remote-access camera to be completed this year.

### Additional Budget Items

Since the workshop, and in part as a consequence of the workshop, staff have identified additional items that will require Council endorsement for inclusion in the 2025-26 annual budget. These are:

#### Shire Website

The Shire of Koorda website has not been refreshed for seven years and as such is at risk of creating a less engaging and professional perception of the Shire, particularly to those not familiar to the area. In addition, the website will need to be structurally updated to facilitate online booking for Shire accommodation which is the reported preference of tourists and is a method of payment option captured in the Shire's draft caravan park local law. To this end staff have had initial discussions with the Shire's existing internet provider and another with preliminary pricing for the website refresh and upgrades ranging from \$55,000 to \$102,000. It is therefore recommended that the budget allocate \$60,000 to the upgrade of the Council website with a business case to be presented to Council to endorse prior to commencement or selection of a provider.

#### Planning and Legal Fees

The 2024-25 annual budget allocated \$20,000 to consultancy which will not be sufficient given, as will be detailed later, the outcome from the workshop for the Shire to develop plans and costing for various projects. In addition, the increasing regulatory environment, partly resulting from local government reform, but also from agencies such as the PTA and DFES requiring formalised agreements on access to Shire and public assets, will require additional legal expenditure by the Shire. Given the experience of the \$90,000 cost for developing plans for the recreation precinct, it is proposed that an additional \$100,000 be included in the consultancy budget for the 2025-26 annual budget.

#### Use of Shire Reserves

While the workshop did not address the application of Shire reserves, the priority project summary, as outlined in the following section, identifies the two projects that will draw from relevant reserves during the period. These are:

- Aspects of the Bowling Green project that were excluded to offer an opportunity to local providers include the paving and shade shelters that have a \$130,000 cost to be drawn from the Recreation Reserve which will leave \$535,000 retained in the reserve.
- Preliminary quotes for the various components (volunteer wall, entry banners, bin covers and barbecue) to finalise the Street Scaping project total \$35,000 to be drawn from the recreation reserve which will retain \$500,000 at year end.



- Costs of \$45,000 for stage two of the Koorda Landfill project to control access to the site as to comply with environmental legislation will be drawn from the Waste Management Reserve to result in \$80,000 retained in the reserve at year end.

Depending on access to supporting funding from grants or other sources, there may be additional allocations required of various reserves to complete other strategic projects as listed in the following.

### Strategic and Community Priorities

A key part of the budget workshop was the development of priorities for significant projects aligned with the Integrated Strategic Plan 2024. From the workshop Council allocated the projects in order of need for the community with a focus on planning and preparation to access grant funding to support Shire expenditure. As such the various projects were prioritised as follows:

PROJECT	PRIORITY	SITUATION	2025-26 BUDGET IMPACT
Bowling Green	High	Bowling Green project to be completed in the first half of the budget year.	Finalisation of additions (paving, shelters) to require \$135,000 from Recreation Reserve reducing the reserve to \$535,000.
Recreation Centre	High	Various works to complete upgrade including honour boards, PA system, user agreements etc	Preliminary estimates for the PA system (\$8000) and honour boards (\$32,000) can be accommodated within the Recreation Centre maintenance annual allocation of \$125,000.
Street Scaping	High	Omnibus of minor street scaping projects including entry banners, volunteer wall, additional bin covers, volunteer park riser and electric barbecue.	Estimates for the volunteer wall (\$7000), entry banners (\$2000), 4 additional bin covers (\$15,000) and electric barbecue (\$8500) proposed from Recreation Reserve to retain \$500,000.
Koorda Landfill	Medium	Second stage to lift compliance of landfill to staff and control use.	Estimated costs providing facilities to staff landfill as per February 2025 OCM resolution of \$45,000 to be allocated from Waste Management Reserve reducing the reserve to \$80,000.
Koorda Museum	Medium	Consultation to revitalise Koorda Museum and develop options for multi-purpose use as per 2022 Townscape Enhancement Plan.	Any additional costs for developing concept plans resulting from the Koorda Museum consultation should be accommodated within the increased consultation budget.
Golf Relocation	Medium	Consultation and development of options for decommissioning of Sports Club building and relocation of golf club facilities following the completion of the Bowling Green project.	Depending on the outcome of consultation and preferred options, the development of costed plans should be accommodated in the increased consulting budget.
Koorda Drive In	Low	Develop costed plans for the renovation of the Koorda Drive In as a key tourist attraction.	Developing costed plans for the Drive In renovation to prepare for grant applications, should be accommodated in the increased consulting budget.



Relocate Tennis/Netball	Low	Develop costed plans for Stage 3 of the recreation precinct development to and relocate the tennis and multi-use courts.	The cost of developing costed plans for the Stage 3 works should be accommodated in the increased consulting budget. Plans will depend on final scope.
Swimming Pool	Low	Undertake review of facilities at Koorda Swimming Pool and develop program of preventative and upgrade works.	Unlikely to be commenced in 2025-26 financial period given preference for delivery of other strategic projects.

For each of the identified expenditure items, business cases will be prepared for each and presented to Council for endorsement prior to finalisation of option or expenditure. Depending on access to grant funding and contributions from related parties, the lower priority projects – currently earmarked for planning only – may be able to be considered for implementation as part of the Shire's mid-year budget review in February 2026.

### Consultation:

Lana Foote, Deputy Chief Executive Officer  
Darren West, Works Supervisor

### Statutory Implications:

Local Government Act 1995 (6.2) and Financial Management Regulations 1996 (part 3).

### Policy Implications:

G - Legislative Compliance V1.0  
W - Asset Management V1.0

### Strategic Implications:

Shire of Koorda Integrated Strategic Plan 2024

3.1.1 – Review asset management program to include asset life planning and replacement with defined scheduled maintenance.

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

4.1.2 – Ongoing refinement of organisational structure and capacity, and alignment of resources with strategic Community, Economic and Environmental priorities.

### Risk Implications:

<b>Risk Profiling Theme</b>	Failure to fulfil statutory regulations or compliance requirements
<b>Risk Category</b>	Compliance
<b>Risk Description</b>	Some temporary non-compliance
<b>Consequence Rating</b>	Minor (2)
<b>Likelihood Rating</b>	Unlikely (2)
<b>Risk Matrix Rating</b>	Low (4)
<b>Key Controls (in place)</b>	Local Government Act and regulations and Budget Development Plan
<b>Action (Treatment)</b>	Nil
<b>Risk Rating (after treatment)</b>	Effective

### Financial Implications:

The Shire of Koorda 2025-26 Budget will be developed as a balanced budget.

**Voting Requirements:**    ☐ Simple Majority    ☒ Absolute Majority

**Officer Recommendation  
Resolution**

**Moved**

**Seconded**

~~That Council adopted the outcomes of the Strategic Budget Workshop to be encompassed into the development of the Shire of Koorda 2025-26 Municipal Budget.~~

**CARRIED BY ABSOLUTE MAJORITY**

**AMENDED MOTION  
Officer Recommendation  
Resolution 050525**

**Moved Cr JM Stratford**


**Seconded Cr NJ Chandler**

That Council note the minor changes of the outcomes of the Strategic Budget Workshop, to be further developed into the Shire of Koorda 2025-26 Municipal Budget.

**CARRIED BY ABSOLUTE MAJORITY 4/0**

**For:** Cr JM Stratford, Cr NJ Chandler, Cr GL Boyne, Cr KA Fuchsbichler

#### 11.4. Adoption of Proposed 2025/2026 Fees & Charges

Corporate and Community		
Date	16 May 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	<input type="checkbox"/> Executive Decision <input checked="" type="checkbox"/> Legislative Requirement <input type="checkbox"/> Information	
Attachments	<a href="#">Proposed 2025/2026 Fees &amp; Charges</a>	

#### Background:

A review of fees and charges is an annual practice within the normal budget process.

Due to the 2025/2026 Budget Adoption being anticipated after 1 July 2025, some fees and charges, as listed in the attachment, have been brought forward for adoption to allow for required notification timelines (eg; tenancy agreements) and implementation at the start of the new financial year.

