



Shire of
Koorda

Drive in, stay awhile

MINUTES

Ordinary Council Meeting

Held in Shire of Koorda Council Chambers

10 Haig Street, Koorda WA 6475

Wednesday 21 May 2025

Commencing 5.00pm

CONFIRMED

NOTICE OF MEETING

Dear Elected Members,

Notice is hereby given that the next Ordinary Meeting of Council of the Shire of Koorda will be held on Wednesday, 21 May 2025 in the Shire of Koorda Council Chambers, 10 Haig Street, Koorda.

The format of the day will be:

5.00pm	Council Meeting
Following conclusion of Council Meeting	Council Forum

Zac Donovan
Chief Executive Officer
16 May 2025

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 21 May 2025**



1. Declaration of Opening

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

2. Record of Attendance, Apologies and Leave of Absence

Councillors:

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

Staff:

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

Members of the Public:

Apologies:

Visitors:

Approved Leave of Absence:

3. Public Question Time

Nil.

4. Disclosure of Interest

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

Cr Jannah Stratford

Financial – Lease property from Aussie Farming Pty Ltd.

Proximity – Lease property on either side of Application 201579.

Cr Gary Greaves

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

Cr Gina Boyne

Proximity – Own farm land near Application 201585.

Cr Kurt Fuchsbichler

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

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

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

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

11.5 WAPC RESPONSE REQUESTS

Subject to the following conditions:

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

5. Applications for Leave of Absence

Nil.

6. Petitions and Presentations

Nil.

7. Confirmation of Minutes from Previous Meetings

7.1. Ordinary Council Meeting held on 16 April 2025

[Ordinary Council Minutes](#)

Voting Requirements Simple Majority Absolute Majority

Officer Recommendation Resolution 010525

Moved Cr GL Boyne

Seconded Cr KA Fuchsbichler

That, in accordance with Sections 5.22(2) and 3.18 of the *Local Government Act 1995*, the Minutes of the Ordinary Council Meeting held 16 April 2025, as presented, be confirmed as a true and correct record of proceedings.

CARRIED 4/0

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

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8. Minutes of Committee Meetings to be Received

8.1. Minutes of External Committee Meetings to be Received

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

Voting Requirements Simple Majority Absolute Majority

Officer Recommendation Resolution 020525

Moved Cr NJ Chandler

Seconded Cr KA Fuchsbichler

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

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

CARRIED 4/0

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

9. Recommendations from Committee Meetings for Council Consideration

Nil.

10. Announcements by the President without Discussion


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

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

CONFIRMED

11. OFFICER'S REPORTS – CORPORATE & COMMUNITY

11.1. Monthly Financial Statements

Corporate and Community		
Date	12 May 2025	
Location	Not Applicable	
Responsible Officer	Zac Donovan, Chief Executive Officer	
Author	Lana Foote, Deputy Chief Executive Officer	
Legislation	<i>Local Government Act 1995;</i> <i>Local Government (Financial Management) Regulations 1996</i>	
Disclosure of Interest	Nil	
Purpose of Report	<input type="checkbox"/> Executive Decision <input checked="" type="checkbox"/> Legislative Requirement <input type="checkbox"/> Information	
Attachments	April 2025 Financial Activity Statement	

Background:

This item presents the Statement of Financial Activity to Council for the period ending 30 April 2025.

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

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

Comment:

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

Consultation:

Zac Donovan, Chief Executive Officer
Finance Officers

Statutory Implications:

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

Policy Implications:

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

Strategic Implications:

Shire of Koorda Integrated Strategic Plan 2024

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

Risk Implications:

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 030525

Moved Cr KA Fuchsbichler

Seconded Cr NJ Chandler

That Council, by Simple Majority, pursuant to Regulation 34 of the *Local Government (Financial Management) Regulations 1996*, receives the statutory Financial Activity Statement report for the period ending 30 April 2025, as presented.

CARRIED 4/0

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

SHIRE OF KOORDA

MONTHLY FINANCIAL REPORT

(Containing the required statement of financial activity and statement of financial position)
For the period ended 30 April 2025

LOCAL GOVERNMENT ACT 1995
LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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SHIRE OF KOORDA
STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2025

