



*Shire of*  
**Koorda**

*Drive in, stay awhile*

# AGENDA

## Ordinary Council Meeting

To be held in Shire of Koorda Council Chambers

10 Haig Street, Koorda WA 6475

Wednesday 24 June 2026

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, 24 June 2026 in the Shire of Koorda Council Chambers, 10 Haig Street, Koorda.

The format of the day will be:

4:00pm	Audit, Risk & Improvement Committee Meeting
5.00pm	Council Meeting
Following conclusion of Council Meeting	Council Forum

Zac Donovan  
Chief Executive Officer  
17 June 2026

## DISCLAIMER

No responsibility whatsoever is implied or accepted by the Shire of Koorda for any act, omission or statement or intimation occurring during Council or Committee meetings.

The Shire of Koorda disclaims any liability for any loss whatsoever and howsoever caused arising out of reliance by any person or legal entity on any such act, omission or statement or intimation occurring during Council or Committee meetings.


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

In particular and without derogating in any way from the broad disclaimer above, in any discussion regarding any planning application or application for a license, and statement or intimation of approval made by a member or officer of the Shire of Koorda during the course of any meeting is not intended to be and is not to be taken as notice of approval from the Shire of Koorda.

The Shire of Koorda warns that anyone who has any application lodged with the Shire of Koorda must obtain and should only rely on **written confirmation** of the outcome of the application, and any conditions attaching to the decision made by the Shire of Koorda in respect of the application.

To be read aloud if any member of the public is present.

Signed



Zac Donovan  
Chief Executive Officer

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**Shire of Koorda  
Ordinary Council Meeting  
5.00pm, Wednesday 24 June 2026**



**1. Declaration of Opening**

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

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

**Councillors:**

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

**Staff:**

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

**Members of the Public:**

**Apologies:**

**Visitors:**

**Approved Leave of Absence:**

**3. Public Question Time**

**4. Disclosure of Interest**

**5. Applications for Leave of Absence**

**6. Petitions and Presentations**

## 7. Confirmation of Minutes from Previous Meetings

### 7.1. Ordinary Council Meeting held on 20 May 2026

[Click here](#) to view the May 2026 Ordinary Council Meeting Minutes

**Voting Requirements**     Simple Majority     Absolute Majority

#### Officer Recommendation

That, in accordance with Sections 5.22(2) and 3.18 of the *Local Government Act 1995*, the Minutes of the Ordinary Council Meeting held 20 May 2026, as presented, be confirmed as a true and correct record of proceedings.

## 8. Minutes of Committee Meetings to be Received

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

- a. Works Committee Meeting Minutes for meeting held on 20 May 2026  
[Click here](#) to view the May 2026 Works Committee Meeting Minutes

**Voting Requirements**     Simple Majority     Absolute Majority


#### Officer Recommendation

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

- a. Works Committee Meeting, 20 May 2026

## 9. Recommendations from Committee Meetings for Council Consideration

### 9.1. Quarterly Reporting of Integrated Strategic Plan and Workforce Plan

<b>Governance and Compliance</b>		
<b>Date</b>	12 June 2026	
<b>Location</b>	Not Applicable	
<b>Responsible Officer</b>	Zac Donovan, Chief Executive Officer	
<b>Author</b>	Zac Donovan, Chief Executive Officer	
<b>Legislation</b>	<i>Local Government Act 1995;</i> <i>Local Government (Administration) Regulations 1996</i>	
<b>Disclosure of Interest</b>	Nil	
<b>Purpose of Report</b>	<input type="checkbox"/> Executive Decision <input checked="" type="checkbox"/> Legislative Requirement <input checked="" type="checkbox"/> Information	
<b>Attachments</b>	<a href="#">Quarterly Scorecard – June 2026</a>	

#### 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.

Community consultation has been completed to update the Strategic Community Plan, as a major review is due in 2026. It is anticipated that the plan will be drafted for consideration along with the 2026/2027 draft budget cycle.

#### 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

#### 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**

**That Council:**

- 1. Adopts the quarterly reporting documents to June 2026 as attached to this item; and**
- 2. Endorses the publication of the Integrated Strategic Plan and Workforce Plan components for community information.**

## 9.2 Action on Review of Financial Management, Risk Management, Legislative Compliance and Internal Controls

<b>Governance and Compliance</b>		
<b>Date</b>	12 March 2026	
<b>Location</b>	Not Applicable	
<b>Responsible Officer</b>	Zac Donovan, Chief Executive Officer	
<b>Author</b>	Zac Donovan, Chief Executive Officer	
<b>Legislation</b>	<i>Local Government Act 1995</i> <i>Local Government (Audit) Regulations 1996 Regulation 17</i> <i>Local Government Regulations Amendment Regulations (No. 4) 2025</i>	
<b>Disclosure of Interest</b>	Nil	
<b>Purpose of Report</b>	<input checked="" type="checkbox"/> Executive Decision <input checked="" type="checkbox"/> Legislative Requirement <input type="checkbox"/> Information	
<b>Attachments</b>	<a href="#">2026.06 Update - AR17 &amp; FMR Report</a>	

### Background:

The Shire of Koorda ARIC meeting of 18 March 2026 was presented the Report to the CEO from consultancy Moore Australia for consideration. The report detailed the initial findings of the review of the Shire's systems and procedures for financial management, legislative compliance and risk management, as per the *Local Government (Audit) Regulations 1996 Regulation 17*

Under amendments to the *Local Government (Audit) Regulations 1996 Regulation 17*, as part of reforms to the Local Government Act 1995, the review includes the previous financial management review (under Financial Management Regulation 5) so the financial management system reviews are now undertaken as part of the broader Regulation 17 review.