As Fees and Charges are required to be adopted within the Annual Budget, these fees will be included for final adoption, along with the remaining Fees and Charges, when Council considers the 2025/26 Annual Financial Budget later in the year.

As outlined in the previous item, amendments to the fees and charges were discussed with Councillors as part of the Councillor Budget workshop held on 30 April 2025.

#### Comment:

A copy of the proposed 2025/26 Shire of Koorda Fees and Charges is attached. It is proposed that fees and charges as presented in the attachment are adopted at the Council Meeting on 21 May 2025 and those fees and charges are effective from the 1 July 2025.

Shire Housing Rental Fees were increased by approximately 20%, to better align with current rental market values.

Caravan Parks Fees saw minor increases and Yalambee Units weekly fees were adjusted to better reflect nightly charges, inclusive of a small discount for weekly stays.

Gymnasium fees were adjusted to better reflect neighbouring Shire fees, with the fob bond being increased to cover the actual costs to the Shire for new fobs.

The Works Supervisor reviewed the private works costings and believed majority of them were reasonable with staff overhead costs and plant operation costs, recommending a minor amendment to the Bobcat charge, and removing the compactor from the hire list.

#### Consultation:

Council Members

Zac Donovan, Chief Executive Officer

Darren West, Works Supervisor

**Statutory Implications:**

Local Government Act 1995 (Part 6, Division 5, s.6.16 s.6.17 and s.6.19) states in part:

**6.16. Imposition of fees and charges**

(1) A local government may impose\* and recover a fee or charge for any goods or service it provides or proposes to provide, other than a service for which a service charge is imposed.

\* Absolute majority required.

(2) A fee or charge may be imposed for the following —

- (a) providing the use of, or allowing admission to, any property or facility wholly or partly owned, controlled, managed or maintained by the local government;
- (b) supplying a service or carrying out work at the request of a person;
- (c) subject to section 5.94, providing information from local government records;
- (d) receiving an application for approval, granting an approval, making an inspection and issuing a licence, permit, authorisation or certificate;
- (e) supplying goods;
- (f) such other service as may be prescribed.

(3) Fees and charges are to be imposed when adopting the annual budget but may be —

- (a) imposed\* during a financial year; and
- (b) amended\* from time to time during a financial year.

\* Absolute majority required.

**6.17 Setting the level of fees and charges**

(1) In determining the amount of a fee or charge for a service or for goods a local government is required to take into consideration the following factors —

- (a) the cost to the local government of providing the service or goods;
- (b) the importance of the service or goods to the community; and
- (c) the price at which the service or goods could be provided by an alternative provider.

**6.19 Local Government to give notice of fees and charges**

If a Local Government wishes to impose any fees or charges under this Subdivision after the annual budget has been adopted it must, before introducing the fees and charges, give local public notice of

- (a) its intention to do so; and
- (b) the date from which it is proposed the fees and charges will be imposed.

**Policy Implications:**

Nil.

**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.

4.1.2 – Ongoing refinement of organisational structure and capacity, and alignment of resources with strategic Community, Economic and Environmental priorities.

### Risk Implications:

<b>Risk Profiling Theme</b>	Failure to fulfil statutory regulations or compliance requirements
<b>Risk Category</b>	Compliance
<b>Risk Description</b>	Some temporary non-compliance
<b>Consequence Rating</b>	Minor (2)
<b>Likelihood Rating</b>	Unlikely (2)
<b>Risk Matrix Rating</b>	Low (4)
<b>Key Controls (in place)</b>	Local Government Act and regulations and Budget Development Plan
<b>Action (Treatment)</b>	Nil
<b>Risk Rating (after treatment)</b>	Effective

### Financial Implications:

The proposed fees and charges will form part of the income within the annual budget. The cost to the local government and the importance of the services/goods to the community has been considered when reviewing the proposed fees and charges.

**Voting Requirements:**    ☐ Simple Majority    ☒ Absolute Majority

### Officer Recommendation Resolution

Moved

Seconded Cr

~~That Council;~~

~~1. Adopts the 2025/2026 Fees and Charges Schedule as attached in this item; and~~

~~2. Endorse the statutory advertising of the 2025/2026 Fees and Charges for the Shire of Koorda effective 1 July 2025.~~

CARRIED BY ABSOLUTE MAJORITY

### AMENDED MOTION Officer Recommendation Resolution 060525

Moved Cr JM Stratford

Seconded Cr GL Boyne

That Council;

1. Notes the changes to the employee housing fee for 2025/2026 (to \$110);

2. Adopts the 2025/2026 Fees and Charges Schedule as attached in this item; and

2. Endorse the statutory advertising of the 2025/2026 Fees and Charges for the Shire of Koorda effective 1 July 2025.

CARRIED BY ABSOLUTE MAJORITY 4/0

For: Cr JM Stratford, Cr NJ Chandler, Cr GL Boyne, Cr KA Fuchsbichler

## 11.5. WAPC Response Requests

5.17pm – Cr GW Greaves joined the meeting.

5.17pm – Cr JM Stratford withdrew from the chambers and Cr GW Greaves took the Chair

The following Councillors have disclosed an interest in item 11.5 WAPC Response Request.

### Cr Jannah Stratford

Financial – Lease property from Aussie Farming Pty Ltd.

Proximity – Lease property on either side of Application 201579.

### Cr Gary Greaves

Proximity – Own and farm land near land covered by Application 201585 which is part of that covered by the item.

### Cr Gina Boyne

Proximity – Own farm land near Application 201585.

### Cr Kurt Fuchsbichler

Financial – Lease property from Aussie Farming Pty Ltd which own the property covered by Applications 201585 and 201579 as part of the agenda item.

Proximity – Lease and farm land near that covered by Applications 201579 and 201579 which is covered by the agenda item.

***Due to a potential loss of quorum resulting from the above proximity interest disclosures, an application for statutory participation approval for Councillors Stratford, Greaves, Boyne and Fuchsbichler under s5.69(3) of Local Government Act 1995, has been submitted so that item 11.5 may be addressed at this meeting.***

Accordingly, Approval has been granted under section 5.69(3)(a) of the Act to allow three of the disclosing councillors Cr Fuchsbichler, Cr Greaves and Cr Boyne to participate and vote on the following item at the Shire's Ordinary Council Meeting on 21 May 2025.

## 11.5 WAPC RESPONSE REQUESTS

Subject to the following conditions:

1. The approval is only valid for the 21 May 2025 Ordinary Council Meeting when agenda item 11.5 is considered;
2. The above-mentioned councillors must declare the nature and extent of their interests at the abovementioned meeting when the matter is considered, together with the approval provided;
3. The Chief Executive Officer (CEO) is to provide a copy of the Department of Local Government, Sport and Cultural Industries (DLGSC's) letter of approval to the abovementioned councillors;
4. The CEO is to ensure that the declarations, including the approval given and any conditions imposed, are recorded in the minutes of the abovementioned meeting, when the item is considered;
5. The CEO is to provide a copy of the confirmed minutes of the abovementioned meeting to DLGSC to verify compliance with the conditions of this approval; and
6. The approval granted is based solely on the interests disclosed by the abovementioned councillors, made in accordance with the application. Should other interests be identified, these interests will not be included in this approval and the financial interest provisions of the Act will apply.

Corporate and Community		
Date	13 May 2025	
Location	Newcarlbeon and Posselt Roads, Newcarlbeon	
Responsible Officer	Zac Donovan – CEO	
Author	As above	
Legislation	Planning and Development Act 2005 Shire of Koorda Local Planning Scheme No 3	
Disclosure of Interest	Nil	
Purpose of Report	<input checked="" type="checkbox"/> Executive Decision <input checked="" type="checkbox"/> Legislative Requirement <input type="checkbox"/> Information	
Attachments	<a href="#">WAPC Referral Letter 201585</a> <a href="#">Application Cover Letter – AUSS-NEWC 201585</a> <a href="#">Map of area 201585</a> <a href="#">SOKD letter WAPC Ref 201585</a> <a href="#">WAPC Referral Letter 201579</a> <a href="#">Application Cover Letter – AUSS-NEWC 201579</a> <a href="#">Map of area 201579</a> <a href="#">SOKD letter WAPC Ref 20158579</a> <a href="#">20230301 Revised Drumin Farm DA rep B</a> <a href="#">20230301 Drumin Farm Trees – DA Approval and Determination</a>	

### Background:

The Western Australian Planning Commission (WAPC) has referred to the Shire for comment on two subdivision applications, both of which propose combining existing rural lots and both of which have been submitted by Aussie Farming Pty Ltd.

