



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

The format of the day will be:

4.00pm	Audit & Risk Committee Meeting
5.00pm	Council Meeting
Following conclusion of Council Meeting	Council Forum

Zac Donovan
Chief Executive Officer
12 September 2025

DISCLAIMER

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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

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**Shire of Koorda
Ordinary Council Meeting
5.00pm, Wednesday 17 September 2025**



1. Declaration of Opening

The Presiding person welcomes those in attendance and declares the meeting open at 5.00pm.

2. Record of Attendance, Apologies and Leave of Absence

Cr NJ Chandler requested to attend the in-person-meeting via electronic means, which has been authorised by President JM Stratford.

Councillors:

Cr JM Stratford	President
Cr GW Greaves	Deputy President
Cr NJ Chandler	(Approved Electronic Attendance – via MS Teams)
Cr GL Boyne	
Cr KA Fuchsbichler	(5.02pm)

Staff:

Mr Z Donovan	Chief Executive Officer
Ms L Foote	Deputy Chief Executive Officer
Mr D West	Works Supervisor

Members of the Public:

Apologies:

Visitors:

Mr Bruce Moore	Council Elect
Mr Brad Harrap	Council Elect

Approved Leave of Absence:

3. Public Question Time

Nil.

4. Disclosure of Interest

The following Councillor has disclosed an interest in item 12.1 – Cadoux-Koorda Road, Badgerin Rock – Proposed Subdivision.

Cr KA Fuchsbichler

Proximity – lease and farm land near that covered by Applications 201585 and 201578 which is covered by the agenda item.

5. Applications for Leave of Absence

Nil.

6. Petitions and Presentations

Nil.

Resolution 010925

Moved Cr GW Greaves

Seconded Cr GL Boyne

Item 13.1 MRWA RAV Proposal be brought forward in the agenda for discussion.

CARRIED 5/0

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

5.03pm – SUSPEND STANDING ORDERS

Resolution 020925

Moved Cr GW Greaves

Seconded Cr KA Fuchsbichler

That standing orders be suspended to discuss item 13.1. MRWA RAV Proposal.

CARRIED 5/0

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

5.19pm – RESUMPTION OF STANDING ORDERS

Resolution 030925

Moved Cr GL Boyne

Seconded Cr KA Fuchsbichler

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. MRWA RAV Proposal

Works and Assets		
Date	26 August, 2025	
Location	Shire of Koorda	
Responsible Officer	Zac Donovan, Chief Executive Officer	
Author	As above	
Legislation	Road Traffic Act 1974; Road Traffic (Vehicle) Regulations 2014	
Disclosure of Interest	Nil	
Purpose of Report	☒ Executive Decision ☐ Legislative Requirement ☐ Information	
Attachments	Preliminary RAV Assessment July 2024	

Background:

For the past three years the Shire of Koorda has requested Main Road WA Heavy Vehicle Services to change the Restricted Access Vehicle status for 14 roads to RAV7 from 1 October to 31 January to facilitate local industry during the harvest season.

The first year in 2023 was undertaken as a trial to later assess any detrimental impact on the nominated roads to ensure the shire was not creating a future financial impost from causing premature repairs or shortening the useful life of the selected roads.

Following the trial, the advice of the shire's Works Supervisor was that the warmer weather had lessened detrimental impacts on the roads and that the change to RAV status for the harvest period while not ideal, could be sustained.

Consequently, each subsequent year, the shire has requested the change to the RAV status and MRWA has given approval including support for Council's resolution of the 16 July Ordinary Council Meeting to implement the changes for the 2025/26 season.

However, in advising the shire of approval for the harvest change, MRWA HVS management has asked if the shire would prefer to extend the change to RAV status for the 14 roads to be year-round but to apply only to local industry (Shire of Koorda residents) traffic.

Previously (April 2019) Council resolved that any application or change beyond RAV 4 is to be referred to Council for consideration. As such this item is to consider the MRWA HVS suggestion.

Comment:

In approving the request for the 2025-26 harvest season, MRWA Heavy Vehicle Services have proposed a permanent condition on all the 14 nominated roads for "access (to be) approved to transport agricultural products and inputs only, including grain, hay, livestock and fuel".

With the explanation that this "will allow the same farmers to utilise the roads throughout the whole year without opening up the roads to all other transport tasks" rather than "adjusting the condition each year around harvest time".

To facilitate approval for the upcoming harvest season, the CEO replied to MRWA HVS to proceed with the application as presented and that the suggestion of a permanent status change for the roads would be presented at the next (September) OCM as per Council's previous resolution on 17 April 2019 that all changes or requests above RAV4 be presented to Council for decision.

Consequently, MRWA has approved the 2025-26 harvest request and are awaiting Council decision on making the adjustment permanent with the local industry provision.

For reference the 14 roads subject to the annual request for the past 3 seasons are:

Road No.	Road Name	Origin	Terminus
4110140	Burakin - Wialki	Kalannie-Kulja (6.14)	East Boundary (36.63)
4110141	Felgate	CBH access (0.80)	Cadoux - Koorda (1.50)
4110138	Haig	Railway (0.00)	Koorda - Bullfinch (0.96)
4110006	Kalannie - Kulja	LGA boundary (0.00)	Burakin - Wialki (14.33)
4110139	Koorda - Bullfinch	Haig (0.00)	East Boundary (10.47)
4110004	Koorda - Kulja	Cadoux - Koorda (0.00)	Kulja Central (48.30)
4110001	Koorda - Mollerin	Koorda - Kulja (0.00)	Burakin - Wialki (36.25)
4110088	Kulja Central	Koorda - Kulja (0.00)	Warren (26.79)
4110017	Martin	Warren(0.00)	Graves (16.39)
4110137	Railway	Haig (0.64)	Cadoux - Koorda (0.74)
4110128	Scotsman	Kulja Central (0.00)	Remlap (26.85)

4110103	Warren	Kulja Central (5.64)	LGA boundary (14.05)
4110085	Stockyard	Cadoux - Koorda (0.00)	Stockyard (end)
4110030	Graves	Kalannie – Kulja (0.00)	Martin (0.124)

In considering the MRWA HVS proposal, Council, as per its resolution of 18 September 2024, is to revisit the independent report completed following a previous request for permanent increases to RAV status on two Shire roads. That determination by Council at the OCM of 18 September 2024 was in response to an application by a mining contractor to increase two roads from RAV4 to RAV7.