The March ARIC meeting requested the CEO to redress any omissions or errors in the report with Moore Australia so to prepare an action plan for the committee to consider at this meeting (17 June 2026), and to identify any additional resources required to complete the plan within the review period.

The following item intends to update the ARIC on the Moore Report to the CEO and the implementation plan to redress issues raised including recognition of those items completed.

### Comment:

In developing the plan to redress the matters raised, there were several points questioned by the AIRC chair, committee and staff which first required clarification. These matters are tabled I the following, outlining the issue raised and the clarification provided:

SECTION	COMPONENT	ISSUE RAISED	CLARIFICATION
4.2.3	Elected Member Entitlements	Changes to Local Government Act 1995 to limit insurance entailments may not be reflected in shire policy.	Confirmation that LGIS update on cover with insurance renewals will provide basis to review policy.
4.2.4	Donations and Requests to Waiver fees	Budget does not address considerations for waiving fees and charges for community groups.	Recognition that all delegations are reported to Council. Statutory budget needs to disclose information in notes.

<b>5.2.1</b>	Risk Management Procedures	Observed differing levels of awareness of risk management procedures, particularly with depot and maintenance staff.	Anticipated to be redressed with Tier 2 Work Health and Safety review in development and scheduled to be completed October 2026.
<b>5.2.4/5</b>	Segregation of Duties and Internal Controls	Concern that individuals were able to be involved in multiple steps of various processes.	Primarily related to IT controls which do not allow for segregation of duties but mitigated by detective controls.
<b>5.2.7</b>	Access to Shire Facilities	Requested clarification as to facilities for which access controls are problematic.	Concerns were over; - unrestricted access to the landfill site by residents and others - library door to office is not restricted - cash drawer is not locked
<b>5.2.17</b>	Trust Fund	Legislation requires separate trust bank account to be maintained.	Shire does not use trust account and needs to require bank not to close account.
<b>5.2.31</b>	Independent Member Committee Meeting Attendance Fees	SAT determination, post Shire of Koorda AIRC chair appointment, required Council resolves fee paid represents value for money.	To be redressed with note to budget fees and charges to be adopted by Council.
<b>6.4.1</b>	Official Complaints Register and Record of Information about Conduct	Legislative changes require complaints register to be maintained of shire website.	As Shire did not have complaints to record, queried if register required. Even if no complaints still required to have register on website.

In all there are 73 areas identified for redress by the Shire of which 26 have been ranked as a high priority. The distribution of the components categorised as high risk were distributed as follows:

- Operational and Financial Procedures 14 actions to be prioritised out of 33 identified
- Strategic and Operational Plans 5 to be prioritised from 6 identified
- Council and AIRC had 1 priority of 4 identified
- Strategic and Operational Registers 2 priorities of the 8 identified
- Policies had 2 priority actions of the 12 identified
- Complaint Handling had 1 priority of 2 identified
- Audit Practices had 1 priority risk of 3 identified
- Human Resource Management had only 3 medium risks, and
- Insurance had 2 medium risks identified.

In redressing the developing an action plan to redress the 73 matters raised in the review, priority is afforded to the 26 areas of highest risk, but not without recognising opportunities to remove medium identified risks as part of normal business operations and reporting.

To this end, since the Report to the CEO was provided by Moore Australia (prior to the March AIRC meeting), action has been taken on almost 60% of the 73 matters raised with 22 completed, 10 almost complete and 10 more having commenced.

The summary of actions completed and initiated is attached for consideration by the AIRC. It is intended to for the CEO and Deputy CEO to work through the remaining 65 points to complete prior to the next scheduled review in 2030 with priority given to those with higher risk to the organisation.

It is anticipated that this timeframe can be completed without additional resources being allocated to the task and create an additional financial burden for the shire budget and ratepayers.

**Consultation:**

Lana Foote, Deputy Chief Executive Officer  
Darren West, Works Supervisor  
Tanya Browning, Director, Moore Australia (WA)

**Statutory Implications:**

*Local Government (Audit) Regulations 1996 Regulation 17*  
*Local Government Regulations Amendment Regulations (No. 4) 2025*

**Policy Implications:**

G - Legislative Compliance V1.0  
G - Risk management V1.0

**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 (4)
<b>Key Controls (in place)</b>	Local Government Act and regulations
<b>Action (Treatment)</b>	Progression of risk management activities as identified
<b>Risk Rating (after treatment)</b>	Effective

**Financial Implications:**

The review was included in the 2025/2026 budget. It isn't anticipated that any recommended improvements at this stage still incur any additional costs to allocations within the operating budget.


**Voting Requirements:**     Simple Majority     Absolute Majority

**Committee Recommendation**

**That Council:**

- 1. Endorses the Progress Report as presented to redress the matters identified to do with the appropriateness and effectiveness of systems and procedures of the Shire.**
- 2. Requests the CEO to report back on progress of actions achieved at each quarterly AIRC meeting.**

### 9.3. Review of Shire of Koorda Business Continuity and Disaster Recovery Plan

<b>Governance and Compliance</b>		
<b>Date</b>	12 June 2026	
<b>Location</b>	Not Applicable	
<b>Responsible Officer</b>	Zac Donovan, Chief Executive Officer	
<b>Author</b>	Lana Foote, Deputy Chief Executive Officer	
<b>Legislation</b>	<i>Local Government Act 1995; Local Government (Audit) Regulations 1996, AS/NZS ISO 31000:2018</i>	
<b>Disclosure of Interest</b>	Nil	
<b>Purpose of Report</b>	<input checked="" type="checkbox"/> Executive Decision <input type="checkbox"/> Legislative Requirement <input type="checkbox"/> Information	
<b>Attachments</b>	<a href="#">Koorda Business Continuity and Disaster Recovery Plan V2.0 2026</a>	

#### Background:

The Business Continuity and Disaster Recovery Plan (BC&DRP) was originally adopted in 2024 and is now due for review, as part of the Shire’s commitment to ensuring plans remain current, effective, and aligned with organisational and legislative requirements.