One of the applications concerns land which abuts the Drumin carbon planting project or tree farm, which is owned by Aussie Farming Pty Ltd, and for which a Development Application was approved for 900 hectares by delegation in March 2023, down from the originally submitted 1300 hectares.

While the Shire determines Development Applications, the WAPC is responsible for determining all subdivision applications in the State. As such, while the WAPC may approved the realignment of lot boundaries, should Aussie Tree Farms Pty Ltd decide to use the newly created lots to expand the tree farm, a new Development Application would need to be submitted to the Shire.

The penalty for commencing development without prior approval is a fine of up to \$200,000 and in the case of a continuing offence up to \$25,000 per day. Planning advice is that while the proponents could apply for subsequent approval, the offence would still have occurred between the start of any development and any subsequent approval as the Act does not permit “retrospective” approvals.

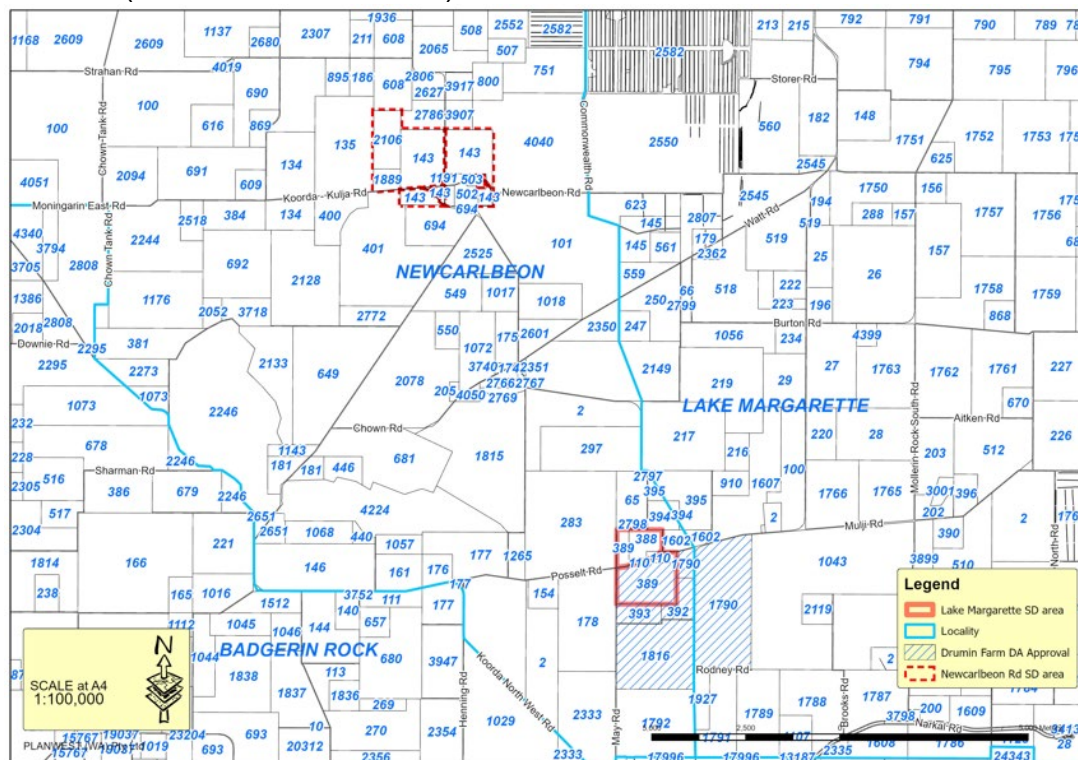
For both applications, the lots fall within identified bushfire prone areas and a licenced surveyor acting on behalf of Aussie Tree Farms Pty Ltd has requested exemption from providing a Bushfire Attack Level assessment for either. A Bushfire Management Plan was required as a development condition for the original 2023 Development Application.

The Shire has until 27 May and 28 of May respectively to respond with any information, comment or conditions that it believes the WAPC should consider in making its determination on realignment of the lot boundaries for each application.

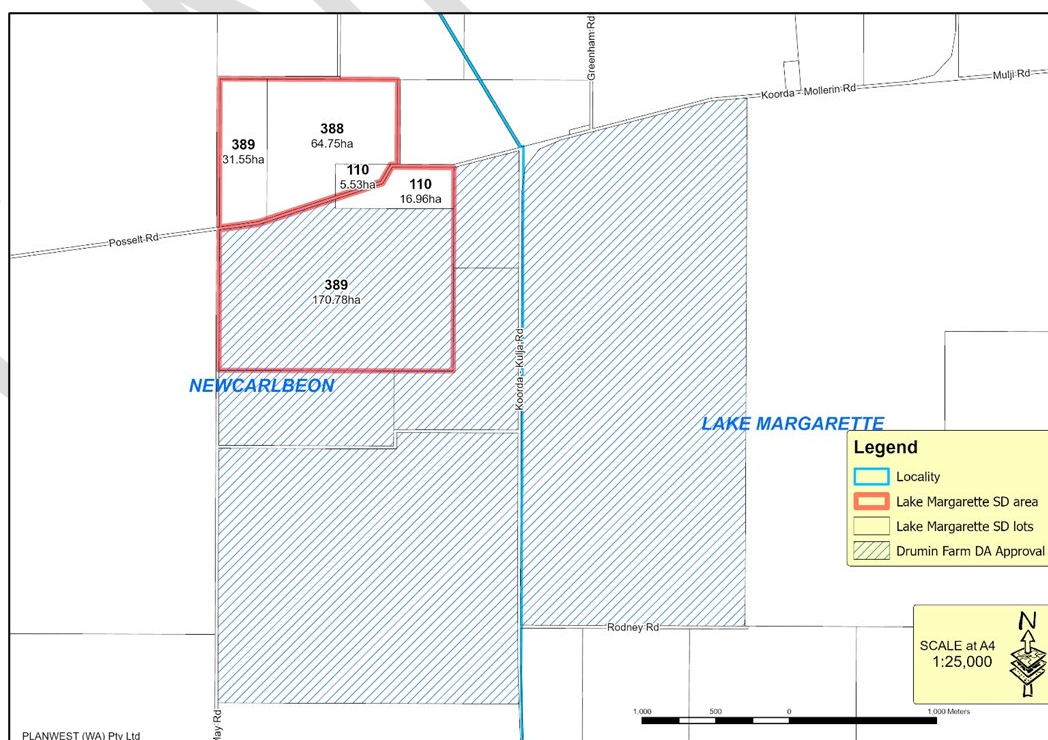


**Comment:**

The location of the lots subject to the two applications are depicted below. Application 201579 is the southernmost (shown with solid red boundaries) and abuts the existing Drumlin tree farm. The second, Application 201585, (dotted red boundaries) concerns lots near Newcarlbeon Rock.



Application 201579 (southernmost) requests WAPC adjust the boundaries of existing lots 389, 388 and 110 to create new lots, one either side of Posset Road. Shire planning advice is that the proposal better reflects land management by avoiding having lots straddling Posset Road. However as shown as follows, a newly created southern lot (red boundary) would extend the existing lot boundary to include land not previously approved for development as part of the tree farm (blue shading).