Initially put to Council at the 17 April 2024 OCM, the application by Qube Bulk Pty Ltd was to transport 150,000 tonnes through the Shire over an estimated 2000 vehicle movements per annum. Council declined the application and directed staff to engage an independent consultant to assess the likely impact on Shire roads from a permanent increase to RAV status.

The resulting report, to the 18 September 2024 OCM (and attached), found that increasing the RAV status would shorten the useful life of the roads and accelerate defects such as depressions and rutting with an estimate that the roads currently had “likely less than half” their useful life remaining.

Council consequently resolved (18 September 2024 OCM) to reiterate their decision to deny the Qube Bulk Pty Ltd application and to retain the expert report (attached) by Greenfield Technical Services Assessment “for reference in future applications”.

At that time, and in response to the suggestion currently before Council from MRWA HVS, the Shire’s Works Supervisor recommends that RAV status not be extended to become permanent as, in his opinion, the softer road base in the winter months would hasten the deterioration of the roads.

These concerns of the Shire’s Works Supervisor have been conveyed to MRWA HVS to which the following response was received:

“Thank you for your response and for raising Council’s concerns regarding potential road damage during the winter months. Just re-confirming that our standard access condition will restrict the transport tasks associated with agriculture only. However, it better aligns with the various seasonal needs i.e., transport tasks associated with seeding such as bringing in fertiliser can potentially be completed more efficiently with less trips, as can any other less frequent trips needed throughout the year outside of harvest and seeding. It will not open it up to introduce extra agricultural transport tasks being completed in the wetter months, it will simply mean less trips required during this period also and with no increase to axle group mass limits.”

In addition to the mitigating comments offered by MRWA HVS, Council should also consider if it would be a realistic expectation that the nuance of access by local industry only would be recognised by other potential users and if such non-compliance would be policed by the relevant authorities.

As budgeted and approved by Council, the Shire will spend \$2,167,000 on roads for the 2025-26 financial year which represents almost 49 per cent of the Shire’s total capital expenditure with an additional \$1,074,000 is budgeted for plant replacement, much of which relates to road works.

Consultation:

Mason Evans, Team Leader, Heavy Vehicle Route Assessments MRWA
Darren West, Works Supervisor
Joshua Kirk, Greenfield Technical Services

Statutory Implications:

Road Traffic Act 1974; Road Traffic (Vehicle) Regulations 2014

Policy Implications:

Nil

Strategic Implications:

Shire of Koorda Integrated Strategic Plan 2024

3.2.1 Renew and enhance existing road construction and maintenance strategy to align with changing funding provision and opportunities.

3.2.2 Road asset review to determine routes and develop works program required to support future industry requirements.

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

Financial Implications:

A permanent increase in RAV status has been verified by an independent report to increase the likelihood of deterioration to nominated roads which would have additional and ongoing maintenance costs for the Shire. These costs have not been defined at this stage.

Voting Requirements: ☒ Simple Majority ☐ Absolute Majority

Officer Recommendation
Resolution 040925

Moved Cr KA Fuchsbichler

Seconded Cr GL Boyne

That Council extend the RAV Status 7 to the 30 April, and the Shire has the ability to close roads in extreme weather events.

LOST 2/3

For: Cr KA Fuchsbichler, Cr GL Boyne

Against: Cr JM Stratford, Cr GW Greaves, Cr NJ Chandler

AMENDED MOTION
Resolution 050925

Moved Cr JM Stratford

Seconded Cr GL Boyne

That Council extend the RAV Status 7 to the 31 March and the Shire has the ability to close roads in extreme weather events.

CARRIED 4/1

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

Against: Cr GW Greaves

5.26pm – WS Darren West withdrew from the chambers.

7. Confirmation of Minutes from Previous Meetings

7.1. Ordinary Council Meeting held on 20 August 2025

[Ordinary Council Minutes](#)

Voting Requirements ☒ Simple Majority ☐ Absolute Majority

Officer Recommendation Resolution 060925

Moved Cr GL Boyne

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 20 August 2025, as presented, be confirmed as a true and correct record of proceedings.

CARRIED 5/0

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

8. Minutes of Committee Meetings to be Received

8.1. Minutes of Internal Committee Meetings to be Received

- a. Koorda Grants Committee Minutes for meeting held 20 August 2025
[Koorda Grants Committee Meeting Minutes](#)
- b. LEMC Meeting Minutes for meeting held 4 September 2025
[LEMC Meeting Minutes](#)
- c. BFAC Meeting Minutes for meeting held 4 September 2025
[BFAC Meeting Minutes](#)

Voting Requirements ☒ Simple Majority ☐ Absolute Majority

Officer Recommendation Resolution 070925

Moved Cr GW Greaves

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. Koorda Grants Committee Meeting, 20 August 2025;
- b. LEMC Meeting, 4 September 2025; and
- c. BFAC Meeting, 4 September 2025.

CARRIED 5/0

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

8.2. Minutes of External Committee Meetings to be Received

- a. GECZ Meeting Minutes for meeting held 18 August 2025
[GECZ Meeting Minutes](#)

Voting Requirements

☒ Simple Majority

☐ Absolute Majority

**Officer Recommendation
Resolution 080925**

Moved Cr GL Boyne

Seconded Cr GW Greaves

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, 18 August 2025.**

CARRIED 5/0

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

9. Recommendations from Committee Meetings for Council Consideration

9.1. Quarterly Reporting of Integrated Strategic Plan and Workforce Plan

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 Act 1995;</i> <i>Local Government (Administration) Regulations 1996</i>	
Disclosure of Interest	Nil	
Purpose of Report	☐ Executive Decision ☒ Legislative Requirement ☒ Information	
Attachments	Quarterly Scorecard – September 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 090925

Moved Cr NJ Chandler

Seconded Cr GW Greaves

That Council:

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

CARRIED 5/0

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

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

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>	
Disclosure of Interest	Nil	
Purpose of Report	☐ Executive Decision ☒ Legislative Requirement ☐ Information	
Attachments	FRM Action Plan – September 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 100925**

Moved Cr GL Boyne

Seconded Cr KA Fuchsbichler

That, in accordance with Regulations 16 and 17 of the *Local Government (Audit) Regulations 1996*, the Council as per the quarterly report document to September 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 5/0

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

9.3. 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	☒ Executive Decision ☒ Legislative Requirement ☐ Information	
Attachments	Shire of Koorda Risk Profile Action Plan - September 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 110925

Moved Cr GW Greaves

Seconded Cr KA Fuchsbichler

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

CARRIED 5/0

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

10. Announcements by the President without Discussion

The Shire President extends condolences to the Cornish family on the passing of Shirley and to the Quinn family on the passing of Mick.