	Supplementary Information	Amended Budget Estimates (a) \$	YTD Budget Estimates (b) \$	YTD Actual (c) \$	Variance* \$ (c) - (b)	Variance* % ((c) - (b))/(b)	Var.
OPERATING ACTIVITIES							
Revenue from operating activities							
General rates	10	1,243,192	1,243,192	1,244,715	1,523	0.12%	
Rates excluding general rates		29,750	29,750	29,750	0	0.00%	
Grants, subsidies and contributions	12	538,323	469,747	473,386	3,639	0.77%	
Fees and charges		649,379	577,189	551,395	(25,794)	(4.47%)	▼
Interest revenue		281,000	233,970	231,601	(2,369)	(1.01%)	
Other revenue		20,000	18,417	22,257	3,840	20.85%	▲
Profit on asset disposals	6	62,000	16,000	14,409	(1,591)	(9.94%)	
		2,823,644	2,588,265	2,567,513	(20,752)	(0.80%)	
Expenditure from operating activities							
Employee costs		(1,524,421)	(1,270,040)	(1,091,329)	178,711	14.07%	▲
Materials and contracts		(1,506,196)	(1,269,186)	(1,224,358)	44,828	3.53%	▲
Utility charges		(257,450)	(214,542)	(212,654)	1,888	0.88%	
Depreciation		(2,469,810)	(2,058,178)	(2,057,155)	1,023	0.05%	
Insurance		(215,320)	(215,320)	(215,238)	82	0.04%	
Other expenditure		(99,696)	(65,897)	(59,251)	6,646	10.09%	▲
Loss on asset disposals	6	(29,000)	(29,000)	(19,900)	9,100	31.38%	▲
Fair value adjustments to financial assets at fair value through profit or loss		0	0	(2,663)	(2,663)	0.00%	
		(6,101,893)	(5,122,163)	(4,882,548)	239,615	4.68%	
Non-cash amounts excluded from operating activities	Note 2(b)	2,436,810	2,071,178	2,072,706	1,528	0.07%	
Amount attributable to operating activities		(841,439)	(462,720)	(242,329)	220,391	47.63%	
INVESTING ACTIVITIES							
Inflows from investing activities							
Proceeds from capital grants, subsidies and contributions	13	2,392,969	2,295,153	1,169,282	(1,125,871)	(49.05%)	▼
Proceeds from disposal of assets	6	281,000	211,000	227,272	16,272	7.71%	▲
		2,673,969	2,506,153	1,396,554	(1,109,599)	(44.27%)	
Outflows from investing activities							
Payments for property, plant and equipment	5	(1,247,855)	(1,047,855)	(1,077,500)	(29,645)	(2.83%)	▼
Payments for construction of infrastructure	5	(3,696,328)	(2,532,728)	(1,961,322)	571,406	22.56%	▲
		(4,944,183)	(3,580,583)	(3,038,822)	541,761	15.13%	
Amount attributable to investing activities		(2,270,214)	(1,074,430)	(1,642,268)	(567,838)	(52.85%)	
FINANCING ACTIVITIES							
Inflows from financing activities							
Transfer from reserves	4	1,296,672	0	0	0	0.00%	
		1,296,672	0	0	0	0.00%	
Outflows from financing activities							
Transfer to reserves	4	(275,000)	(198,829)	(198,829)	0	0.00%	
		(275,000)	(198,829)	(198,829)	0	0.00%	
Amount attributable to financing activities		1,021,672	(198,829)	(198,829)	0	0.00%	
MOVEMENT IN SURPLUS OR DEFICIT							
Surplus or deficit at the start of the financial year		2,134,045	2,134,045	2,152,979	18,934	0.89%	▲
Amount attributable to operating activities		(841,439)	(462,720)	(242,329)	220,391	47.63%	▲
Amount attributable to investing activities		(2,270,214)	(1,074,430)	(1,642,268)	(567,838)	(52.85%)	▼
Amount attributable to financing activities		1,021,672	(198,829)	(198,829)	0	0.00%	
Surplus or deficit after imposition of general rates		44,064	398,066	69,553	(328,513)	(82.53%)	▼

KEY INFORMATION

▲ ▼ Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold.

* Refer to Note 3 for an explanation of the reasons for the variance.

This statement is to be read in conjunction with the accompanying Financial Statements and Notes.

SHIRE OF KOORDA
STATEMENT OF FINANCIAL POSITION
FOR THE PERIOD ENDED 30 APRIL 2025

	Supplementary Information	30 June 2024	30 April 2025
		\$	\$
CURRENT ASSETS			
Cash and cash equivalents	3	2,481,460	728,277
Trade and other receivables		228,815	413,345
Other financial assets		5,781,255	5,980,084
Inventories	8	15,086	5,436
Other assets	8	523,751	0
TOTAL CURRENT ASSETS		9,030,366	7,127,142
NON-CURRENT ASSETS			
Other financial assets		62,378	59,715
Property, plant and equipment Infrastructure		15,543,871	15,903,638
		92,564,720	92,953,856
TOTAL NON-CURRENT ASSETS		108,170,969	108,917,208
TOTAL ASSETS		117,201,335	116,044,351
CURRENT LIABILITIES			
Trade and other payables	9	310,373	299,185
Other liabilities	11	682,548	682,548
Employee related provisions	11	318,298	318,298
TOTAL CURRENT LIABILITIES		1,311,219	1,300,030
NON-CURRENT LIABILITIES			
Employee related provisions		59,936	59,936
Other provisions		507,658	507,658
TOTAL NON-CURRENT LIABILITIES		567,595	567,595
TOTAL LIABILITIES		1,878,813	1,867,625
NET ASSETS		115,322,522	114,176,726
EQUITY			
Retained surplus		55,216,934	53,872,350
Reserve accounts	4	5,781,255	5,980,084
Revaluation surplus		54,324,333	54,324,333
TOTAL EQUITY		115,322,522	114,176,768

This statement is to be read in conjunction with the accompanying notes.

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2025**

1 BASIS OF PREPARATION AND SIGNIFICANT ACCOUNTING POLICIES

BASIS OF PREPARATION

This prescribed financial report has been prepared in accordance with the *Local Government Act 1995* and accompanying regulations.

Local Government Act 1995 requirements

Section 6.4(2) of the *Local Government Act 1995* read with the *Local Government (Financial Management) Regulations 1996*, prescribe that the financial report be prepared in accordance with the *Local Government Act 1995* and, to the extent that they are not inconsistent with the Act, the Australian Accounting Standards. The Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and Interpretations of the Australian Accounting Standards Board were applied where no inconsistencies exist.

The *Local Government (Financial Management) Regulations 1996* specify that vested land is a right-of-use asset to be measured at cost, and is considered a zero cost concessionary lease. All right-of-use assets under zero cost concessionary leases are measured at zero cost rather than at fair value, except for vested improvements on concessionary land leases such as roads, buildings or other infrastructure which continue to be reported at fair value, as opposed to the vested land which is measured at zero cost. The measurement of vested improvements at fair value is a departure from AASB 16 which would have required the Shire to measure any vested improvements at zero cost.

Local Government (Financial Management) Regulations 1996, regulation 34 prescribes contents of the financial report. Supporting information does not form part of the financial report.

Accounting policies which have been adopted in the preparation of this financial report have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the financial report has been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

THE LOCAL GOVERNMENT REPORTING ENTITY

All funds through which the Shire controls resources to carry on its functions have been included in the financial statements forming part of this financial report.

All monies held in the Trust Fund are excluded from the financial statements.

Judgements and estimates

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses.