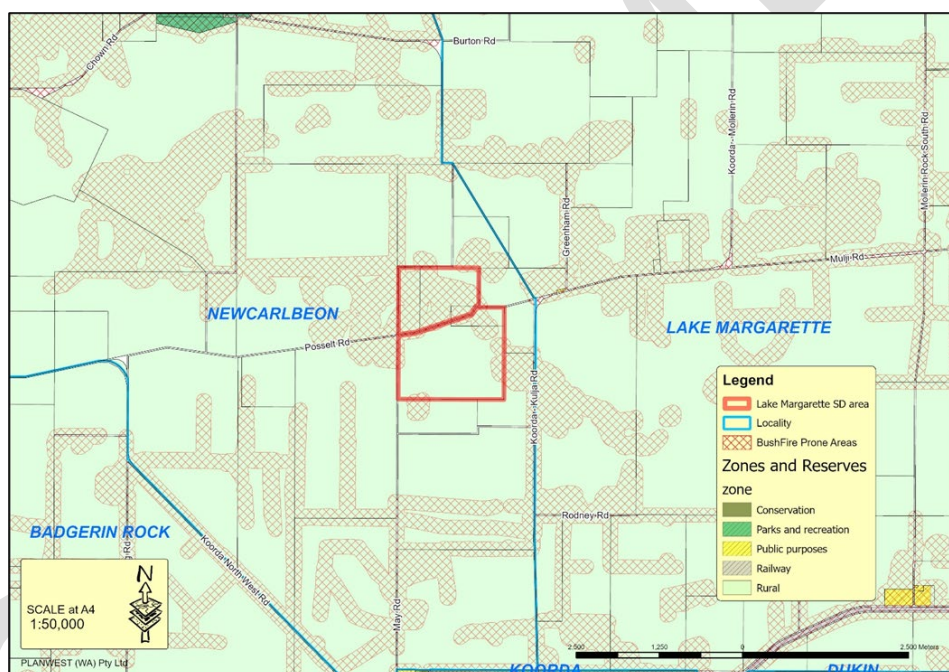


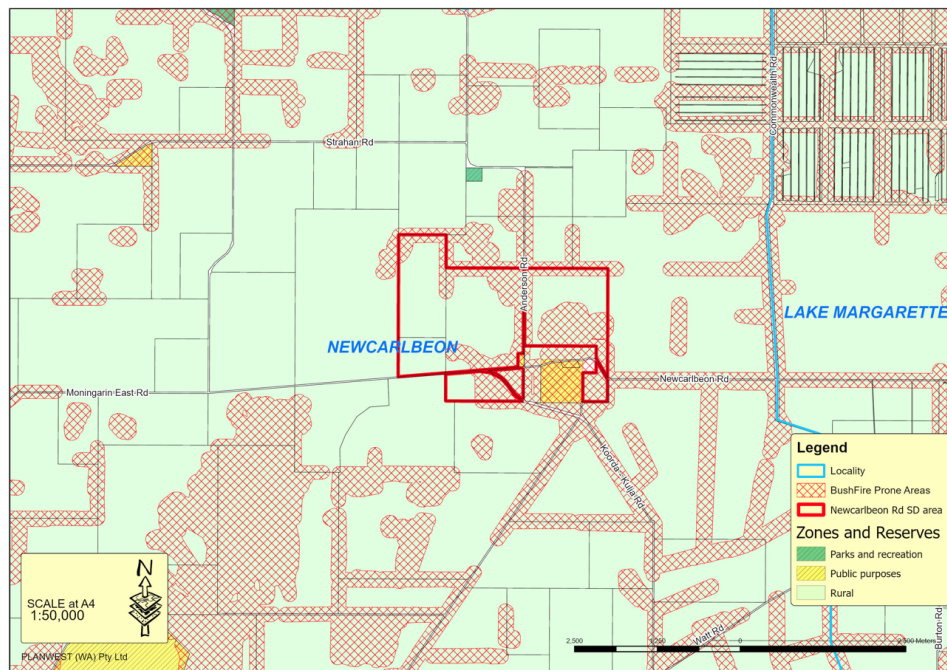


The advice of the Shire's planning consultant is that irrespective of the boundary realignment, the previously approved Development Application relates only to the specific property area that was current at the time approval was issued. That is, the movement of the boundary does not extend the area of land previously approved for development and an additional Development Application would be required if the owners proposed to extend the tree farm. Regardless it is proposed that the Shire highlights this point when responding to the WAPC on Application 201579 by 27 May 2025.

Regarding Application 202585, the boundary adjustments to existing lots 143, 2106, and 1889 will create three new lots, again to ensure the new lots do not straddle any roads. The Application detailed in the correspondence from WAPC also lists adjoining lots 694 and 135, however these are not subject to the boundary adjustment, but are listed as they are included on the same title. The Shire needs to respond separately to the Application by 28 May 2025.

In addition, as per the following graphics, for both applications the lots fall within the Department of Fire and Emergency Services identified bushfire prone zones and subject to compliance under State Planning Policy 3.7 Bushfire for any new development or change to more intensive use.





As such with both applications, a licenced surveyor acting on behalf of the owners has requested an exemption to supply a BAL (Bushfire Attack Level assessment) on the basis that the boundary adjustments will not “result in the intensification or development of land use” and will not result in increased bushfire risk as the land “use will continue as boardacre farming.”

Planning advice to the Shire, is that should the owner’s elect to change the use of the land from “agriculture intensive to plantation” - as per the deemed provisions of the Planning and Development (Local Planning Schemes) Regulations 2015, on which the Shire relied to address the previous development application – then a new Development Application would be required at which time the BAL could be required, but which is not necessary at this point in time.

Consequently, it is recommended that, while on planning advice, the Shire has no grounds to oppose the boundary adjustment, a response to the WAPC on the applications should detail as follows:

For Application 201579 that:

- The lots fall within the identified bushfire prone area as defined by the Shire’s Local Planning Scheme No.3.
- The lots abut land previously subject to a Development Application for a change of use from agriculture to plantation, which required a BAL.
- The proponents should be aware that any change in use of the land to expand the tree farming within the new boundaries will require a new Development Application, and
- Any new Development Application would be subject to similar conditions and require a Bushfire Management Plan.

For Application 201585 that:

- The lots fall within the identified bushfire prone area as defined by the Shire’s Local Planning Scheme No.3.
- Any change in use of the land from broadacre farm to for example plantation or carbon capture would require a Development Application, and
- Any new Development Application would be subject to similar conditions and require a Bushfire Management Plan.

To respond to the WAPC within the required deadlines, proposed correspondence to capture the points mentioned is attached (SOKD letter WAPC Ref: 201579 and SOKD letter WAPC Ref: 201585) for Council approval.

**Consultation:**

Paul Bashall, Planning Consultant, Planwest  
Lana Foote, Deputy Chief Executive Officer

**Statutory Implications:**

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

**Policy Implications:**

Nil

**Strategic Implications:**

Shire of Koorda Integrated Strategic Plan 2024  
2.1 - Our economy grows in a sustainable manner  
1.3 - Emergency Services are supported with effective planning.

**Risk Implications:**

<b>Risk Profiling Theme</b>	The shire's planning requirements are not met.
<b>Risk Category</b>	Reputation
<b>Risk Description</b>	Negative outcomes are possible from the perception of the shire's authority from both the community and potential developers.
<b>Consequence Rating</b>	Moderate (3)
<b>Likelihood Rating</b>	Possible (3)
<b>Risk Matrix Rating</b>	Moderate (9)
<b>Key Controls (in place)</b>	Monitoring of the development process which may require engagement of external expertise
<b>Action (Treatment)</b>	Ongoing monitoring.
<b>Risk Rating (after treatment)</b>	Adequate

**Financial Implications:**

Nil

**Voting Requirements:**

☒ Simple Majority

☐ Absolute Majority

**Officer Recommendation**  
**Resolution 070525**

**Moved Cr GL Boyne**

**Seconded Cr NJ Chandler**

**That Council endorse the correspondence, as attached to the item, be forwarded to the Western Australian Planning Commission in response to the boundary adjustment applications WAPC Ref: 201579 and WAPC Ref: 201585.**


**CARRIED 4/0**

**For:** Cr GW Greaves, Cr NJ Chandler, Cr GL Boyne, Cr KA Fuchsbichler

5.20pm – Cr JM Stratford returned to the chambers and resumed the Chair.