Congratulations to Koorda Ladies Hockey Club on winning the 2025 Premiership.

Congratulations to Stephen Maher on being awarded a Life Membership of the Koorda Golf Club.

11. OFFICER'S REPORTS – CORPORATE & COMMUNITY

11.1. Monthly Financial Statements

Corporate and Community		
Date	29 August 2025	
Location	Not Applicable	
Responsible Officer	Zac Donovan, Chief Executive Officer	
Author	Lana Foote, Deputy Chief Executive Officer	
Legislation	<i>Local Government Act 1995</i> ; <i>Local Government (Financial Management) Regulations 1996</i>	
Disclosure of Interest	Nil	
Purpose of Report	☐ Executive Decision ☒ Legislative Requirement ☐ Information	
Attachments	July 2025 Financial Activity Statement	

Background:

This item presents the Statement of Financial Activity to Council for the period ending 31 July 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 120925

Moved Cr GW Greaves

Seconded Cr GL Boyne

That Council, by Simple Majority, pursuant to Regulation 34 of the *Local Government (Financial Management) Regulations 1996*, receives the statutory Financial Activity Statement report for the period ending 31 July 2025, as presented.

CARRIED 5/0

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

11.2. Monthly Financial Statements

Corporate and Community		
Date	5 September 2025	
Location	Not Applicable	
Responsible Officer	Zac Donovan, Chief Executive Officer	
Author	Lana Foote, Deputy Chief Executive Officer	
Legislation	<i>Local Government Act 1995</i> ; <i>Local Government (Financial Management) Regulations 1996</i>	
Disclosure of Interest	Nil	
Purpose of Report	☐ Executive Decision ☒ Legislative Requirement ☐ Information	
Attachments	August 2025 Financial Activity Statement	

Background:

This item presents the Statement of Financial Activity to Council for the period ending 31 August 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 130925

Moved Cr GL Boyne

Seconded Cr KA Fuchsbichler

That Council, by Simple Majority, pursuant to Regulation 34 of the *Local Government (Financial Management) Regulations 1996*, receives the statutory Financial Activity Statement report for the period ending 31 August 2025, as presented.

CARRIED 5/0
For: Cr JM Stratford, Cr GW Greaves, Cr NJ Chandler, Cr GL Boyne, Cr KA Fuchsbichler

11.3. List of Accounts Paid

Corporate and Community		
Date	9 September 2025	
Location	Not Applicable	
Responsible Officer	Zac Donovan, Chief Executive Officer	
Author	Lana Foote, Deputy Chief Executive Officer	
Legislation	<i>Local Government Act 1995;</i> <i>Local Government (Financial Management) Regulations 1996</i>	
Disclosure of Interest	Nil	
Purpose of Report	☐ Executive Decision ☒ Legislative Requirement ☐ Information	
Attachments	List of Accounts Paid	

Background:

This item presents the List of Accounts Paid, paid under delegated authority, for the period 13 August 2025 to 9 September 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 140925

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 12 August 2025 to 9 September 2025.

Municipal Voucher V103 to V170
Purchase Card Transactions (V155)

Totaling \$ 596,384.11
Totaling \$ 6,887.69
Total \$ 603,271.80

CARRIED 5/0

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

11.4. Adoption of Workforce Plan 2025-2029

Corporate and Community		
Date	12 September 2025	
Location	Not Applicable	
Responsible Officer	Zac Donovan, Chief Executive Officer	
Author	Lana Foote, Deputy Chief Executive Officer	
Legislation	<i>Local Government Act 1995;</i> <i>Local Government (Administration) Regulations 1996</i>	
Disclosure of Interest	Nil	
Purpose of Report	☒ Executive Decision ☒ Legislative Requirement ☐ Information	
Attachments	Draft Workforce Plan 2025-2029	

Background:

It is a requirement of Integrated Planning and Reporting legislation that all Local Governments adopt a Strategic Community Plan (SCP) and Corporate Business Plan (CBP). These key documents are supported by Informing Strategies: the Long-Term Financial Plan, the Asset Management Plan and the Workforce Plan.

Following the desktop review of the Shire's Integrated Strategic Plan (ISP) (incorporating the SCP 2024-2023 and CBP 2024-2027), which was undertaken 2024 and was adopted by Council at the June 2024 Ordinary Council Meeting as per RES: 120624, Staff have undertaken a review of the Shire's Workforce Plan.

The Workforce Plan must be reviewed at least once every four years, and a desktop review should be carried out every two years. This Workforce Plan updates the previous Plan (2022-2025) and is designed to complement the Integrated Strategic Plan.

As with all Local Governments, the Shire of Koorda requires a diverse workforce that encompasses a wide range of occupations, requiring a broad range of skills to ensure that the Shire can deliver on its primary functions including:

- Infrastructure services (e.g. local roads, footpaths, drainage, waste collection and management).
- Provision and administration of community and recreation facilities.
- Community services.
- Building services.
- Planning and development approvals.

The Workforce Plan is intended to enhance the capacity of the Shire's workforce to meet community needs by ensuring the organisation has the required staff, capabilities and resources to ensure sustainable service delivery now and into the future.

The Workforce Plan takes into account elements of the ISP. It also examines potential external influences over workforce supply and demand. All staff costs are reflected in the annual budget and draft Strategic Resourcing Plan, which will be tabled at a future Council Meeting for consideration. This includes wages, worker's compensation, superannuation and training costs, and is a recognition of the workforce required to achieve the objectives set out in the ISP.