The estimates and associated assumptions are based on historical experience and various other factors believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

The balances, transactions and disclosures impacted by accounting estimates are as follows:

- estimated fair value of certain financial assets
- impairment of financial assets
- estimation of fair values of land and buildings, infrastructure and investment property
- estimation uncertainties made in relation to lease accounting
- estimated useful life of intangible assets

SIGNIFICANT ACCOUNTING POLICES

Significant accounting policies utilised in the preparation of these statements are as described within the 2024-25 Annual Budget. Please refer to the adopted budget document for details of these policies.

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 12 May 2025

SHIRE OF KOORDA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2025

2 STATEMENT OF FINANCIAL ACTIVITY INFORMATION

(a) Net current assets used in the Statement of Financial Activity	Supplementary Information	Amended Budget	Last Year	Year to Date
		Opening 30 June 2024	Closing 30 June 2024	30 April 2025
Current assets		\$	\$	\$
Cash and cash equivalents	3	3,497,003	2,481,460	728,277
Trade and other receivables		199,796	228,815	413,345
Other financial assets		4,765,712	5,781,255	5,980,084
Inventories	8	15,086	15,086	5,436
Other assets	8	523,751	523,751	0
		9,001,348	9,030,366	7,127,142
Less: current liabilities				
Trade and other payables	9	(682,548)	(310,373)	(299,185)
Other liabilities	11	(300,288)	(682,548)	(682,548)
Employee related provisions	11	(318,298)	(318,298)	(318,298)
		(1,301,134)	(1,311,219)	(1,300,030)
Net current assets		7,700,214	7,719,148	5,827,112
Less: Total adjustments to net current assets	Note 2(c)	(5,566,169)	(5,566,169)	(5,757,601)
Closing funding surplus / (deficit)		2,134,045	2,152,979	69,511

(b) Non-cash amounts excluded from operating activities

The following non-cash revenue and expenditure has been excluded from operating activities within the Statement of Financial Activity in accordance with *Financial Management Regulation 32*.

Non-cash amounts excluded from operating activities	Amended Budget	YTD Budget (a)	YTD Actual (b)
	\$	\$	\$
Adjustments to operating activities			
Less: Profit on asset disposals	6	(62,000)	(16,000)
Less: Movement in liabilities associated with restricted cash		0	0
Less: Fair value adjustments to financial assets at amortised cost		0	0
Add: Loss on asset disposals	6	29,000	29,000
Add: Depreciation		2,469,810	2,058,178
Total non-cash amounts excluded from operating activities		2,436,810	2,071,178

(c) Current assets and liabilities excluded from budgeted deficiency

The following current assets and liabilities have been excluded from the net current assets used in the Statement of Financial Activity in accordance with *Financial Management Regulation 32* to agree to the surplus/(deficit) after imposition of general rates.

Adjustments to net current assets	Amended Budget	Last Year	Year to Date
	Opening 30 June 2024	Closing 30 June 2024	30 April 2025
	\$	\$	\$
Less: Reserve accounts	4	(5,781,255)	(5,781,255)
Add: Current liabilities not expected to be cleared at the end of the year:			
- Current portion of employee benefit provisions held in reserve	4	215,086	215,086
Total adjustments to net current assets	Note 2(a)	(5,566,169)	(5,566,169)

CURRENT AND NON-CURRENT CLASSIFICATION

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. Unless otherwise stated assets or liabilities are classified as current if expected to be settled within the next 12 months, being the Council's operational cycle.

SHIRE OF KOORDA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2025

3 EXPLANATION OF MATERIAL VARIANCES

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date actual materially.

The material variance adopted by Council for the 2024-25 year is \$10,000 or 10.00%.

Description	Var. \$	Var. %	
	\$	%	
Revenue from operating activities			
Fees and charges	(25,794)	(4.47%)	▼
Minor variance to Yalambee Income from anticipate budget.			Timing
Other revenue	3,840	20.85%	▲
Reimbursement of Rate Debt Collection costs. Higher than anticipated budget (balances out expenditure).			Timing
Expenditure from operating activities			
Employee costs	178,711	14.07%	▲
Annual budget equally divided per month. Employee costs lower than anticipated. (Eg; \$30k Road Maintenance, \$20k Yalambee, \$30k Admin, \$30k internal wage repairs, \$13k Recreation Centre/Parks)			Timing
Materials and contracts	44,828	3.53%	▲
Budget split equally over 12 months. \$19k for Members Minor Asset Purchases (to proceed with Chairs and Camera this FY instead of 25/26 budget). Final invoice to come for Strategic Resourcing Plan consultancy and no invoice received to date for Recreation Centre Management Consultancy.			Timing
Other expenditure	6,646	10.09%	▲
\$6k relates to expenditure for Community Grant not yet paid out as per anticipated budget.			Timing
Loss on asset disposals	9,100	31.38%	▲
Loss of disposal of Admin vehicles higher than anticipated due to extended change over. No longer undertaking disposal of Roller.			Timing
Inflows from investing activities			
Proceeds from capital grants, subsidies and contributions	(1,125,871)	(49.05%)	▼
LRCI income (\$670k) and Seroja funding (\$267k) to be recognised from Contract Liabilities once project expenditure is accrued. RRG final claims completed in April. Final \$82k from RtR has been claimed in previous quarterly payment (awaiting payment). \$100k remains to be claimed for 2 x WSFN projects (need to spend last portion of first 40% before claiming next 40%).			Timing
Proceeds from disposal of assets	16,272	7.71%	▲
P43 Loader disposed of at auction. Budgeted \$50k for proceeds on disposal, received \$82k from auction. Finalised in May.			Timing
Outflows from investing activities			
Payments for property, plant and equipment	(29,645)	(2.83%)	▼
Buildings slightly ahead of monthly budget split. Details in Note 5.			
Payments for construction of infrastructure	571,406	22.56%	▲
Roadworks \$475k and Infrastructure Other \$95k behind anticipated monthly budget split.			Timing