## 12. OFFICER'S REPORTS – GOVERNANCE & COMPLIANCE

### 12.1. Review of Delegations

Governance and Compliance		
Date	1 May 2025	
Location	Not Applicable	
Responsible Officer	Zac Donovan, Chief Executive Officer	
Author	As above	
Legislation	Local Government Act 1995 Sections.5.18 and 5.46(2)	
Disclosure of Interest	Nil	
Purpose of Report	<input type="checkbox"/> Executive Decision <input checked="" type="checkbox"/> Legislative Requirement <input type="checkbox"/> Information	
Attachments	<a href="#">Shire of Koorda Delegations Register 2024</a>	

#### Background:

Under the provisions of the Local Government Act 1995 Part 5 Div.2 Sec.5.18, it is necessary to review delegations at least annually. An extensive review of the register was undertaken by Council in April 2023 with the April 2024 review resulting in minor amendments.

#### Comment:

Separate reviews of the Shire of Koorda Delegations Register (attached) by the CEO and DCEO has not identified any updates or amendments required to the document as a result of changes to legislative or reporting requirements, including the recent reform measures, nor from resolutions passed by Council during the period.

The only matter identified that raised any potential for amendment was delegation 3.4 Disposing of Property (page 25 of the Delegations Register) following the resolution of the Ordinary Council meeting of 24 March 2025, in which Council endorsed that shire staff “whenever practicable” endeavour to offer the local community and exclusive opportunity to make submissions for the purchase of plant and equipment prior to it being offered for public tender, auction or used as a trade in.

The resolution of 24 March was in part that Council: *Endorse that staff whenever practicable conduct a private treaty process for the disposal of plant to provide the community the opportunity to participate in the sale, and for plant with a purchase price of \$75,000 or greater, the process be approved by Council.*

It proposed however that an amendment to delegation 3.4 Disposing of Property however is not required as the resolution goes to a matter of policy by Council for staff to “whenever practicable” to prefer the community process, rather than a change to the allocation of the legislative process, as would occur with modifying the delegation, which is already captured in the existing delegation.

As such, unless Council identifies delegations with the existing register as attached, it is proposed that the annual review has been completed to the requirements of the Local Government Act 1995 Part 5 Div.2 Sec.5.18.

#### Consultation:

Lana Foote, Deputy Chief Executive Officer

**Policy Implications:**  
Nil

**Strategic Implications:**  
Shire of Koorda Integrated Strategic Plan 2024  
4.1 - Open and Transparent Leadership

**Risk Implications:**

<b>Risk Profiling Theme</b>	Failure to fulfil statutory regulations or compliance requirements
<b>Risk Category</b>	Compliance
<b>Risk Description</b>	Some temporary non-compliance
<b>Consequence Rating</b>	Minor (2)
<b>Likelihood Rating</b>	Unlikely (2)
<b>Risk Matrix Rating</b>	Low (2)
<b>Key Controls (in place)</b>	Local Government act and regulations and Compliance Calendar
<b>Action (Treatment)</b>	Nil
<b>Risk Rating (after treatment)</b>	Adequate

**Financial Implications:**  
Nil

**Voting Requirements:**    ☐ Simple Majority    ☒ Absolute Majority

**Officer Recommendation**  
**Resolution 080525**

**Moved Cr GL Boyne**

**Seconded Cr GW Greaves**


**That Council endorse the review of the Shire of Koorda Delegations Register for 2025 as completed.**

**CARRIED BY ABSOLUTE MAJORITY 5/0**

**For:** Cr JM Stratford, Cr GW Greaves, Cr NJ Chandler, Cr GL Boyne, Cr KA Fuchsbichler



## 12.2. WAEC Proposal for LG Elections 2025

Governance and Compliance		
Date	7 May 2025	
Location	Shire of Koorda	
Responsible Officer	Zac Donovan, Chief Executive Officer	
Author	As above	
Legislation	Local Government Act 1995 sections 4.20(4) and 4.61(2)	
Disclosure of Interest	Nil	
Purpose of Report	<input checked="" type="checkbox"/> Executive Decision <input checked="" type="checkbox"/> Legislative Requirement <input type="checkbox"/> Information	
Attachments	<a href="#">WAEC Cost Estimate letter</a> <a href="#">WAEC Written Agreement letter</a> <a href="#">WAEC Vacancy Holdover letter</a>	

### Background:

The biennial Local Government Elections will be conducted on 18 October 2025 at which time the Shire of Koorda will have five Councillor positions to be contested. These comprise the expiration of the 4-year terms of three Councillors and two 2-year term positions to be contested following the resignations of former Councillors Ms Sandra Christie and Ms Kylie Burrell in January and February respectively.

At the request of the Shire, from the Ordinary Council Meetings of 19 February and 24 March, the Acting WA Electoral Commissioner has approved the two vacancies from resignations be contested with the general poll (correspondence attached) as per the Local Government Act 1995 section 4.16 (4).

The WAEC has also provided the Shire with a cost estimate for conducting the October ordinary election and a Written Agreement for such, both of which are required to be endorsed by Council to proceed.

### Comment:

As stated, the Shire of Koorda will have five Councillor positions contested at the Local Government Elections later this year. The Shire has the option of conducting the election in house or engaging the WA Electoral Commission. Conducting the election in-house would save the Shire fees charged by the WAEC, it has not been the practice for recent general elections due to the potential complexity.

Since the 2023 Local Government General Elections the Shire has conducted two separate extraordinary Councillor elections in house as these were each relatively straight forward processes and neither required a vote count. For the 2023 and aborted (due to COVID) 2020 elections, the Shire engaged the WAEC and use of the postal voting option.

The move from the postal voting, from the previously used in-person voting, was implemented in line with the change in the format of local government elections from first-past-the-post to the more complex optional preferential voting.

The State Government introduced the new voting system as it means “candidates elected are more representative of the majority of electors”, though is based on the premise that all electors fully comprehend preferential voting systems.

The new voting system requires Council engage the WAEC for vote counting or pay a fee of \$4500 to access the necessary WA Count software.

For the 2023 elections, the Shire was quoted \$12,000 based on 4 vacancies and appointment of a local returning officer. However, as voting was not required the final fee charged by the WAEC was \$5844. That is the additional cost of a postal vote to an in-person vote is redundant if voting is not required.

For the 2025 elections of which the Shire will have 5 vacancies, the WAEC has quoted \$11,778 – slightly less than the 2023 estimate – and again including the appointment of a local returning officer. As mentioned, should the Shire receive the same or fewer nominations than vacancies, then the cost of conducting voting will not be realised and the fee should be expected to be reduced similarly to 2023.

The lower 2025 estimated fee is despite the WAEC subject to a 45% increase in costs from Australia Post and a 9% cost in salaries paid to the returning officers, as per the Public Sector CSA 2024.

Consequently, it is proposed the Shire engage the WAEC to conduct the 2025 Local Government Elections for the 5 vacancies on Council via postal vote (if required) and with a local returning officer.

To endorse the proposal, it is required that Council is presented and accepts WAEC correspondence outlining the Cost Estimate as explained previously, and the Written Agreement which steps out the specific motion to be applied as per the Local Government Act 1995 sections 4.20(4) and 4.61(2). As outlined in the Written Agreement, if Council supports WAEC to conduct the election, the motion to be endorsed by the Ordinary Council Meeting “cannot be amended in any way”.