Comment:

Workforce planning is a term used to describe the planning process undertaken to ensure an organisation has the right people, with the right skills, at the right time. It is a process that documents the directions in which a work area is heading and provides a tool for making human resources now and into the future.

The Workforce Plan 2025-2029 has been developed over the past several months and has involved consultation with all staff by way of a 'Workforce Engagement and Planning' survey. 14 out of 24 staff members completed the survey.

Consultation:

Executive Management Team
Staff

Statutory Implications:

All Local Governments are required to produce a plan for the future under S5.56 (1) of the Local Government Act 1995.

The Local Government (Administration) Regulations 1996 provide a brief outline of the minimum requirements to meet this obligation, which includes the development of a strategic community plan and a corporate business plan.

The Workforce Plan is a legislative requirement and forms part of the informing strategies of Council's Integrated Strategic Planning. The Workforce Plan is subsequently developed factoring in the information and direction set out in Council's other plans, being the following:

- Strategic Community Plan
- Long-Term Financial Plan
- Asset Management Plan
- Forward Capital Works Plan
- Risk Management Plan

It is a legislative requirement to review the Workforce Plan every four years, with a desktop review every two years.

Policy Implications:

There are various Workforce policies; however, not a policy specific to Workforce Plans.

Strategic Implications:

Shire of Koorda Integrated Strategic Plan 2024

4.1 - Open and transparent leadership.

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

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

Risk Implications:

Risk Profiling Theme	Employment Practices
Risk Category	Reputational & Legislative
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 & Legislation
Action (Treatment)	Nil
Risk Rating (after treatment)	Adequate

Financial Implications:

There are nil financial implications for this report; however, wages and other workforce costs (e.g, allowances, personal protective equipment, training etc.) are accounted for in Council's annual budget.

Voting Requirements:

☒ Simple Majority ☐ Absolute Majority

**Officer Recommendation
Resolution 150925**

Moved Cr GL Boyne

Seconded Cr KA Fuchsbichler

That Council adopts the Shire of Koorda's Workforce Plan 2025-2029, as presented.

CARRIED 5/0

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

12. OFFICER'S REPORTS – GOVERNANCE & COMPLIANCE

The following Councillor has disclosed an interest in item 12.1 – Cadoux-Koorda Road, Badgerin Rock – Proposed Subdivision.

Cr KA Fuchsbichler

Proximity – lease and farm land near that covered by Applications 201585 and 201578 which is covered by the agenda item.

5.39pm – Cr KA Fuchsbichler withdrew from the chambers.

12.1. Cadoux-Koorda Road, Badgerin Rock – Proposed Subdivision

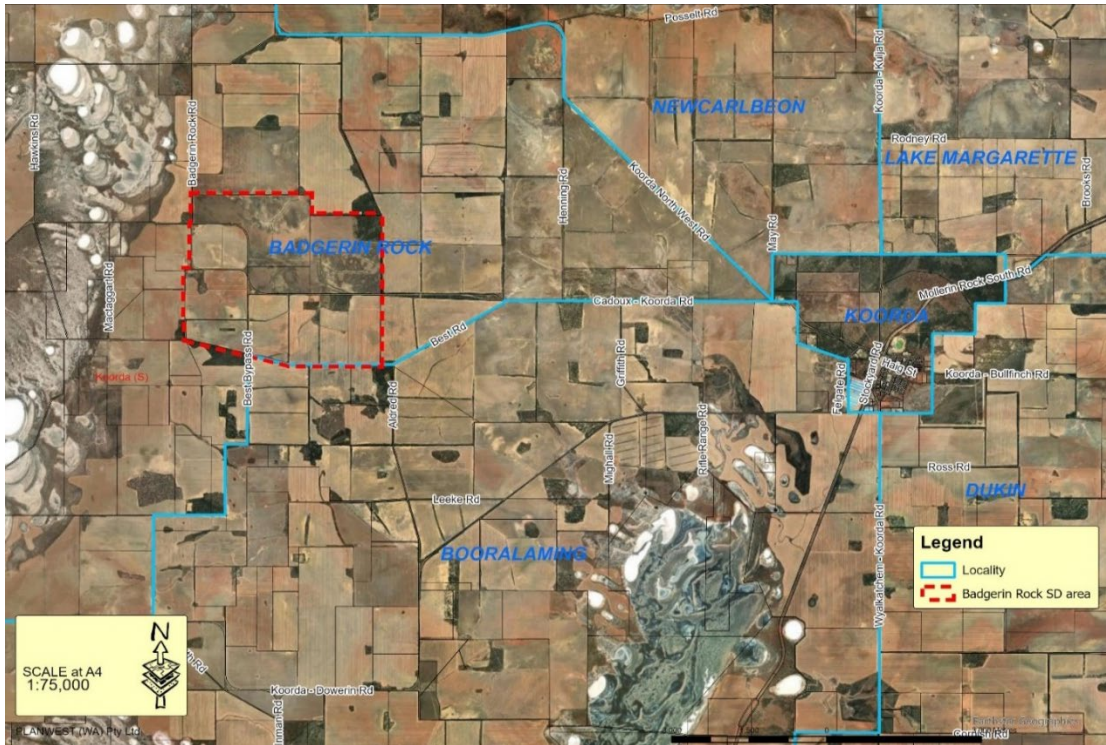
Governance and Compliance		
Date	26 August 2025	
Location	Lots 693, 2357, 15056, 20312, and 20950 Cadoux-Koorda Road, BADGERIN ROCK	
Responsible Officer	Zac Donovan, Chief Executive Officer	
Author	Paul Bashall, Planwest Planning Consultant	
Legislation	<i>Shire of Koorda Local Planning Scheme No 3</i>	
Disclosure of Interest	Nil	
Purpose of Report	☐ Executive Decision ☒ Legislative Requirement ☐ Information	
Attachments	Subdivision (SD) application (Ref: 202091) Subdivision Subject Lots	

Background:

The WA Planning Commission has referred a proposed subdivision (Ref: 202091) of Lots 693, 2357, 15056, 20312, and 20950 Cadoux-Koorda Road, **BADGERIN ROCK** to the Council for comment. The application involves 5 existing lots and proposes to rearrange lot boundaries to create 4 new lots. This better reflects land management by avoiding having lots straddling both sides of Cadoux-Koorda and Best Bypass Roads. The existing lot sizes range from 62ha to 4663ha with the proposed new lots ranging from 217ha to 351ha. A response to the Commission is due by 1st October 2025.