SHIRE OF KOORDA
SUPPLEMENTARY INFORMATION

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**SHIRE OF KOORDA
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 APRIL 2025**

1 KEY INFORMATION

Funding Surplus or Deficit Components

Funding surplus / (deficit)				
	Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
Opening	\$2.13 M	\$2.13 M	\$2.15 M	\$0.02 M
Closing	\$0.04 M	\$0.40 M	\$0.07 M	(\$0.33 M)

Refer to Statement of Financial Activity

Cash and cash equivalents		
	\$6.71 M	% of total
Unrestricted Cash	\$0.73 M	10.9%
Restricted Cash	\$5.98 M	89.1%

Refer to 3 - Cash and Financial Assets

Payables		
	\$0.30 M	% Outstanding
Trade Payables	\$0.19 M	
0 to 30 Days		100.0%
Over 30 Days		0.0%
Over 90 Days		0.0%

Refer to 9 - Payables

Receivables		
	\$0.22 M	% Collected
Rates Receivable	\$0.19 M	86.3%
Trade Receivable	\$0.22 M	% Outstanding
Over 30 Days		7.6%
Over 90 Days		7.5%

Refer to 7 - Receivables

Key Operating Activities

Amount attributable to operating activities			
Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$0.84 M)	(\$0.46 M)	(\$0.24 M)	\$0.22 M

Refer to Statement of Financial Activity

Rates Revenue		
	YTD Actual	% Variance
	\$1.24 M	
	YTD Budget	0.1%

Refer to 10 - Rate Revenue

Grants and Contributions		
	YTD Actual	% Variance
	\$0.47 M	
	YTD Budget	0.8%

Refer to 12 - Grants and Contributions

Fees and Charges		
	YTD Actual	% Variance
	\$0.55 M	
	YTD Budget	(4.5%)

Refer to Statement of Financial Activity

Key Investing Activities

Amount attributable to investing activities			
Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$2.27 M)	(\$1.07 M)	(\$1.64 M)	(\$0.57 M)

Refer to Statement of Financial Activity

Proceeds on sale		
	YTD Actual	%
	\$0.23 M	
	Amended Budget	(19.1%)

Refer to 6 - Disposal of Assets

Asset Acquisition		
	YTD Actual	% Spent
	\$1.96 M	
	Amended Budget	(46.9%)

Refer to 5 - Capital Acquisitions

Capital Grants		
	YTD Actual	% Received
	\$1.17 M	
	Amended Budget	(51.1%)

Refer to 5 - Capital Acquisitions

Key Financing Activities

Amount attributable to financing activities			
Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
\$1.02 M	(\$0.20 M)	(\$0.20 M)	\$0.00 M

Refer to Statement of Financial Activity

Borrowings	
Principal repayments	\$0.00 M
Interest expense	\$0.00 M
Principal due	\$0.00 M

Reserves	
Reserves balance	\$5.98 M
Interest earned	\$0.20 M

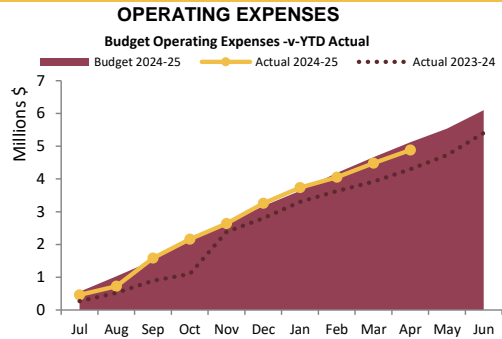
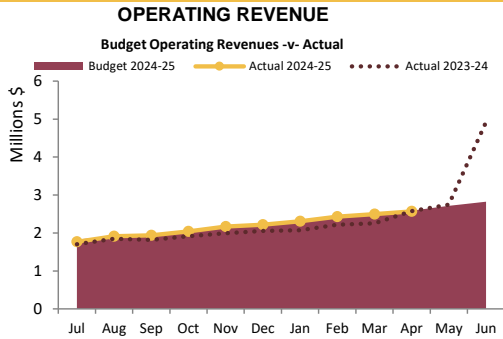
Refer to 4 - Cash Reserves

This information is to be read in conjunction with the accompanying Financial Statements and notes.

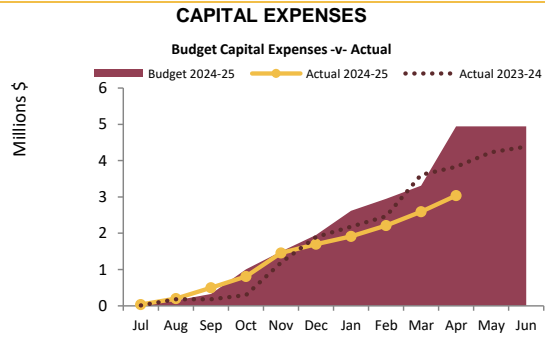
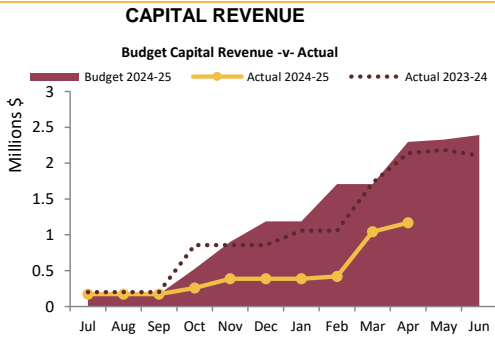
**SHIRE OF KOORDA
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 APRIL 2025**