#### **Consultation:**

Daniel Smith, Project Officer, Election Operations, WA Electoral Commission

#### **Statutory Implications:**

Local Government Act 1995 sections 4.20(4) and 4.61(2)

#### **Policy Implications:**

Nil

#### **Strategic Implications:**

Shire of Koorda Integrated Strategic Plan 2024

4.1 - Open and Transparent Leadership

#### **Risk Implications:**

<b>Risk Profiling Theme</b>	Elections fail to comply with legislation
<b>Risk Category</b>	Compliance
<b>Risk Description</b>	The shire does not undertake the 2025 Local Government elections in compliance with the legislation.
<b>Consequence Rating</b>	Major (4)
<b>Likelihood Rating</b>	Rare (1)
<b>Risk Matrix Rating</b>	Low (4)
<b>Key Controls (in place)</b>	Prescribed election process and support of WAEC
<b>Action (Treatment)</b>	Election key actions and milestones timetable
<b>Risk Rating (after treatment)</b>	Adequate

#### **Financial Implications:**

The \$11,778 estimate from WAEC

**Voting Requirements:**

☐ Simple Majority

☒ Absolute Majority

**Officer Recommendation  
Resolution 090525**

**Moved Cr NJ Chandler**

**Seconded Cr GL Boyne**

**That Council, by an absolute majority:**

**1. Declares, in accordance with section 4.20(4) of the Local Government Act 1995, the Electoral Commissioner to be responsible for the conduct of the 2025 Ordinary election, together with any other elections or polls which may be required; and**

**2. Decides, in accordance with section 4.61 (2) of the Local Government Act 1995 that the method of conducting the election will be as a Postal election.**


**CARRIED BY ABSOLUTE MAJORITY 5/0**

**For:** Cr JM Stratford, Cr GW Greaves, Cr NJ Chandler, Cr GL Boyne, Cr KA Fuchsbichler

CONFIRMED



### 12.3. Caravan Park Local Law Submissions

Governance and Compliance		
Date	8 May, 2025	
Location	Koorda Caravan Park	
Responsible Officer	Zac Donovan, Chief Executive Officer	
Author	As above	
Legislation	Local Government Act 1995 Part 3, Division 2, Subdivision 1 Caravan Parks and Camping Grounds Act 1995 Caravan Parks and Camping Grounds Regulations 1997	
Disclosure of Interest	Nil	
Purpose of Report	<input checked="" type="checkbox"/> Executive Decision <input type="checkbox"/> Legislative Requirement <input type="checkbox"/> Information	
Attachments	<a href="#">Caravan Park Local Law – approved by Council</a>	

#### Background:

The Ordinary Council Meeting of 19 February endorsed the development of a new local law for the Caravan Park with the purpose of providing “for the regulation, control and management” of the facility, following a spate of antisocial behaviour.

The Local Government Act 1995 Part 3, Division 2, Subdivision 1 sets out the requirements, and considerations for making a local law. In particular, section 3.12 details the procedure the shire is has needed to follow including the presiding member giving public notice at the 24 March OCM as to the purpose and intent and Council reviewing the draft local law and passing amendments.

The proposed local law has also been forwarded to the Director General of the Department of Local Government, Sport and Cultural Industries on 25 March, advertised and available to the public online and at the shire offices, with a public submission period open for six weeks and concluding on 8 May.

The purpose of the item is to present Council details of resulting public submissions and any commentary from the Departmental Director General, so to make a determination if to amend any part of the proposed Koorda Caravan Park Local Law before the final resolution to make the local law.

#### Comment:

As stated, following the 24 March OCM the proposed local law was open to public consultation for six weeks from 25 March to 8 May. The Shire received one submission which comprised an individual’s comments handwritten on the cover page of the draft documents. No online submissions were received by the close of business 8 May.

The handwritten submission of 63 words supported the proposed local law and offered that the author had “observed many people using the facilities... they just come use the shower and leave”. It is not clear if the author understood that there was an “honesty box” or if it had been used.

The submission went on to suggest that the Shire should instal code-access locks on the doors of facilities and that users “get the code once they’ve paid” and reported that this system operated at the Shire of Wandering Caravan Park. Consequently, the Shire of Wandering was contacted about their system which was found involves users being provided a code after booking online with the codes periodically manually changed by staff at the various amenities, then re-entered into the online system.

While it is recommended that the Shire of Koorda update the Shire website and include online booking function for short term accommodation and the caravan park, it is not proposed at this stage that coded locks be installed at the park facilities. Largely this is due to the additional handling that would be required and that the existing “honesty box” is used regularly enough to suggest any non-payment is not a sufficient problem to justify additional cost to the Shire in installing coded locks.

As such, it is not recommended that no aspects of the existing caravan park operations be changed, and most importantly and relevant to this item, that no amendments be required to be made to the proposed Koorda Caravan Park Local Law resulting from the six-week public submission period.

In addition, as per Section 3.12(3)(b) of the Local Government Act 1995, the Shire is required to send a copy of the proposed local law to the Director General of the Department of Local Government, Sport and Cultural Industries.

On three occasions (25 March, 9 April and 30 April) the shire emailed the proposed local law to the Department marked to the attention of the Director General without response, including no acknowledgement of the receipt of the emails. The shire again followed up on 8 May – the closing date for public submissions– via the Department’s online local government hotline for confirmation of the receipt of the emails and advice as if the Director General would be providing comment.

Following the message to the DLGSC local government hotline, the shire received a response at 5pm on 8 May from the Department’s legislative unit (which had been sent each of the previous 3 emails dating back to 25 March). In summary the DLGSC deferred to make an assessment of the local law claiming it did not want to influence the review by the Parliamentary Joint Standing Committee on Joint Legislation (which will review the local law and can required it to be amended or repealed).

The Department did however raise a number of valid points, in that:

- Any bans from accessing the facility should not be permanent, as is with the local law at 5.2 (4)(b).
- The Local Government Act 1995 allows modified penalties up to 20% of the unmodified penalty, meaning that the \$400 penalties in the local law would result in an \$80 penalty.
- Penalties are required to be included for section 3.1 of the local law to ensure the rules are enforceable.

As such the proposed Koorda Caravan Park Local Law has been amended (as attached) with:

- Clause 5.2(4)(b): remove the text “which to avoid doubt can include a permanent ban”.
- All penalties to be increased to \$500 so that the minimum applied will be \$100.
- Penalties to be included for Clause 3.1 at \$500 to be consistent with other penalties.

Subsequently, unless Council has late additions for the proposed local law – keeping in mind that amendments at this stage cannot cause the draft to be “significantly different from what was proposed” – then the next step in the process is for Council to resolve to make the local law.

Once Council makes the local law it is then to be published in the Government Gazette with a copy to be provided to the Departmental Director General. Once published, the shire is to give notice of the new law by advertising locally and publishing on the Shire website with copies available at the office.

If endorsed by Council to proceed to make the local law, then the Koorda Caravan Park Local Law will come into effect 14 days after it is published in the Gazette. As mentioned, the local law can still be changed or repealed by the Parliamentary Committee however this review occurs after it is published.

Finally, Council will also have to again endorse the use of the common seal to approve the Shire President and CEO to sign the local law as endorsed by the 21 May Ordinary Meeting of Council.

### Consultation:

Mark Gregory, Principal, M Gregory Legal  
Marnie Herrington, Governance Specialist, WALGA  
Lisa Boddy, Executive Assistant, Shire of Wandering  
Robin Turner, Member of Public  
Steven Elliott, Principal Strategy Officer (Legislation) DLGSC

### Statutory Implications:

Local Government Act 1995 Part 3, Division 2, Subdivision 1  
Caravan Parks and Camping Grounds Act 1995  
Caravan Parks and Camping Grounds Regulations 1997

### Policy Implications:

W-Recreational Vehicles and Overflow Camping Grounds V1.0

### Strategic Implications:

Shire of Koorda Integrated Strategic Plan 2024

- 1.1 Local people feel safe, engaged and enjoy a healthy and peaceful lifestyle
- 2.2 Tourism helps to diversify and grow our local economy
- 3.1 Shire facilities are renewed and maintained to meet community needs

### Risk Implications:

<b>Risk Profiling Theme</b>	The local law is rejected by the Department
<b>Risk Category</b>	Reputation
<b>Risk Description</b>	Local laws are not permitted to conflict with other legislation.
<b>Consequence Rating</b>	Moderate (3)
<b>Likelihood Rating</b>	Possible (3)
<b>Risk Matrix Rating</b>	Moderate (9)
<b>Key Controls (in place)</b>	Shire engaging professional legal advice
<b>Action (Treatment)</b>	Adhere to legal advice
<b>Risk Rating (after treatment)</b>	Adequate

### Financial Implications:

Nil additional to that previously approved by Council.