This review represents a scheduled update after two (2) years since adoption, and incorporates lessons learned, improved practices, and alignment with updated policies and risk management approaches.

#### Comment:

The Shire of Koorda Business Continuity and Disaster Recovery Plan (BC&DRP) aims to ensure the continuity of business operations with minimal disruption in the event of an incident or disaster. Without such a plan, the Shire may face significant challenges managing an incident effectively, particularly in circumstances where timely, coordinated decision-making is critical.

As highlighted within the attached DRAFT V2.0 BC&DRP, this updated version of the BC&DRP introduces several key improvements to strengthen the Shire’s preparedness, response, and recovery capability, including:

- Implementation of a Business Impact Analysis (BIA) to formally identify critical business functions and define recovery priorities, including Recovery Time Objectives (RTO) and Recovery Point Objectives (RPO),
- Enhanced IT Systems and Cyber Incident Response framework, aligned with the Shire’s Cyber Security and Data Breach Response Policy, including integration of the Data Breach Response Team and structured response process,
- Expanded scenario-specific checklists, particularly for loss of IT and cyber incidents, to improve operational response clarity during incidents,
- Inclusion of remote work capability considerations to support continuity of operations during disruptions,
- Strengthened supplier continuity planning, identifying key dependencies and backup arrangements,
- Formalised testing and exercising program, including tabletop exercises, simulation exercises, and IT disaster recovery testing, and
- Improved review and continuous improvement framework, including post-incident debriefs and ongoing plan updates.

Through these enhancements, the Plan provides a more structured, practical, and comprehensive approach to business continuity and disaster recovery planning. The updated BC&DRP better equips the Shire to minimise the impact of disruptive events, maintain critical services, and support the community during and following an incident.

It is recommended that Council adopt the updated Business Continuity and Disaster Recovery Plan Version 2.0.

**Consultation:**

Zac Donovan, Chief Executive Officer  
Darren West, Works Supervisor  
Administration Staff

**Statutory Implications:**

Regulation 17 of the Local Government (Audit) Regulations 1996 requires the CEO to review the appropriateness and effectiveness of a local government's systems and procedures in relation to risk management, internal control and legislative compliance.

The BC&DRP is an informing plan to these systems and procedures.

**Policy Implications:**

Policy "G - Risk Management"  
Policy "G - Cyber Security and Data Breach Response"  
Risk Management Framework

**Strategic Implications:**

Shire of Koorda Integrated Strategic Plan 2024

1.3 - Emergency services are supported with effective planning, risk mitigation, response, and recovery.

2.1.2 - Develop continuity plans for power and telecommunications infrastructure and advocate requirements with other levels of government and regional stakeholders as required.

4.1 - Open and Transparent Leadership.

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

**Risk Implications:**

The BC&DRP provides a structured approach to business continuity and disaster recovery. Through the provision of preventative measures and recovery procedures, the impact of any potential disaster may be significantly reduced.

**Financial Implications:**

There were no financial implications for this process as the BC&DRP has been developed in-house. The actions included in the BC&DRP will have financial implications to Council, however these are unknown and will depend on the scenario in which the BC&DRP is to be put into effect.

**Committee Recommendation**


**That, in accordance with Regulation 17 of the *Local Government (Audit) Regulations 1996*, the Audit, Risk & Improvement Committee recommends;**

**That Council receives and adopts the reviewed Business Continuity and Disaster Recovery Plan V2.0 2026, as presented and attached to this item.**

## 10. Announcements by the President without Discussion

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

### 11.1. Monthly Financial Statements

<b>Corporate and Community</b>		
<b>Date</b>	11 June 2026	
<b>Location</b>	Not Applicable	
<b>Responsible Officer</b>	Zac Donovan, Chief Executive Officer	
<b>Author</b>	Lana Foote, Deputy Chief Executive Officer	
<b>Legislation</b>	<i>Local Government Act 1995;</i> <i>Local Government (Financial Management) Regulations 1996</i>	
<b>Disclosure of Interest</b>	Nil	
<b>Purpose of Report</b>	<input type="checkbox"/> Executive Decision <input checked="" type="checkbox"/> Legislative Requirement <input type="checkbox"/> Information	
<b>Attachments</b>	<a href="#">May 2026 Financial Activity Statement</a>	

#### **Background:**

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

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

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

#### **Comment:**

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

#### **Consultation:**

Zac Donovan, Chief Executive Officer  
Finance Officers

#### **Statutory Implications:**

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

#### **Policy Implications:**

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

#### **Strategic Implications:**

Shire of Koorda Integrated Strategic Plan 2024

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

**Risk Implications:**

<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**

**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 May 2026, as presented.**

## 11.2. List of Accounts Paid

<b>Corporate and Community</b>		
<b>Date</b>	9 June 2026	
<b>Location</b>	Not Applicable	
<b>Responsible Officer</b>	Zac Donovan, Chief Executive Officer	
<b>Author</b>	Lana Foote, Deputy Chief Executive Officer	
<b>Legislation</b>	<i>Local Government Act 1995;</i> <i>Local Government (Financial Management) Regulations 1996</i>	
<b>Disclosure of Interest</b>	Nil	
<b>Purpose of Report</b>	<input type="checkbox"/> Executive Decision <input checked="" type="checkbox"/> Legislative Requirement <input type="checkbox"/> Information	
<b>Attachments</b>	<a href="#">List of Accounts Paid</a>	

### Background:

This item presents the List of Accounts Paid, paid under delegated authority, for the period 13 May 2026 to 9 June 2026.