2 KEY INFORMATION - GRAPHICAL

OPERATING ACTIVITIES



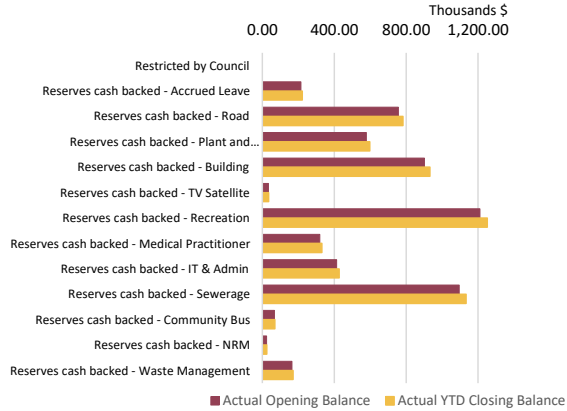
INVESTING ACTIVITIES



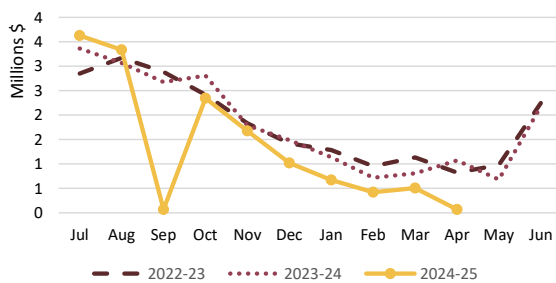
FINANCING ACTIVITIES

BORROWINGS

RESERVES



Closing funding surplus / (deficit)



This information is to be read in conjunction with the accompanying Financial Statements and Notes.

**SHIRE OF KOORDA
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 APRIL 2025**

3 CASH AND FINANCIAL ASSETS

Description	Classification	Unrestricted	Restricted	Total Cash	Trust	Institution	Interest Rate	Maturity Date
		\$	\$	\$	\$			
CBA Municipal Account	Cash and cash equivalents	660,648		660,648		CBA	Variable	Nil
CBA Licensing Account	Cash and cash equivalents	10,589		10,589		CBA	Variable	Nil
ATM Cash Account	Cash and cash equivalents	27,440		27,440		CBA	Nil	Nil
CBA ATM Cash Account	Cash and cash equivalents	28,840		28,840		CBA	Nil	Nil
Cash on Hand	Cash and cash equivalents	760		760		Cash on Hand	Nil	Nil
Term Deposit XXX1	Financial assets at amortised cost	0	4,929,666	4,929,666		CBA	4.61%	28/06/2025
Term Deposit XXX2	Financial assets at amortised cost	0	1,050,419	1,050,419		CBA	4.61%	28/06/2025
Total		728,277	5,980,085	6,708,362	0			
Comprising								
Cash and cash equivalents		728,277	0	728,277	0			
Financial assets at amortised cost		0	5,980,085	5,980,085	0			
		728,277	5,980,085	6,708,362	0			

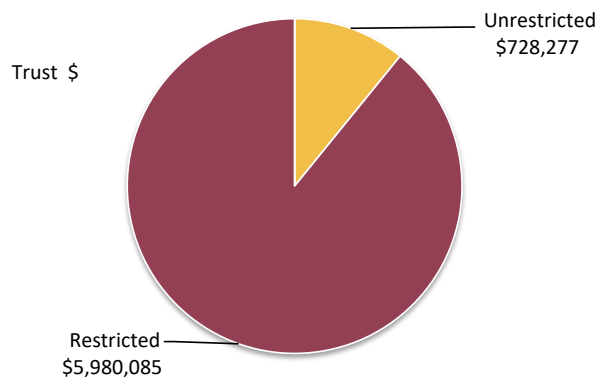
KEY INFORMATION

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments with original maturities of three months or less that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value. Bank overdrafts are reported as short term borrowings in current liabilities in the statement of net current assets.

The local government classifies financial assets at amortised cost if both of the following criteria are met:

- the asset is held within a business model whose objective is to collect the contractual cashflows, and
- the contractual terms give rise to cash flows that are solely payments of principal and interest.

Financial assets at amortised cost held with registered financial institutions are listed in this note other financial assets at amortised cost are provided in Note 4 - Other assets.



SHIRE OF KOORDA
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 APRIL 2025

4 RESERVE ACCOUNTS

Reserve name	Budget	Budget	Budget	Budget	Budget	Actual	Actual	Actual	Actual	Actual YTD
	Opening Balance	Interest Earned	Transfers In (+)	Transfers Out (-)	Closing Balance	Opening Balance	Interest Earned	Transfers In (+)	Transfers Out (-)	Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Restricted by Council										
Reserves cash backed - Accrued Leave	215,086	9,972	0	0	225,058	215,086	7,397	0	0	222,483
Reserves cash backed - Road	756,942	35,095	0	(25,600)	766,437	756,942	26,033	0	0	782,975
Reserves cash backed - Plant and Equipment	578,414	26,818	0	(514,600)	90,632	578,414	19,893	0	0	598,306
Reserves cash backed - Building	901,333	41,790	0	(45,000)	898,123	901,333	30,999	0	0	932,331
Reserves cash backed - TV Satellite	34,208	1,586	0	0	35,794	34,208	1,177	0	0	35,385
Reserves cash backed - Recreation	1,210,383	63,074	0	(606,472)	666,985	1,210,383	41,628	0	0	1,252,011
Reserves cash backed - Medical Practitioner	319,846	14,830	0	0	334,676	319,846	11,000	0	0	330,846
Reserves cash backed - IT & Admin	413,204	19,158	0	(50,000)	382,362	413,204	14,211	0	0	427,415
Reserves cash backed - Sewerage	1,095,961	50,814	0	0	1,146,775	1,095,961	37,692	0	0	1,133,654
Reserves cash backed - Community Bus	67,307	3,121	0	0	70,428	67,307	2,315	0	0	69,622
Reserves cash backed - NRM	23,644	1,096	0	0	24,740	23,644	813	0	0	24,457
Reserves cash backed - Waste Management	164,927	7,646	0	(55,000)	117,573	164,927	5,672	0	0	170,600
	5,781,255	275,000	0	(1,296,672)	4,759,583	5,781,255	198,829	0	0	5,980,084