The proposed subdivision area is located about 10 kilometres west of Koorda townsite as shown in **Figure 1** below.

FIGURE 1 – LOCATION PLAN



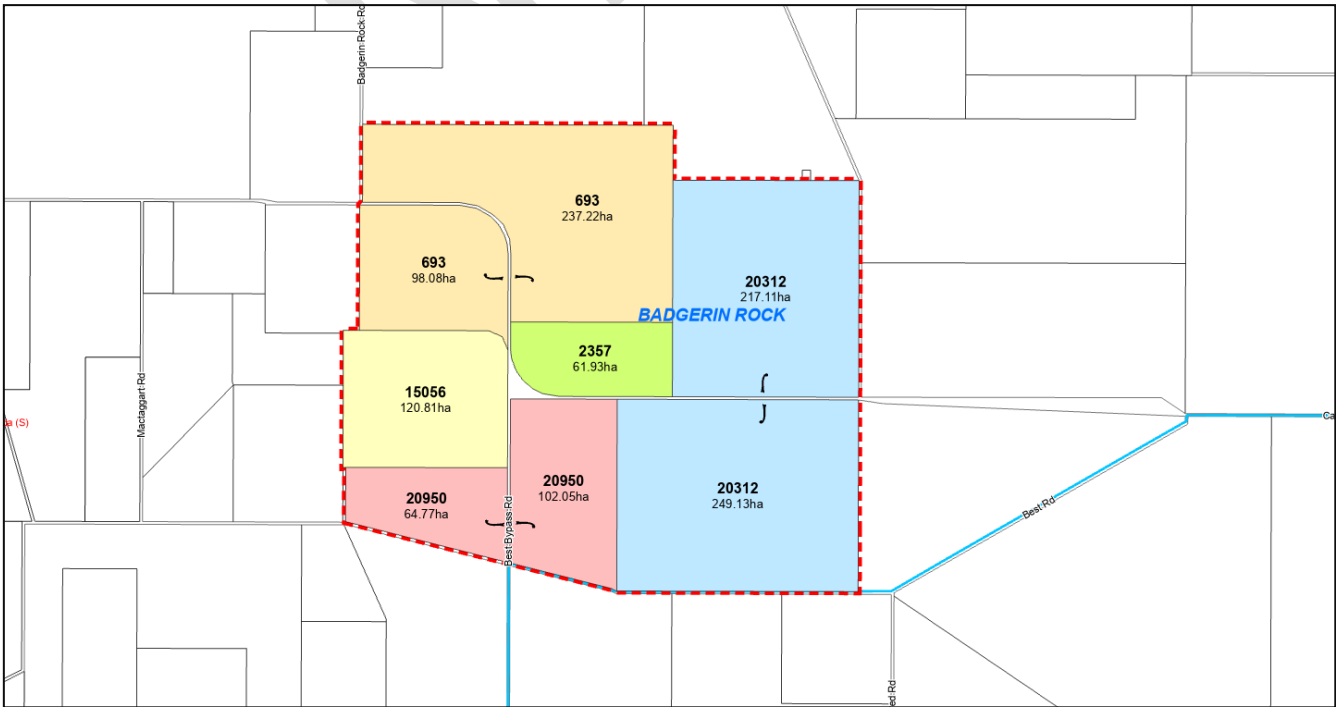
Source: Planwest, ESRI, Landgate

The application has also been referred to DBCA – Wheatbelt, Water Corporation, and Western Power. The application indicates that there are no buildings or structures on the subject land, and no additional lots are to be created.

Proposal:

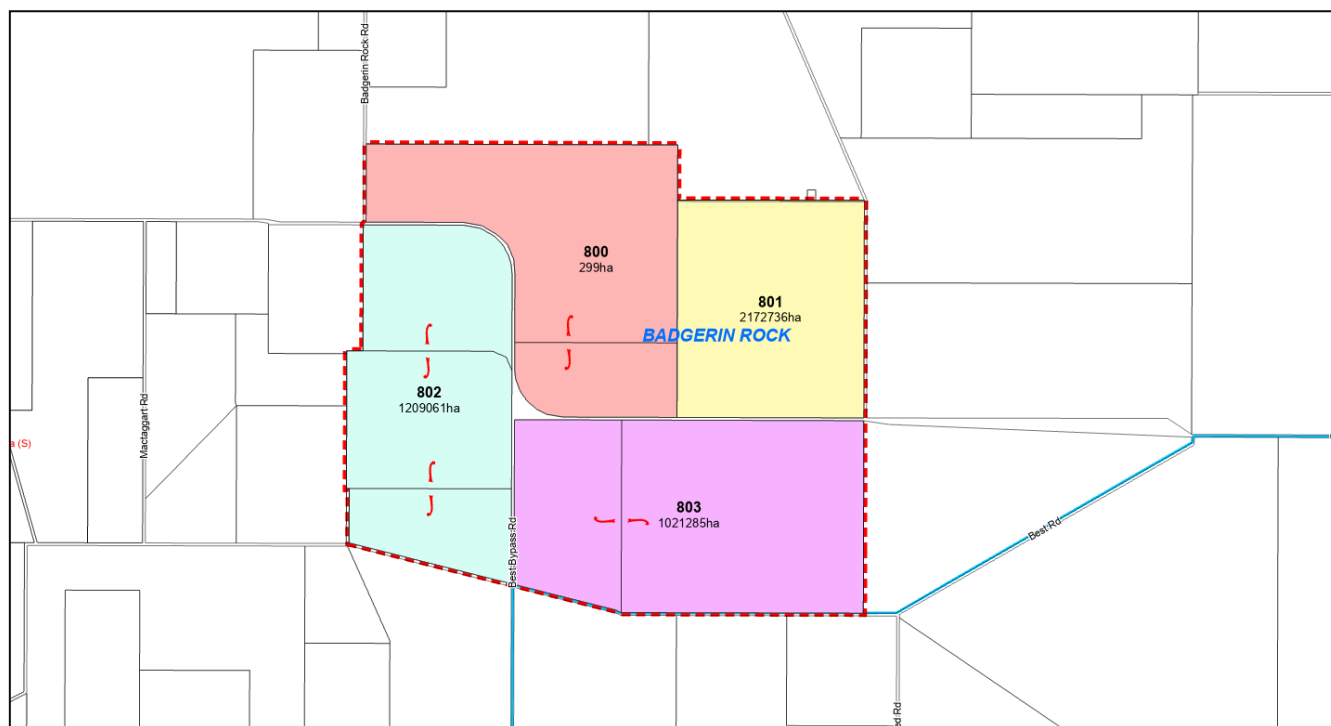
Figure 2 shows an enlargement of the subdivision area and the configuration of the existing lots and how Cadoux-Koorda Road currently dissects Lots 693 and 20312, and Best Bypass Road dissects Lot 20950. Figure 3 shows the new lot design. The subdivision does not involve any development that requires the Council’s expenditure.