**Voting Requirements:** ☐ Simple Majority ☒ Absolute Majority

### Officer Recommendation Resolution 100525

**Moved Cr GW Greaves**

**Seconded Cr KA Fuchsbichler**


### That Council:

- a) **Make the local law Shire of Koorda Caravan Park Local Law 2025; and**
- b) **Approve the use of the Shire of Koorda Common Seal on the Caravan Park Local Law as endorsed by Council.**

**CARRIED BY ABSOLUTE MAJORITY 5/0**

**For:** Cr JM Stratford, Cr GW Greaves, Cr NJ Chandler, Cr GL Boyne, Cr KA Fuchsbichler

## 12.4. CEO Key Performance Indicators

Governance and Compliance		
Date	5 May, 2025	
Location	Shire of Koorda	
Responsible Officer	Zac Donovan, Chief Executive Officer	
Author	As above	
Legislation	Local Government Act 1995 Sec.5.38(1), Sec.5.39(3)(b) & Sec.5.41 Local Government (Administration) Regulations 1996 Div. 3 Sec.16(1)	
Disclosure of Interest	Nil	
Purpose of Report	<input checked="" type="checkbox"/> Executive Decision <input type="checkbox"/> Legislative Requirement <input type="checkbox"/> Information	
Attachments	Shire of Koorda CEO Key Performance Indicators 2025 (Confidential – Sent under separate cover)	

### Background:

The Local Government Act 1995 section 5.38(1) requires that a local government undertakes a performance review of the appointed CEO if employed for a term of more than 1 year. To facilitate the performance review, the local government needs first to establish key performance indicators that will form the basis of the later review so to provide direction and define expectations.

The key performance indicators are specified in the CEO employment contract – Local Government Act 1995 section 5.39(3)(b) – and as such can be defined separately or included as part of accompanying documents, provided they are attachments captured by the authority and requirements of the contract.

A local government can at any time, with the agreement of the CEO – Local Government (Administration) Regulations 1996 Div.3 Sec.16(1) – revise the applicable key performance indicators and change the initiatives, objectives and timelines so to adapt to the needs and preferences of the council in response to the local community.

The purpose of this item is to formalise revised key performance indicators to the broad requirements captured in the employment contract of 3 February 2025 as agreed by the local government (Council) and chief executive officer.

### Comment:

The key performance indicators determined by a local government for the chief executive officer should align with the statutory and compliance requirements and functions allocated to the CEO, and the strategic and operational objectives set by Council as captured in the Integrated Strategic Plan.

To this end, the functions of a local government CEO as defined by the Local Government Act 1995 Sec. 5.41(a-i) are in summary: advising and providing information to Council; giving effect to Council decisions; facilitating strategic planning and risk review; managing employees of the local government; ensuring governance compliance; and ensuring financial management

The Shire of Koorda Integrated Strategic Plan (attached) incorporates the Strategic Community Plan 2024-2034 and the Corporate Business Plan 2024-2027. As such the Integrated Strategic Plan comprises four strategic pillars – Community, Economy, Environment and Organisation – to which are allocated 12 Priority areas from which flow 36 actions or specific tasks.

To be effective, the key performance indicators should include detail as to the measurement of achievement and timeline to be applied to each KPI and ideally are focussed on achieving outcomes for the community rather than quantifying outputs by the administration. If KPIs have more subjective measurement, as when for interpersonal or “soft” skills, then a consistent perception tool, such as a Likert scale, should be applied to measurement and equally capture the views of all elected members.

The development of the Shire of Koorda CEO key performance indicators involved a draft schedule provided by the CEO to the Shire President and then distributed to Councillors, with an initial discussion on 14 April, followed by whole-of council input received by the CEO on 14 May in discussion with the Shire President and agreement to present for endorsement at the current (21 May) OCM.

The Shire of Koorda CEO key performance indicators (attached) are allocated into five categories – Governance and Compliance, Financial Management, Council and Elected Members, Staff and Performance, and Works and Projects – and comprise 28 specific performance indicators.

The specific key performance indicators and terms of measurement are detailed in the document – Shire of Koorda CEO Key Performance Indicators 2025 – as attached with this agenda item.

#### **Consultation:**

Tony Brown, Executive Director Member Services, WALGA

#### **Statutory Implications:**

Local Government Act 1995 Sec.5.38(1), Sec.5.39(3)(b) & Sec.5.41

Local Government (Administration) Regulations 1996 Div. 3 Sec.16(1)

#### **Policy Implications:**

2021 Shire of Koorda Standards for CEO Recruitment, Performance and Termination

A - Chief Executive Officer Performance Review Policy V1.0

#### **Strategic Implications:**

Shire of Koorda Integrated Strategic Plan 2024

4.1 Open and transparent leadership

#### **Risk Implications:**

<b>Risk Profiling Theme</b>	Key Performance Indicators fail to align with community
<b>Risk Category</b>	Reputation
<b>Risk Description</b>	Community may not support directions of Council as detailed in KPIs
<b>Consequence Rating</b>	Minor (2)
<b>Likelihood Rating</b>	Unlikely (2)
<b>Risk Matrix Rating</b>	Low (4)
<b>Key Controls (in place)</b>	Council communication with community
<b>Action (Treatment)</b>	Regard to published Integrated Strategic Plan
<b>Risk Rating (after treatment)</b>	Effective

#### **Financial Implications:**

Nil

**Voting Requirements:**    ☒ Simple Majority    ☐ Absolute Majority

**Officer Recommendation**  
**Resolution 110525**

**Moved Cr NJ Chandler**

**Seconded Cr GW Greaves**

**That Council:**

**a) Adopt the Key Performance Indictors for the CEO as presented.**

**CARRIED 5/0**

**For:** Cr JM Stratford, Cr GW Greaves, Cr NJ Chandler, Cr GL Boyne, Cr KA Fuchsbichler

CONFIRMED

### 13. OFFICER'S REPORTS – WORKS & ASSETS

#### 5.25pm - SUSPEND STANDING ORDERS Resolution 120525

Moved Cr NJ Chandler

Seconded Cr GL Boyne

That standing orders be suspended to discuss item 13.1. Landfill Upgrade Survey Results.

**CARRIED 5/0**

For: Cr JM Stratford, Cr GW Greaves, Cr NJ Chandler, Cr GL Boyne, Cr KA Fuchsbichler

#### 5.35pm - RESUMPTION OF STANDING ORDERS Resolution 130525

Moved Cr GL Boyne


Seconded Cr NJ Chandler

That standing orders be resumed as per the attendance register.

**CARRIED 5/0**

For: Cr JM Stratford, Cr GW Greaves, Cr NJ Chandler, Cr GL Boyne, Cr KA Fuchsbichler

#### 13.1. Landfill Upgrade Survey Results

Works and Assets		
Date	28 April 2025	
Location	Koorda Landfill Site	
Responsible Officer	Zac Donovan, Chief Executive Officer	
Author	As above	
Legislation	Waste Avoidance and Resource Recovery Act 2007 Part 6. Div 1.	
Disclosure of Interest	Nil	
Purpose of Report	<input checked="" type="checkbox"/> Executive Decision <input type="checkbox"/> Legislative Requirement <input type="checkbox"/> Information	
Attachments	<a href="#">Koorda Strategic Waste Management Plan 2022-2032</a>	

#### Background:

Under the Waste Recovery and Resource Recovery Act 2007, Local Government can be directed to provide a waste service for the purposes of protecting human health or the environment. The current Shire of Koorda landfill site accommodates townsite waste services, provided by a contractor, and waste transports to the site by residents and commercial entities.

The Shire waste site approximately 1.5km from the townsite on Cadoux-Koorda Road is an ungated and unstaffed site that is continuously open to the public and as such the effective operation of the site relies on users separating waste and depositing it in the designated areas at the site.