5 CAPITAL ACQUISITIONS

Capital acquisitions	Amended		YTD Actual	YTD Actual Variance
	Budget	YTD Budget		
	\$	\$	\$	\$
Buildings - non-specialised	304,855	104,855	143,122	38,267
Plant and equipment	943,000	943,000	934,378	(8,622)
Acquisition of property, plant and equipment	1,247,855	1,047,855	1,077,500	29,645
Infrastructure - roads	2,457,600	2,294,000	1,817,902	(476,098)
Infrastructure - Other	1,238,728	238,728	143,419	(95,309)
Acquisition of infrastructure	3,696,328	2,532,728	1,961,322	(571,406)
Total capital acquisitions	4,944,183	3,580,583	3,038,822	(541,761)
Capital Acquisitions Funded By:				
Capital grants and contributions	2,392,969	2,295,153	1,169,282	(1,125,871)
Other (disposals & C/Fwd)	281,000	211,000	227,272	16,272
Reserve accounts				
Reserves cash backed - Road	25,600	0	0	0
Reserves cash backed - Plant and Equipment	514,600	0	0	0
Reserves cash backed - Building	45,000	0	0	0
Reserves cash backed - Recreation	606,472	0	0	0
Reserves cash backed - IT & Admin	50,000		0	0
Reserves cash backed - Waste Management	55,000		0	0
Contribution - operations	973,542	1,074,430	1,642,267	567,837
Capital funding total	4,944,183	3,580,583	3,038,822	(541,761)

SIGNIFICANT ACCOUNTING POLICIES

Each class of fixed assets within either plant and equipment or infrastructure, is carried at cost or fair value as indicated less, where applicable, any accumulated depreciation and impairment losses.

Assets for which the fair value as at the date of acquisition is under \$5,000 are not recognised as an asset in accordance with *Financial Management Regulation 17A (5)*. These assets are expensed immediately.

Where multiple individual low value assets are purchased together as part of a larger asset or collectively forming a larger asset exceeding the threshold, the individual assets are recognised as one asset and capitalised.

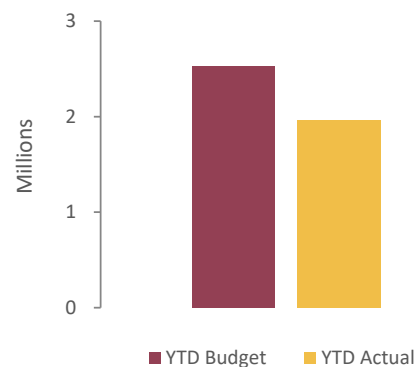
Initial recognition and measurement for assets held at cost

Plant and equipment including furniture and equipment is recognised at cost on acquisition in accordance with *Financial Management Regulation 17A*. Where acquired at no cost the asset is initially recognise at fair value. Assets held at cost are depreciated and assessed for impairment annually.

Initial recognition and measurement between mandatory revaluation dates for assets held at fair value

In relation to this initial measurement, cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at zero cost or otherwise significantly less than fair value, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the Shire includes the cost of all materials used in construction, direct labour on the project and an appropriate proportion of variable and fixed overheads.

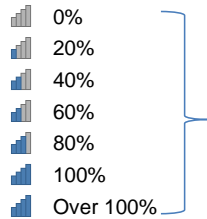
Payments for Capital Acquisitions



5 CAPITAL ACQUISITIONS - DETAILED

Capital expenditure total

Level of completion indicators



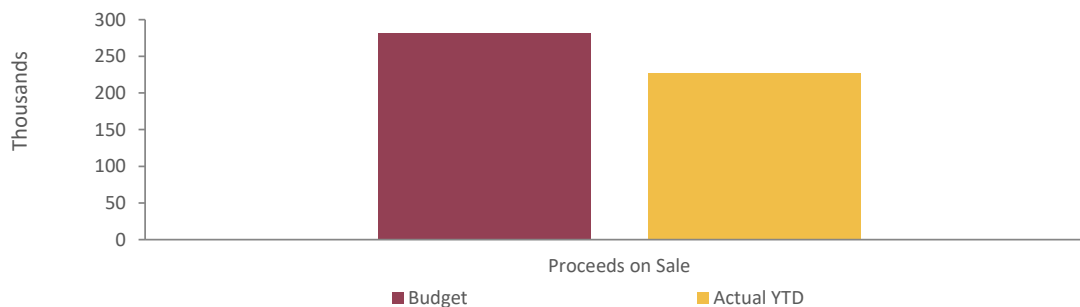
Percentage Year to Date Actual to Annual Budget expenditure where the expenditure over budget highlighted in red.

Level of completion indicator, please see table at the end of this note for further detail.