FIGURE 2 – EXISTING LOT CONFIGURATION



Source: Planwest, ESRI, Landgate

FIGURE 3 – PROPOSED LOT CONFIGURATION



Source: Planwest, ESRI, Landgate

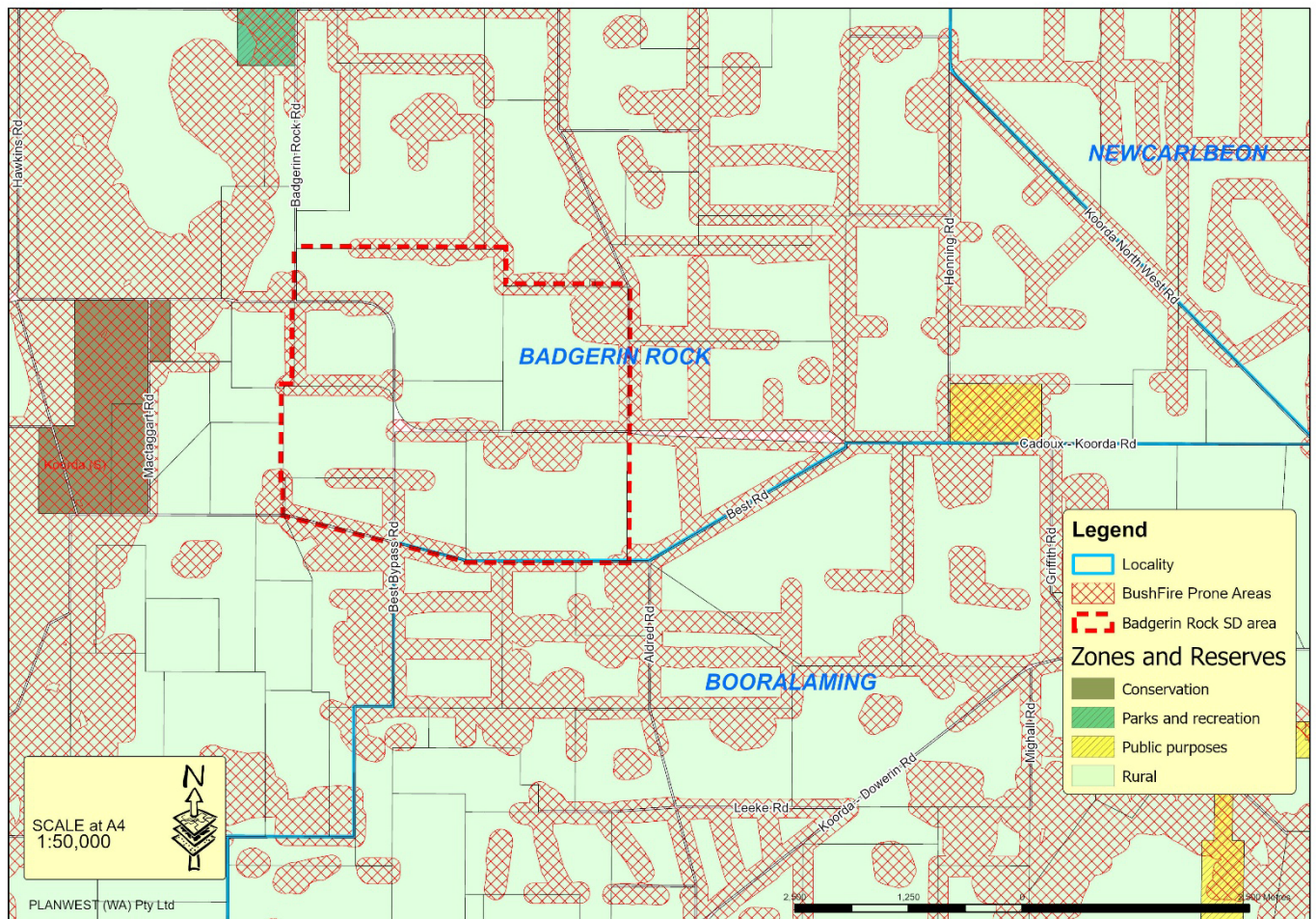
Consultation:

Zac Donovan, Chief Executive Officer
Lana Foote, Deputy Chief Executive Officer
Department of Planning, Lands & Heritage

Statutory Implications:

The land is zoned Rural in the Shire of Koorda Local Planning Scheme No 3 (the Scheme) - an extract of which is shown in **Figure 4**. The Scheme was gazetted in December 2014 and has one amendment completed in 2020. The subdivision area is affected by the Bushfire Prone mapping, however, as there is no new development proposed, a Bushfire Attack Level or a Bushfire Management Plan is not considered necessary.

FIGURE 4 – EXTRACT FROM THE SCHEME 3



Policy Implications:

Nil

Strategic Implications:

Shire of Koorda Integrated Strategic Plan 2024

2.1.1 - Review planning framework and scheme to ensure contemporary and compliant and engage community and business input to confirm will meet needs and expectations of stakeholders.

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)	Planning Scheme & Planning Consultant
Action (Treatment)	Nil
Risk Rating (after treatment)	Adequate

Financial Implications:

Nil

Conclusion:

The Commission is responsible for determining all subdivision applications in the State.