### Comment:

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

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

In line with recommendation from the 2026 FMR & AR 17 review, the list of accounts presented to Council has been amended to only provide the minimum information required by legislation. (eg. sufficient information to identify the transaction).

### Consultation:

Zac Donovan, Chief Executive Officer  
Finance Team

### Statutory Implications:

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

### Policy Implications:

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

### Strategic Implications:

Shire of Koorda Integrated Strategic Plan 2024

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

**Risk Implications:**

<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
<b>Action (Treatment)</b>	Nil
<b>Risk Rating (after treatment)</b>	Adequate

**Financial Implications:**

Funds expended are in accordance with Council's adopted 2025/2026 Budget.

**Voting Requirements:**     Simple Majority     Absolute Majority

**Officer Recommendation**

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


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

For the period 13 May 2026 to 9 June 2026.

Municipal Voucher V744 to V792  
Purchase Card Transactions (V755 & V784)

Totalling \$ 565,478.68  
Totalling \$ 2,532.16  
Total \$ 568,010.84

### 11.3. Adoption of Proposed 2026/2027 Fees & Charges

<b>Corporate and Community</b>		
<b>Date</b>	5 June 2026	
<b>Location</b>	Not Applicable	
<b>Responsible Officer</b>	Zac Donovan, Chief Executive Officer	
<b>Author</b>	Lana Foote, Deputy Chief Executive Officer	
<b>Legislation</b>	<i>Local Government Act 1995</i>	
<b>Disclosure of Interest</b>	Nil	
<b>Purpose of Report</b>	<input type="checkbox"/> Executive Decision <input checked="" type="checkbox"/> Legislative Requirement <input type="checkbox"/> Information	
<b>Attachments</b>	<a href="#">Proposed 2026/2027 Fees &amp; Charges</a>	

#### **Background:**

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

Due to the 2026/2027 Budget Adoption being anticipated after 1 July 2026, the list of fees and charges, as attached, 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 2026/2027 Annual Financial Budget later in the year.

Amendments to the fees and charges were discussed with Councillors as part of the Councillor Budget workshop held on 20 May 2026.

#### **Comment:**

A copy of the proposed 2026/2027 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 17 June 2026 and those fees and charges are effective from the 1 July 2026.

#### **Shire-owned property rental fees:**

A key focus for Council during budget discussions in recent years has been rental charges for shire-owned properties and how these compare with rents in other locations. The fees for 2026/2027 have been developed using a housing matrix designed to set rental amounts more equitably, based on property specifications.

The matrix applies a base rate of \$110 per week to all properties, with additional weekly charges determined by factors such as the number of bedrooms, number of bathrooms, construction type (e.g. fibro, brick or other), and age category (0-10 years, 10-20 years, and over 20 years).

Another key change relates to staff rental rates. Previously, all staff paid a uniform weekly amount regardless of the property's specifications. Under the new matrix, and to better align with the housing allowance provided to staff who own their own homes, staff renting shire-owned properties will now pay the standard rental rate less a \$50 per week housing allowance that they would otherwise receive.

### **Other fees and charges:**

All other fees and charges were increased by approximately 5%.

Caravan Parks Fees: removed tent fee. Tent sites are now classified under “unpowered sites.”

Yalambee Units: removed one bedroom charge. All units charged at one rate per night or per week regardless of number of rooms used.

### **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**

**That Council, by Absolute Majority;**

- 1. Adopts the 2026/2027 Fees and Charges Schedule as attached in this item; and**
- 2. Endorse the statutory advertising of the 2026/2027 Fees and Charges for the Shire of Koorda effective 1 July 2026.**

**ABSOLUTE MAJORITY VOTE REQUIRED**

## 11.4. Budget Workshop Outcomes 2025/2026

<b>Corporate and Community</b>		
<b>Date</b>	11 June 2026	
<b>Location</b>	Not Applicable	
<b>Responsible Officer</b>	Zac Donovan, Chief Executive Officer	
<b>Author</b>	As above	
<b>Legislation</b>	<i>Local Government Act 1995;</i> <i>Local Government (Financial Management) Regulations 1996</i>	
<b>Disclosure of Interest</b>	Nil	
<b>Purpose of Report</b>	<input checked="" type="checkbox"/> Executive Decision <input checked="" type="checkbox"/> Legislative Requirement <input type="checkbox"/> Information	
<b>Attachments</b>	Nil	

### Background:

The development of the 2026-27 Shire of Koorda Municipal Budget is progressing as per the following schedule. The timetable has been amended from that initially adopted at the request of Council for budget workshops to be during Information Forum sessions so as to better facilitate detailed discussion.

In accordance with the timetable, the intent of this item is to present Council a summary of key budget assumptions and items agreed at the 17 June Information Forum to adopt or amend for inclusion in the 2026-27 Annual Budget.

DATE		OBJECTIVES
18 March	<b>Ordinary Council Meeting</b>	<ul style="list-style-type: none"> <li>Proposed 2026-27 budget timetable.</li> <li>Outline preliminary projects and services</li> <li>Preliminary community consultation outcomes</li> </ul>
22 April	<b>Council Information Forum</b>	<ul style="list-style-type: none"> <li>Define priorities for projects</li> <li>Define strategy for fees and charges</li> </ul>
	<i>Staff Action</i>	<ul style="list-style-type: none"> <li>Explore costings, quotes, funding for priority projects</li> <li>Develop underlying budget assumptions</li> <li>Prepare agenda for Works Committee meeting.</li> </ul>
20 May	<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>
	<b>Council Information Forum</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>Develop draft budget summary</li> <li>Finalise fees and charges</li> </ul>
17 June	<b>Ordinary Council Meeting</b>	<ul style="list-style-type: none"> <li>Present draft budget summary (excluding year-end).</li> <li>Present 2026/27 Fees and Charges for approval</li> </ul>
	<i>Staff Action</i>	<ul style="list-style-type: none"> <li>Amend draft considerations to develop 2026-27 Shire Budget as per Council direction</li> </ul>
15 July	<b>Ordinary Council Meeting</b>	<ul style="list-style-type: none"> <li>Present draft 2026-27 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>
19 August	<b>Ordinary Council Meeting</b>	<ul style="list-style-type: none"> <li>Present amended 2026-27 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>

**Comment:**

The development of the 2026-27 Annual Budget has included two Information Forum workshops at which Council selected priority projects and were presented with underlying budget assumptions and cost of delivery selected projects. The process has also involved input from the Works Committee in establishing priorities and expenditure for plant and equipment and road and asset works.