		Amended		Variance		
Account Description		Budget	YTD Budget	YTD Actual	Under/(Over)	
		\$	\$	\$	\$	
Plant & Equipment						
	PE0031	P003 Ute Gardener	50,000	50,000	46,265	3,735
	PE0161	P016 Roller Vib	185,800	185,800	185,400	400
	PE0431	P043 Front End Loader	378,700	378,700	378,700	0
	PE0551	P055 Ute Team Leader	60,000	60,000	57,744	2,256
	PE1001	P100 CEO Vehicle	77,000	77,000	76,622	378
	PE2001	P200 WS Vehicle	68,000	68,000	66,564	1,436
	PE3001	P300 DCEO Vehicle	75,500	75,500	75,513	(13)
	PE0611	P60 MPO Ute	38,000	38,000	37,720	280
	PEBOOM	Miscellaneous Plant - Compact Boom Spray	10,000	10,000	9,850	150
Buildings						
	BC016B	Rec Ground Ablutions	259,855	59,855	0	59,855
	BC016	Rec Ground Pavillion (23/24)	0	0	97,517	(97,517)
	BC054	L271 (3) Greenham St - Building (Capital)	35,000	35,000	0	35,000
	BC055	L274 (2) Lodge St - Building (Capital)	10,000	10,000	10,222	(222)
	BC015	Caravan Park Ablutions - Building (Capital) - 23/24 C/F	0	0	22,546	(22,546)
	BC056	L282 (7) Pearman St - Building (Capital)	0	0	12,837	(12,837)
Other Infrastructure						
	PC005	Synthetic Bowling Green Relocation	1,136,128	136,128	58,160	77,968
	PC003	Netball Court Resurface (RES: 240225)	27,000	27,000	27,445	(445)
	PC004	Refuse Site	50,000	50,000	32,245	17,755
	FC120	Townscape - GreenHeart	25,600	25,600	25,569	31
Infrastructure Roads						
	RRG006	Kalannie - Kulja Road (RRG)	180,000	180,000	152,137	27,863
	RRG140	Burakin - Wialki Road (RRG)	300,000	300,000	299,818	182
	RRG140B	Burakin - Wialki Road 2 (RRG)	168,000	168,000	189,100	(21,100)
	R2R002	Koorda - Cadoux Road (R2R)	144,000	144,000	48,447	95,553
	R2R004	Koorda - Kulja Road (R2R)	282,000	282,000	285,241	(3,241)
	R2R004B	Koorda - Kulja B Road (R2R)	290,000	290,000	245,812	44,188
	R2R004C	Koorda - Kulja C Road (R2R)	100,000	100,000	95,804	4,196
	R2R004D	Koorda - Kulja D Road (R2R)	200,000	200,000	181,895	18,105
	RC002	Koorda - Cadoux Road (Capital) - WSNF	100,000	100,000	42,556	57,444
	RC010	Mollerin Rock South Road (Capital) - 23/24 C/F	0	0	16,251	(16,251)
	RC014	Maher Road (Capital)	60,000	30,000	0	30,000
	RC023	Rabbit Proof Fence Road (Capital)	60,000	30,000	0	30,000
	RC026	Chapman Road (Capital)	60,000	30,000	31,595	(1,595)
	RC052	Green Road (Capital)	60,000	30,000	0	30,000
	RC135	Wyalkatchem - Koorda Road Sealed (Capital) - WSNF	100,000	100,000	35,676	64,324
	FC098	Greenham Footpath	100,000	100,000	11,755	88,245
	FC093	Scott Footpath	40,000	40,000	0	40,000
	FC120	Footpath Repairs - LRCI			13,284	(13,284)
	FC137	Railway Street	213,600	170,000	168,533	1,467
		4,944,183	3,580,583	3,038,822	541,761	

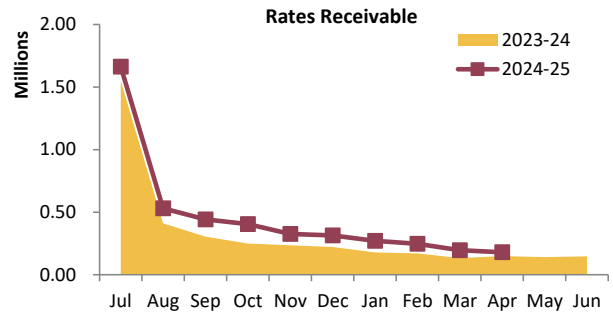
6 DISPOSAL OF ASSETS

Asset Ref.	Asset description	Budget				YTD Actual			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
Plant and equipment									
	P003 Ute Gardener - 2019 4x2 Ford Ranger XL	9,000	20,000	11,000	0	5,591	20,000	14,409	0
	P043 Front End Loader - 2014 Volvo L90F FEL	4,000	50,000	46,000	0	0	0	0	0
	P055 Ute Team Leader - 2022 4x4 Ford XLS Ranger PX3 Dual Cab	40,000	35,000	0	(5,000)	38,235	33,636	0	(4,599)
	P200 WS Vehicle - 2023 Ford Ranger Wildtrak 4x4	62,000	56,000	0	(6,000)	58,072	56,364	0	(1,708)
	P100 CEO Vehicle - 2022 Toyota Prado VX Silver	70,000	65,000	0	(5,000)	69,779	61,818	0	(7,961)
	P300 DCEO Vehicle - 2021 Toyota Prado GXL (Glacier White)	61,000	55,000	0	(6,000)	61,087	55,455	0	(5,632)
		246,000	281,000	57,000	(22,000)	232,764	227,272	14,409	(19,900)



7 RECEIVABLES

Rates receivable	30 June 2024	30 Apr 2025
	\$	\$
Opening arrears previous years	145,909	151,329
Levied this year	1,213,196	1,274,465
Less - collections to date	(1,207,775)	(1,231,017)
Gross rates collectable	151,329	194,778
Net rates collectable	151,329	194,778
% Collected	88.9%	86.3%



Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	0	141,683	177	0	11,474	153,334
Percentage	0.0%	92.4%	0.1%	0.0%	7.5%	
Balance per trial balance						
Trade receivables	0	22,161	0	336	25,498	153,334
GST receivable	0	39,365	0	0	0	42,526
Interest Receivable	0	45,173	0	0	0	22,708
Total receivables general outstanding						218,567

Amounts shown above include GST (where applicable)

KEY INFORMATION

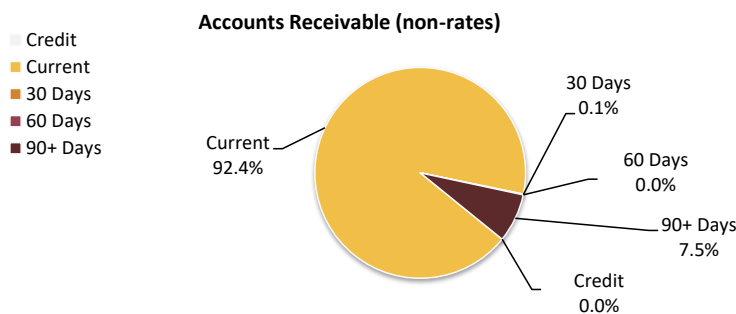
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

Trade receivables are recognised at original invoice amount less any allowances for uncollectable amounts (i.e. impairment). The carrying amount of net trade receivables is equivalent to fair value as it is due for settlement within 30 days.