It is recommended that Council supports the application, raising no objections or conditions as,

- The subdivision proposal simply seeks to rearrange existing lot boundaries without creating additional lots.
- Because there is no new development, a BAL (Bushfire Attack Level) or a BMP (Bushfire Management Plan) should not be required. Any future development may require the Council's assessment of a fresh DA (Development Approval) application at which time a BAL or BMP may be necessary.
- Fire breaks will automatically apply to new boundaries.

Voting Requirements: ☒ Simple Majority ☐ Absolute Majority

Officer Recommendation

Resolution 160925

Moved Cr GL Boyne

Seconded Cr GW Greaves

That Council:

1. Supports the subdivision application (Ref: 202091) of Lots 693, 2357, 15056, 20312, and 20950 Cadoux-Koorda Road, BADGERIN ROCK as outlined in the application to the WA Planning Commission, and
2. Advises the WA Planning Commission that it has no objections to the proposed subdivision and has no conditions to impose on the proposal.

CARRIED 4/0

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

5.42pm - Cr KA Fuchsbichler re-entered the chambers.

5.42pm – SUSPEND STANDING ORDERS
Resolution 170925

Moved Cr GW Greaves

Seconded Cr GL Boyne

That standing orders be suspended to discuss item 12.2. Review of Policy: F- Corporate Purchasing Cards V1.0.

CARRIED 5/0

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

5.49pm – Mr Bruce Moore withdrew from the chambers.

5.50pm – Mr Bruce Moore returned to the chambers.

5.50pm – RESUMPTION OF STANDING ORDERS
Resolution 180925

Moved Cr GL Boyne

Seconded Cr GW Greaves

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

12.2. Review of Policy: F- Corporate Purchasing Cards V1.0

Governance and Compliance		
Date	10 July 2025	
Location	Not Applicable	
Responsible Officer	Zac Donovan, Chief Executive Officer	
Author	Lana Foote, Deputy Chief Executive Officer	
Legislation	<i>Local Government Act 1995;</i> <i>Local Government (Financial Management) Regulations 1996</i>	
Disclosure of Interest	Nil	
Purpose of Report	☐ Executive Decision ☒ Legislative Requirement ☐ Information	
Attachments	F - Corporate Purchasing Cards V1.0	

Background:

As per Policy F – Corporate Purchasing Cards V1.0, the below currently applies for the Shire of Koorda;

Corporate Credit Card Authorised Users and Limits

The Shire of Koorda has one (1) credit card facility, with three (3) individually identifiable purchase cards attached.

Credit Cards are held by:

- 1. Chief Executive Officer,*
- 2. Deputy Chief Executive Officer, and*
- 3. Works Supervisor.*

The Shire's corporate credit card facility shall not exceed \$10,000. This overall limit can only be increased by Council Resolution.

Comment:

Currently, each authorised officer has an individual transaction limit of \$10,000. However, as the credit card facility is shared among officers, the total combined limit is also capped at \$10,000. This shared cap has resulted in the facility reaching its maximum on multiple occasions over the past year, thereby hindering the ability to make necessary purchases in a timely manner.

In accordance with Council policy, any increase to the credit card facility must be approved by Council Resolution. It is therefore requested that the overall credit card facility limit be increased to \$30,000. This adjustment will allow each authorised officer to access up to \$10,000 independently, ensuring operational efficiency and reducing delays in procurement.

Consultation:

Zac Donovan, Chief Executive Officer

Statutory Implications:

Local Government Act 1995 – Section 2.7 (2)(a) and (b)

Local Government Act 1995 – Section 6.5(a)

Local Government (Financial Management) Regulations 1996 –11

Local Government (Financial Management) Regulations 1996 – 13 & 13A

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	Purchasing and Supply
Risk Category	Service Interruption
Risk Description	No material service interruption
Consequence Rating	Insignificant (1)
Likelihood Rating	Rare (1)
Risk Matrix Rating	Low (1)
Key Controls (in place)	Policies, Financial Management Framework and Legislation
Action (Treatment)	Nil
Risk Rating (after treatment)	Adequate

Financial Implications:

Nil

Voting Requirements:

☒ Simple Majority ☐ Absolute Majority

Officer Recommendation

Moved

Seconded

That Council approve the update to Policy “F - Corporate Purchasing Cards V1.0” to increase the Shire of Koorda Credit Card Facility to \$30,000.

**ALTERNATIVE MOTION
Resolution 190925**

Moved: Cr GW Greaves

Seconded Cr JM Stratford

That Council approve the update to Policy “F - Corporate Purchasing Cards V1.0” to increase the Shire of Koorda Credit Card Facility to \$20,000.

**\$15,000 – CEO/DCEO
\$5,000 – Works Supervisor**

CARRIED 5/0

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

CONFIDENTIAL

12.3. Audit Chair Appointment

Governance and Compliance		
Date	8 September, 2025	
Location	Shire of Koorda	
Responsible Officer	Zac Donovan, Chief Executive Officer	
Author	As above	
Legislation	Local Government Act 1995	
Disclosure of Interest	Nil	
Purpose of Report	☒ Executive Decision ☐ Legislative Requirement ☐ Information	
Attachments	Resume R.J. Back	

Background:

As part of reforms to the governance of Local Government, all councils have needed to appoint the presiding members for each committee by an absolute majority – rather than elected by the committee only – which the Shire completed at the 19 February Ordinary Council Meeting.

The next tranche of the reforms includes the renaming of Audit and Risk Committees as Audit, Risk and Improvement Committee and the appointment of two independent members of which one must be the chair or presiding member of the committee, with the second to deputise as required.

The legislative amendments requiring the latest reforms are not yet proclaimed but scheduled to occur after the Local Government elections (18 October). The WA Local Government Association anticipates this may be delayed however as the sector is yet to be consulted on draft regulations.

In addition, once the amendments are proclaimed, Local Governments will have six months to appoint an independent presiding member, and independent deputy of the presiding member, who is only to attend the committee meeting if the independent presiding member is unable to attend.

Neither of the independent appointees can be an elected member of any Local Government. Though in the event that neither of the independent members are available to attend the Audit, Risk and Improvement Committee, then the committee members present “are to choose one of themselves to preside at the meeting” (Section 5.14 of the Act).