In September 2022, the Shire of Koorda adopted a comprehensive Strategic Waste Management Plan 2022-2032 undertaken by Ask Waste Management and an accompanying Landfill Closure Management Plan. Required under legislation, the closure plan included a projected cost of \$1.1m and was predicated on the Koorda site closing as part of a NEWROC regional waste solution.



To this end, the Shire of Mount Marshall has identified a site for the regional landfill, with the plan for each participating shire to convert its existing facility into a transfer station, whereby residents would continue to be able to bring waste to be sorted with that for landfill transported off site. As such, as part of the 2024-25 Shire of Koorda Budget, Council allocated \$75,000 from the Waste Management Reserve to reconfigure the waste site and construct a waste transfer station.

To progress the move to a waste transfer station while remaining attentive to redressing issues at the Koorda landfill, the Ordinary Council Meeting of 19 February 2025 allocated \$46,000 from the shire's Waste Management Reserve to complete the first stage of the project to fence the facility and provide CCTV monitoring. Future stages will provide amenities so that it can be staffed when open with the final stage to be the construction of the transfer infrastructure when the regional facility is operational.

The first stage to fence and control access to the landfill – to operate in compliance with the Environmental Protection (Rural Landfill) Regulations 2002 – also included a survey of Koorda residents to assist Council to determine new operating parameters for the facility including opening days and hours and future considerations such as access controls.

The purpose of this item is to present the survey findings for Council to consider recommended operating parameters.

**Comment:**

The staged plan for the Koorda landfill site commences with the sorting and removal of stockpiles of waste on site; introducing allocated sections for new waste disposal; and taking control of site access through installation of fencing and CCTV and limiting access to three days per week.

The limitation on the access days is to facilitate the second stage which will have amenities constructed at the site to enable it to be staffed to prevent non-shire residents from using the facility and to assist in the coordination of the disposal and sorting of waste on site.

To assist with communicating to the community that changes are to be implemented to operation of the Koorda landfill, and to capture community preferences, an online survey was conducted for six weeks and promoted via the Shire website, Facebook page and Narkle Notes.

The survey attracted 27 respondents – which represents 7.5% of the shire population and, as a sample size, allows for a 12% margin of error at an 80% confidence level. That is, if 80% of residents were asked, each response would be within 12% of the survey results.

For example, 70% of the survey respondents supported improvements to the Koorda landfill, which based on the survey accuracy, would mean the result would be between 65.8% and 74.2% if 80% of residents had answered the question.

Of the 70% of respondents who supported improvements, 31% were “completely unhappy” with the state of the landfill and that it required “urgent attention”. At the other end of the scale, 11% of respondents were “completely satisfied” with the landfill and there was “no need for any change”.

The top four problems that respondents had with the Koorda landfill in its current state were:

- Rubbish escaping into the nearby bush and road
- Having access to the pit clear for residents to dump rubbish
- Having clearly defined areas to deposit different types of waste, and
- Stopping people from outside the shire from accessing the site

Works underway as part of Stage 1 to erect a fence around the site will assist with reducing rubbish escaping and to a lesser extent access by people from outside the shire. Stage 1 stockpile clean up works and signage will help having clearly defined and accessible areas to dump different type of



waste. Access to the pit is being remedied with more structured inspection schedule and will be enhanced by Stage 2 when the site is staffed, as will limiting access to locals.

Not surprisingly, on the question on the number of times residents would be able to access the Koorda landfill, 81% nominated 12 times per annum, and of the remainder who nominated 6 per annum, all were from townsite respondents. The Shire will investigate the best means to limit access prior to stage 2 when the site is staffed, but it will most likely be a pass-based system (as with other local governments) issued on full payment of rates and pro rata with those on payment plans.

Regarding the preferences as to when the Koorda landfill should be opened, 92% of responses were closely split between each of the three-day options of Thursday-Saturday and Sunday-Monday, with the Thursday- Saturday option highest at 50% and Sunday-Tuesday at 42%. The other 8% of respondents preferred the site open from for the Monday-Wednesday option.

It is proposed that a weekend day should be included in the opening hours, to accommodate people with full time jobs, but limited to one day to accommodate the site being staffed in Stage 2 with limited additional cost to the Shire. Also, while the Thursday-Saturday option was marginally most preferred, it is recognised that this could be a problem for working families who have children's sports on Saturdays. For this reason, it is recommended that the Sunday-Tuesday option be preferred by Council.

Regarding general comments, there was overwhelming belief that when the Shire limits access to the landfill there will be an increase in illegal dumping. However, potential poor behaviour should not be considered as an obstacle to redressing an existing problem. Other comments were that the site should be moved farther out of town and that the shire should offer a kerbside collection of large items.

Consequently, based on the survey results, and depending on development of the 2025-26 budget priorities, it is proposed that for the landfill site:

- Be open Sunday to Tuesday (commencing with Stage 1).
- Ratepayers have access up to 12 times per financial year (commencing Stage 2)
- Access be pro rata based on payment of rates.

In the interim between the stage 1 and 2 – that is before the site is staffed – that access be from Saturday to Tuesday to enable staff to align opening/closing with existing staff work schedules and to help the community start to modify their behaviour and expectations. With access to be limited to Sunday to Tuesday once the facility is staffed with Stage 2.

If the proposed measures are adopted by Council, it is proposed that the survey results, outcomes and implications be communicated to the community via the shire website, Facebook page and Narkle Notes publication.

#### **Consultation:**

Darren West, Works Supervisor

Lana Foote, Deputy Chief Executive Officer

#### **Statutory Implications:**

Waste Avoidance and Resource Recovery Act 2007 Part 6. Div 1.

#### **Policy Implications:**

Nil

#### **Strategic Implications:**

Shire of Koorda Integrated Strategic Plan 2024

1 - Local people feel safe, engaged and enjoy a healthy and peaceful lifestyle.

3.1 - Shire owned facilities are renewed and maintained to meet community needs

### Risk Implications:

<b>Risk Profiling Theme</b>	Community objection to the increased restrictions on the facility
<b>Risk Category</b>	Reputation
<b>Risk Description</b>	The community has had 24-hour access to the refuse site and is likely to object to restrictions being imposed
<b>Consequence Rating</b>	Moderate (3)
<b>Likelihood Rating</b>	Possible (3)
<b>Risk Matrix Rating</b>	Moderate (9)
<b>Key Controls (in place)</b>	Community communication well in advance of implementation of restrictions
<b>Action (Treatment)</b>	Customer service responses
<b>Risk Rating (after treatment)</b>	Adequate

### Financial Implications:

To be determined with 2025-26 budget development, however initial estimates are that up to \$50,000 of the retained \$118,000 Waste Management Reserve may be required.

### Voting Requirements:

☒ Simple Majority    ☐ Absolute Majority

### Officer Recommendation Resolution

Moved Cr

Seconded Cr

~~That Council endorse:~~

- ~~1. On the completion of Stage 1 works (fencing and CCTV) that the Koorda landfill be opened from Saturday to Tuesday each week.~~
- ~~2. On the completion of Stage 2 works (site is staffed and pass system in place) that the Koorda landfill be opened from Sunday to Tuesday, with access on presentation of a shire-issued pass.~~
- ~~3. That Shire landfill site passes be issued on a pro rata basis on payment of rates.~~

**CARRIED**

### AMENDED MOTION Officer Recommendation Resolution 140525

Moved Cr JM Stratford

Seconded Cr NJ Chandler

That Council;

- Acknowledge findings of the 2025 Koorda Rubbish Landfill Survey.
- Further develop options for reduced public access to the Rubbish Landfill Site during budget development.

**CARRIED 5/0**

**For:** Cr JM Stratford, Cr GW Greaves, Cr NJ Chandler, Cr GL Boyne, Cr KA Fuchsbichler

**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**

The Presiding Person thanked those present for their attendance and declared the meeting closed at 5.37pm.

Signed: \_\_\_\_\_

*Stratford*

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

**Date: 18 June 2025**