## **Key Adjustments**

The key adjustments defined by Council at the Information Forum workshop of 20 May were as follows:

### **General Rates**

As per the Shire's existing long-term financial plan, and as with previous periods, the General Rates increase will be set at 3 per cent for the 2026-27 budget. The rates adjustment will also be applied to the ex-gratia request of CBH.

### **General Cost Inflation**

The increase to Shire fees and charges, other than specified separately, will be 5 per cent based on 4.6 per cent CPI for the March quarter and a Local Government Cost Index of 4.8 per cent. The final fees and charges, including rental adjustments, are included as a separate item in the agenda.

### **Staff Salary Adjustment**

At the time of the budget workshop it was anticipated that the Shire employee salary adjustment - excluding the CEO and Deputy CEO - would be an increase of circa 4 per cent, given the Salary and Allowances Tribunal recently adjusted CEO and Elected Member remuneration by 3.5 per cent and the December ABS Wage Price Index was 4.1 per cent. However, since the workshop the WA Industrial Relations Commission minimum wage adjustment – which is applied annual by the Shire - was set at 4.75 percent from 1 July 2026.

### **Elected Members Allocation**

The Shire of Koorda Integrated Strategic Plan 2024 (4.2.3) established that remuneration for Elected Members would be gradually increased to 80 per cent of the allocation available for band 4 councils. Shire of Koorda Elected Members are currently at less than 60 per cent of the appropriate allocation. However, Council has decided on a zero increase for the 2026-27 budget in recognition of the financial and economic uncertainty with the continued Middle East conflict. The Audit and Improvement Committee chair fee will also remain at \$450 per meeting which given the individuals experience and expertise is deemed by Council to be good value for money.

### **Shire Housing Charges**

The most significant adjustment to Shire fees and charges for 2026-27 is the adoption of an industry-based rental matrix which applies variables such as the age, structure and composition of each property to calculate appropriate rates. It has been applied across all Shire-owned housing including those provided to staff. While the matrix has created a fair and comparative basis for setting rent, it has also identified that many properties were currently let at significantly reduced rental. Consequently, in applying the matrix, the increase to rent for Shire-owned properties increased from between \$7 per week to \$105 per week – with an average increase of \$40 per week. For staff rent, Council decided to move away from the fixed \$110 weekly rental and apply the matrix rates to each property, less the \$50 rental assistance they would otherwise be entitled if renting a non-shire property.

### **Short-term Accommodation**

While fees for the Shire-operated short-term accommodation – Yalambee units, Caravan Park and Camping Ground – will be adjusted by the 5 per cent general inflator, Council has decided to delete the single room booking option for the Yalambee units and offer only the double-room rate to visitors so to streamline booking and management of the units.

### **Recreation Facilities Charges**

The general fees and charges inflator will be applied to hire of recreational facilities and annual fees charged to the various sporting clubs. However, a significant addition for the 2026-27 budget will be a fee to be levied on the Koorda Golf Club for use of the former sports club building on Greenham Street. The Golf Club has initially sought a smaller facility located at an alternative site on the course but on reflection required additional space that could be provided by the Shire retaining the Greenham St building. The annual maintenance budget allocated to the building is intended to redress immediate and ongoing repairs. While the Golf Club will pay an annual fee aligned with that the Hockey, Netball, Basketball, Cricket and Tennis clubs pay to use the facilities at the Recreation Ground. Previously the Koorda Sports Club paid all outgoing costs for the building including Shire rates which under an annual fee, the Golf Club will not pay.

### **Priority Community Projects**

From a list of eight major projects and eight minor projects nominated by Council, five were selected to be undertaken in the 2026-27 financial year. The projects prioritised by Council are as follows:

#### **Major Projects**

##### **Recreation Centre Playground**

With new landscaping works completed at the Recreation Centre, Council has opted for a new playground to replace the existing outside the eastern corner of the building. The playground option selected by Council is quoted at \$109,000. The Shire intends to apply for grant funding that will meet 30 per cent of the cost. If successful, the cost to the Shire would be reduced to \$77,000. The playground will be funded from the Shire's Recreation Reserve, currently at \$540,000.

##### **Koorda Drive-In Upgrade**

Upgrades to the Koorda Drive-In are required for reasons of public liability and occupational safety risks and disability access. The Drive-In is currently asbestos and the stairs to the projection booth are no longer compliant but also accessible by the public. The renovation is proposed to remove the asbestos and clad the lower and upper buildings in colour bond sheeting, replace the front windows, construct a ramp and covered deck for disability access at the front of the café, replace the projection booth access stairs and upgrade enhance signage and lighting. The works are quoted at \$190,000 and the Koorda CRC has committed \$50,000 to the project. The Shire will seek grant funding support of \$95,000 for the project which if successful would reduce the Shire's contribution to \$45,000. The Shire funding is also intended to access the recreation Reserve.