Consequently, the purpose of this item is to assist Council to prepare by presenting an option for an independent chair for the Audit and Risk Committee, formalise the change of name of the committee; and prompt consideration of an additional independent member to be identified from the community.

Comment:

While the relevant amendments and regulations are yet to be proclaimed, and the Shire will have six months to comply, it remains prudent that Council consider these matters given the limited availability of suitable candidates, which is exacerbated due to the Shire’s likely additional requirement for travel.

As mentioned, the item will address the need to change the committee’s name; the appointment of both an independent committee chair and deputy; and the remuneration level per meeting.

The pending requirement to change the name of the Shire's existing Audit and Risk Committee to the Audit, Risk and Improvement Committee is simply achieved by Council endorsing the change and as such it is included in the proposed officer recommendation for the item.

Regarding the selection of an independent deputy presiding member, it is proposed that Council consider individuals within the community to nominate, discussion of which be deferred to the in-camera council information forum, with a preferred candidate to be approached and, if in agreeance, presented for endorsement at the next most convenient Ordinary Council Meeting.

It is proposed that a member of the Koorda community be preferred for the independent deputy presiding member, so that they are readily available to attend the committee if required. As explained earlier, under the proposed new committee structure, the deputy would only attend the meeting in the absence of the independent committee chair and having a local deputy would better facilitate attendance in the event of a late or unforeseen withdrawal by the independent chair.

For the appointment of an independent chair for the Audit, Risk and Improvement Committee, the item proposes Council endorse Mr Ron Back who is highly qualified with extensive experience in Local Government finances and reporting. In discussions with the CEO, Mr Back has agreed to the role of the independent presiding member, should Council support the recommendation.

Mr Back's resume is attached. In summary, Mr Back holds a Bachelor of Commerce (UWA) and is a Certified Practicing Accountant with experience in the finance sector (3 years with Commonwealth Bank) and as an auditor (7 years with the federal Office of the Auditor General) prior to working in Local Government (15 years as accountant and then treasurer for the City of Perth).

Since leaving the City of Perth in 1994, Mr Back has advised to state and local governments on financial compliance and strategic development; provided sector training; served on numerous boards and technical advisory groups; presented to various sector inquiries including structural reform and boundary adjustments; and presented at dozens on forums and conferences.

Regularly Mr Back has been appointed to redress operational and financial issues at various Local Governments which have included the City of South Perth, City of Canning, Shire of Augusta-Margaret River and Shire of Dowerin and most recently the Shire of Coolgardie. He also was part of the advisory group to the State Government in defining the Local Government Financial Indicator.

Regarding remuneration, the Salary and Allowance Tribunal determination (sec. 6.4) in effect from 1 July 2025, sets out that all Local Governments, irrespective of Band allocation, can offer a meeting fee of up to \$450, dependent on circumstances and the candidate's skills and experience.

The meeting fees first proposed were scaled as per Local Government Bands (descending from the Band 1 rate) however it was determined that a lower rate for Band 4 Local Governments would be problematic in being smaller (with less in-house expertise) and many remote (requiring travel) and that a lower fee would provide a greater challenge to find suitable candidates.

Given the distance from the Shire to the metropolitan area (where Mr Back is based), the CEO has discussed the potential for Mr Back to chair the committee remotely but attend at least one of the four meetings in person each year. Mr Back has stated he is supportive of such an arrangement.

It is for Council to decide the requirements of the independent chair as per any combination of in-person or remote attendance and the remuneration applicable. However, given the travel component it is proposed that the Shire offer Mr Back the \$450 meeting fee for in-person attendance and \$300 for

remote attendance for a total cost to the Shire of \$1350 per annum. The higher fee for the in-person meeting is in recognition of the 5 to 6 hours travel time and costs. The Shire would also likely need to forego overnight accommodation costs for in-person meetings.

For the Deputy Chair (when required) it is proposed the meeting fee be set at \$300 per in person meeting as it is proposed to engage a community member who would have limited comparative travel time and costs and likely lesser direct experience in Local Government finance and governance.

Consultation:

Lyn Fogg, Senior Governance Specialist, WALGA

Statutory Implications:

Local Government Act 1995

Policy Implications:

G – Legislative Compliance V1.0

Strategic Implications:

Shire of Koorda Integrated Strategic Plan 2024

4.1 – Open and transparent leadership

Risk Implications:

Risk Profiling Theme	The shire is unable to secure independent committee chair or deputy
Risk Category	Compliance
Risk Description	Establishing positions are required under next tranche of LG reforms
Consequence Rating	Moderate (3)
Likelihood Rating	Unlikely (2)
Risk Matrix Rating	Moderate (6)
Key Controls (in place)	Proactive well in advance of implementation requirement
Action (Treatment)	Ongoing discussions
Risk Rating (after treatment)	Effective

Financial Implications:

As proposed an additional \$1350 per annum in sitting fees.

Voting Requirements: ☐ Simple Majority ☒ Absolute Majority

**Officer Recommendation:
Resolution 200925**

Moved Cr JM Stratford

Seconded Cr GL Boyne

That Council:

- i). Changes the name of the Shire of Koorda Audit and Risk Committee to the Shire of Koorda Audit, Risk and Improvement Committee.
- ii). Directs the CEO to consult with the President to secure an independent Deputy Chair for the Audit, Risk and Improvement Committee who is a resident of the Shire of Koorda and from a list identified from Council Information Forum discussions.
- iii). Sets remuneration for the Deputy Chair position be at \$450 per meeting with meetings to be chaired in-person.
- iv). Appoints Mr Ron Back as Independent Chair of the Audit, Risk and Improvement Committee, with remuneration of \$450 per meeting attendance, with a travel allowance (in line with Council) and accommodation support if required for in-person meeting attendance.

CARRIED BY ABSOLUTE MAJORITY 5/0

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

13. OFFICER'S REPORTS – WORKS & ASSETS

13.1 MRWA RAV Proposal

Item brought forward in the agenda to follow 6.

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 Council Elect Harrap & Moore for their attendance at the meeting and declared the meeting closed at 5.57pm.

Signed: Stratford

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

Date: 15 October 2025