#### **Minor Projects**

##### **Recreation Centre Blinds**

Council placed installation of blinds at the Recreation Centre as the highest priority of the minor projects considered. Council opted for double blinds which provided the option of full or partial sun blocking. The cost was quoted at \$12,000 and will be funded from the operational budget.

##### **Recreation Centre Forklift Ramp**

The next phase of the Recreation Centre precinct redevelopment to construct a Multi-Purpose Court (Stage 3) to abut the new Bowling Green (Stage 2) and Recreation Centre extension (Stage 1), would include the construction of a ramp on the northern end of the court to facilitate forklift deliveries. Given the cost of completing Stage 3 is beyond the Shire's current capacity and is likely to be delayed for an extended period, Council agreed to proceed with the ramp installation at a cost of \$10,000 to the operating budget.

##### **Starlink for Bushfire Brigade Appliances**

The risk posed to volunteer fire crews with poor Telstra service, has prompted Council to fund Starlink communications units for each of the Shire's three appliances. To be funded from the operational budget the three units have an initial hardware cost of \$6,500 with an ongoing annual

fee of \$2,900. The Shire had previously and unsuccessfully approached DFES to fund the Starlink however there is potential for this decision to be reconsidered. Consequently, the Shire will delay installing the units until closer to the fire season, in case DFES funding does eventuate.

## **Additional Budget Items**

The Information Forum budget workshops also considered a number of additional adjustments and additions for the 2026-27 annual budget. These are:

### **Landfill Transfer Station**

Separate to the Council budget workshop, but a late addition to the 2026-27 works program will be a share of grant and NEWROC funding to construct waste transfer facilities at the Koorda landfill site on Cadoux-Koorda Road. The Shire's share of the funding will be \$87,000.

### **Employee Drug and Alcohol Testing**

As part of ensuring a safe workplace for employees, the Shire will initiate a program of random drug and alcohol testing on all staff with the start of the new financial year. The testing will be undertaken by a professional service based in the metropolitan area which will travel to Koorda. The budget allows for several tests to be conducted during the year to meet statutory requirements of employee notice and support should disciplinary action be required.

### **Planning and Legal Fees**

The Shire has a raft of significant matters that are required to be completed in the next period. These include Strategic Community Plan, Long-Term Financial Plan, Corporate Business Plan, Disability and Inclusion Plan, Business Continuity Plan testing, Financial and Risk Management Plan, Workforce Plan, Local Public Health Plan, Health Local Law Review, Privacy and Responsible Information Sharing implementation, Integrity Framework and Action Plan, Audit and Annual Report. For these matters, along with general legal advice for various issues such as new contracts, the Shire allocates a contingency fund. Based on the previous period the allocation will be reduced to \$80,000 for 2026-27.

### **Housing Strategy**

To position the Shire to respond to housing and headworks grant funding opportunities, it is intended to quarantine \$100,000 in the operation budget to assist in building the Housing Reserve. The capacity for the Shire to quarantine a minimum \$100,000 is dependent on final budget calculations and year end position.

### **Swimming Pool Fee**

The budget workshop also considered the introduction of an entry charge for the Koorda Swimming Pool to assist in redressing anti-social behaviour. However, Council preferred not to impose any entry fee as part of the 2026-27 budget.

### **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 2026-27 Budget will be developed as a balanced budget.


**Voting Requirements:**     Simple Majority     Absolute Majority

**Officer Recommendation**

**That Council adopted the outcomes of the Strategic Budget Workshop to be encompassed into the development of the Shire of Koorda 2026-27 Municipal Budget.**

**ABSOLUTE MAJORITY VOTE REQUIRED**

### 11.5. 18 Allenby St Veranda Development Application

<b>Corporate and Community</b>		 Shire of <b>Koorda</b> <small>Drive in, stay awhile</small>
<b>Date</b>	11 June 2026	
<b>Location</b>	18 Allenby Street, Koorda	
<b>Responsible Officer</b>	Zac Donovan, Chief Executive Officer	
<b>Author</b>	As above	
<b>Legislation</b>	Planning and Development Act 2005 Shire of Koorda Local Planning Scheme No.3	
<b>Disclosure of Interest</b>	Nil	
<b>Purpose of Report</b>	<input checked="" type="checkbox"/> Executive Decision <input type="checkbox"/> Legislative Requirement <input type="checkbox"/> Information	
<b>Attachments</b>	<a href="#">18 Allenby Design and Elevations</a> <a href="#">DA J. Arrow 18 Allenby Veranda</a> <a href="#">Draft DA Approval - Veranda Extension 18 Allenby</a>	

#### **Background:**

A Development Application has been submitted to the Shire to construct a veranda across the front of the wooden building at 18 Allenby Street as part of a wider restoration of the property. The proposed veranda would return the building facade to the aesthetic as originally constructed in the 1930s.

Much of the proposed works for the restoration of the building are contained within the existing structure and as such do not require a DA. Also, in the normal course of events, even the DA for the addition would be at the level which would best serve all parties to be approved under delegation (12.1).

However, as the proposed veranda addition will extend onto the Crown reserve that abuts the property a DA is required and Council approval to proceed. In addition, the proposal comes with potential ongoing implications for the Shire and owners of similar structures in the townsite.

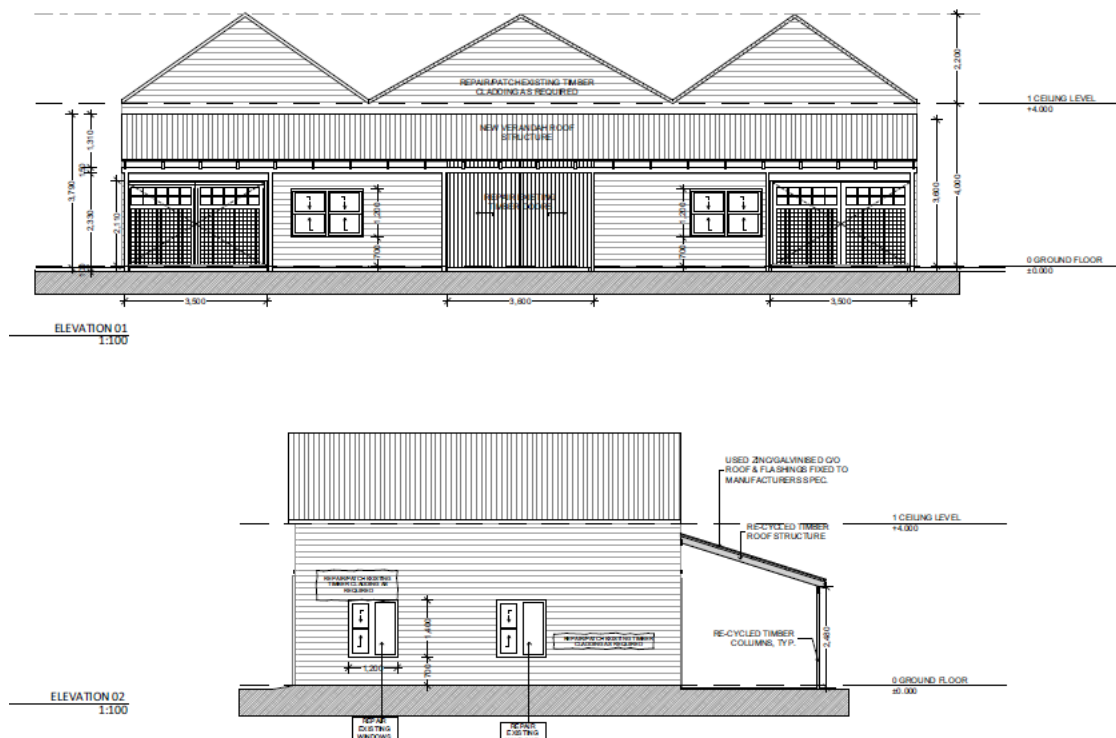
#### **Comment:**

Originally constructed in the 1930's the building at 18 Allenby Street is listed in the Shire of Koorda Municipal Registry (Site: K10) as originally an Engineering Works and later the Koorda Tyre Shop. As shown in the following image (from 1998) the DA proposes to return the original veranda façade.



On the basis of recovering local built heritage, enhancing a deteriorating building and arguably improving the street scape aesthetic, the investment in the proposed restoration should be considered a positive initiative for the town.

As shown in the following image from the attached Design and Elevations document, and in reference to the previous photograph from 1998, the proposed veranda is intended to be sympathetic to the building's heritage.



The need for the DA however is that while the proposed construction will return a structure that was previously in place, as it will occur on the abutting Crown reserve, which is vesting in the Shire, there is now a requirement for Council to approve the works. This requirement was not in place when the building was first constructed in the 1930s.

In addition to the Shire needing to approve the works there are also potential implications for the Shire and, depending on the approval conditions set by Council, impacts on other towns site properties which have historical and contemporary encroachments onto the Crown reserve.

The first concern is that in approving the construction on the Crown reserve, as that land is vested in the Shire to manage and take responsibility, there is the likelihood that the Shire will be exposed to any public liability claim which could arise related to the veranda.

The public liability risk has been confirmed by the Shire's insurance brokers (LGIS) who have proposed that the Shire should require the DA proponent take public liability insurance and agree to absolve the Shire of any liability.

While the Shire can and should require the proponent to provide public liability certificates as part of the DA conditions, if for no other reason but to alert them to their exposure, the Shire has limited capacity to ensure that this insurance is maintained, especially if there is a change of ownership.

In addition, it is unlikely that even with the building absolving the Shire of liability that such would prevent any complainant from also seeking redress for any injury also from the Shire, especially given that the Crown land is vested in the Shire. To that end the Shire could be exposed to claim if the structure had fallen into disrepair and the Shire had not taken action with the owner to make repairs.

There are also implications for other similar structures in the townsite, that encroach onto Crown reserve land that abuts their property boundary, should the Shire require the proponents of the DA to maintain public liability insurance. That is, if the Shire were to require the DA proponent to maintain public liability cover, then it would follow that owners of similar encroachments also be required to undertake and maintain public liability insurance.

For example, there are two buildings on Railway Street that have historic verandas that encroach onto the Crown reserve, for which the Shire would have a similar liability exposure if the advice from LGIS regarding the DA was also applied to these buildings. Also, within the townsite other properties have installed permanent additions to the reserve between their boundary and the road which could be a liability issue for the Shire.

To this end, it has been proposed to LGIS that prior to the Shire's next renewal that representatives attend the townsite and review the risk to the Shire and adjust public liability cover as required. That said, a differentiation should be made between owners of historic additions such as the Railway Street properties, and those who have placed structures and additions to the reserve without Shire approval.

It is therefore proposed that in concert with approving the DA, Council also direct staff to survey the townsite and provide correspondence to the owners of any properties with structures on Crown reserve of their public liability. Such will assist to mitigate the shire's liability, short of requiring the owners to provide public liability certificates or remove the structures, or the structures removed by the Shire.

Regarding approval of the DA, it will be recommended that the Shire include the normal conditions of requiring a building permit prior to construction, along with the requirement to provide evidence of public liability cover and recognition that as constructed on Crown land, the Crown can request the structure be removed at any time.

#### **Consultation:**

Megan Sumpton, Account Manager LGIS  
Paul Bashall, Principal, 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 local economy grows in a sustainable manner  
4.1 - Open and Transparent Leadership

#### **Risk Implications:**

<b>Risk Profiling Theme</b>	Delays in project construction and delivery
<b>Risk Category</b>	Reputational
<b>Risk Description</b>	Community may assume delays the consequence of shire actions
<b>Consequence Rating</b>	Insignificant (1)
<b>Likelihood Rating</b>	Unlikely (2)
<b>Risk Matrix Rating</b>	Low (2)
<b>Key Controls (in place)</b>	Communication through usual channels of Council decision
<b>Action (Treatment)</b>	Nil
<b>Risk Rating (after treatment)</b>	Adequate

**Financial Implications:**

Nil

**Voting Requirements:**     Simple Majority                       Absolute Majority

**Officer Recommendation**

**That Council:**

**1. Approve the Development Application for the construction of a veranda over the Crown reserve at 18 Allenby Street, Koorda with the following conditions:**

- (i) Evidence of a BA01 Application for building permit (certified) to the satisfaction of the local government.**
- (ii) Evidence of public liability insurance certificates for the structure be provided to the satisfaction of the local government.**
- (iii) Acknowledgement that as constructed on Crown reserve, the Crown can at any time require the structure to be removed at the owner's cost.**

**2. Direct the CEO to:**

- (i) Conduct a survey of the Koorda townsite to identify any buildings which have structures which encroach on Crown reserve.**
- (ii). Correspond with owners of any properties identified as having structures on Crown reserve to, within 90 days, provide evidence to the shire of relevant public liability insurance.**
- (iii) Update the Ordinary Council meeting of 21 October on the matter, in particular any failure to provide evidence of public liability cover and propose next actions.**

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

### 12.1. Department of Transport Licensing Contract Renewal

<b>Governance and Compliance</b>		
<b>Date</b>	8 June 2026	
<b>Location</b>	Shire of Koorda	
<b>Responsible Officer</b>	Zac Donovan, Chief Executive Officer	
<b>Author</b>	As above	
<b>Legislation</b>	Road Traffic (Administration) Act 2008 Road Traffic (Vehicles) Act 2012	
<b>Disclosure of Interest</b>	Nil	
<b>Purpose of Report</b>	<input checked="" type="checkbox"/> Executive Decision <input type="checkbox"/> Legislative Requirement <input type="checkbox"/> Information	
<b>Attachments</b>	<a href="#">Agreement for the Provision of Licensing Services SOKD DOT</a> <a href="#">Agreement for the Provision of Non-Road Law Functions SOKD DOT</a> <a href="#">Summary of key changes in the 2026 LGA Agreements</a>	

#### **Background:**

The Shire of Koorda offers licencing and registration services by agreement with the Department of Transport. The current agreements to provide these services are due for renewal from 1 July 2026.

The Department has provided contracts for the Shire to sign and return – one each for the licencing and registration component of the service and the “non-road” functions which include capacity for boat registrations, photo cards and registrations for vehicles used off road.

The item seeks the endorsement of Council to continue to offer the services and for the President and CEO to sign the contracts and approval of the use of the common seal.

#### **Comment:**

The Shire consistently receives just over \$10,000 per annum for the provision of the services for DoT in activity-based commissions. For example, the returns to the shire in 2023-24 were \$10,291, \$10,795 in 2024/25 and \$10,142 last financial year.

In practice it is estimated that the Shire allocates approximately 16 full-time-equivalent staff hours to provide the service at a cost of \$24,000 per annum – making the cost more than double the income received from DoT, however providing a necessary community service.

As mentioned, there are two contracts provided by the Department of Transport to continue to offer the services which are attached. Also attached is a summary of the changes to the documents from the previous iterations. Much of the changes are revisions to more contemporary contract terms and practices such as extension options, rather than new contracts at termination, and requirements that the Shire implement privacy controls around destroying hard copies and IT systems management.

The most significant of the additions, is the clause in both contracts requiring that the Shire ensures that: *“any internet or network services used to connect to the Department’s Systems and Databases meet the Principal’s (DOT) minimum encryption and security requirements.”*

The Shire consequently requested from the Department details as to the “minimum encryption and security requirements” to ensure the Shire complied but at the time of completing the agenda was

awaiting details. The initial response from the Department was that the condition had been added by the legal team but it was unknown if such requirements had yet been documented.

The consultants which provide IT services to the Shire believe that the systems used by the Shire would comply as they have been implemented to meet government security requirements. Compliance or otherwise will be reviewed with the IT consultants on provision of the requirements by the Department.

**Consultation:**

Anetta Cutler, A/Manager Statutory Agency Agreements, Department of Transport  
Asia Lewis, Principal Statutory Agreements Officer, Department of Transport

**Statutory Implications:**

Road Traffic (Administration) Act 2008  
Road Traffic (Vehicles) Act 2012

**Policy Implications:**

Nil

**Strategic Implications:**

Shire of Koorda Integrated Strategic Plan 2024  
4.1 - Open and Transparent Leadership  
4.3 – Forward Planning and delivery of services and facilities that achieve strategic priorities

**Risk Implications:**

<b>Risk Profiling Theme</b>	Failure to complete contracts within deadline
<b>Risk Category</b>	Financial and Reputation
<b>Risk Description</b>	Some loss of service and minor income
<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>	Approval contingency for fees as detailed in item
<b>Action (Treatment)</b>	Nil
<b>Risk Rating (after treatment)</b>	Adequate

**Financial Implications:**

Nil

**Voting Requirements:**

Simple Majority

Absolute Majority

**Officer Recommendation**

**That Council:**

- 1. Agree that the shire continue to provide licensing services under contract for the Department of Transport and Major Infrastructure.**
- 2. Endorse the Shire President and CEO to sign the relevant contracts and use of the Shire of Koorda common seal as required to continue the provision of licensing services.**

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

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

**15. Elected Members' Motions**

**16. Matters Behind Closed Doors**

**17. Closure**