Classification and subsequent measurement

Receivables which are generally due for settlement within 30 days except rates receivables which are expected to be collected within 12 months are classified as current assets. All other receivables such as, deferred pensioner rates receivable after the end of the reporting period are classified as non-current assets.

Trade and other receivables are held with the objective to collect the contractual cashflows and therefore the Shire measures them subsequently at amortised cost using the effective interest rate method.



**SHIRE OF KOORDA
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 APRIL 2025**

OPERATING ACTIVITIES

8 OTHER CURRENT ASSETS

	Opening Balance 1 July 2024	Asset Increase	Asset Reduction	Closing Balance 30 April 2025
Other current assets	\$	\$	\$	\$
Financial assets at amortised cost	5,781,255	198,829		5,980,084
Inventory				
Stock on Hand	15,086		(9,650)	5,436
Other assets				
Contract assets	523,751		(523,751)	0
Total other current assets	6,320,092	198,829	(533,401)	5,985,521

Amounts shown above include GST (where applicable)

KEY INFORMATION

Inventory

Inventories are measured at the lower of cost and net realisable value.

Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

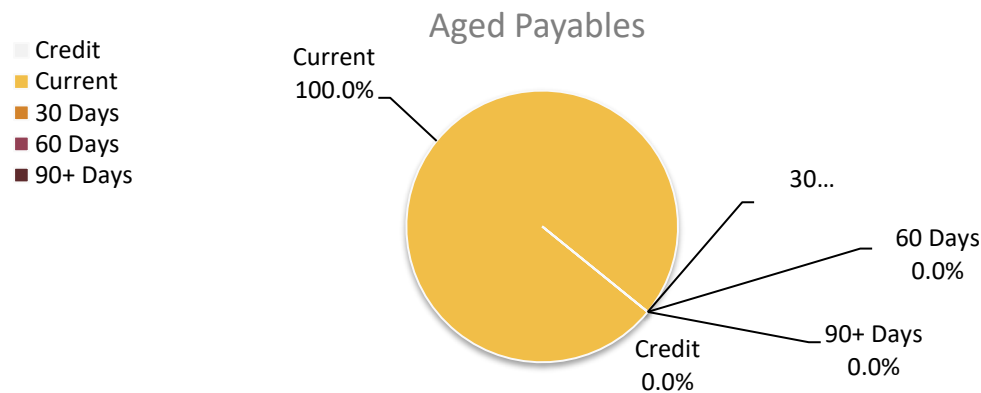
9 PAYABLES

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	0	191,858	0	0	0	191,858
Percentage	0.0%	100.0%	0.0%	0.0%	0.0%	
Balance per trial balance						
Sundry creditors	0	78,274	0	30,250	0	191,858
GST Payable	0	10,085	0	0	0	15,090
PAYG Payables	0	24,792	0	0	0	23,786
Payroll Creditors	0	0	0	0	(202)	(202)
Other Payables - ESL Liability	0	4,935	0	0	0	5,544
Other Payables - Dept Transport	0	24,688	0	0	0	589
Other Payables - Retention and Bonds	0	180	460	6,240	63,428	46,751
Prepaid Rates	0	1,366	1,005	15,817	0	15,769
Total payables general outstanding						299,185

Amounts shown above include GST (where applicable)

KEY INFORMATION

Trade and other payables represent liabilities for goods and services provided to the Shire prior to the end of the period that are unpaid and arise when the Shire becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are normally paid within 30 days of recognition. The carrying amounts of trade and other payables are considered to be the same as their fair values, due to their short-term nature.



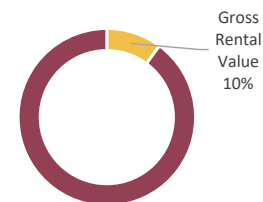
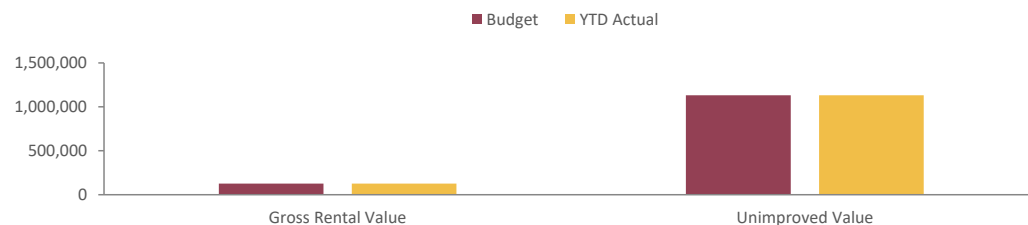
10 RATE REVENUE

General rate revenue

RATE TYPE	Rate in	Number of	Rateable	Rate	Budget	Total	Rate	YTD Actual	Total
	\$ (cents)	Properties	Value	Revenue	Interim	Revenue	Revenue	Interim	Revenue
				\$	\$	\$	\$	\$	\$
Gross rental value									
Gross Rental Value	0.0970	134	1,314,448	127,501		127,501	127,501	92	127,593
Unimproved value									
Unimproved Value	0.0110	218	102,937,345	1,132,311		1,132,311	1,132,311	-1,083	1,131,228
Sub-Total		352	104,251,793	1,259,812	0	1,259,812	1,259,812	-991	1,258,821
Minimum payment	Minimum Payment \$								
Gross rental value									
Gross Rental Value	430	30	44,455	12,900		12,900	12,900	430	13,330
Unimproved value									
Unimproved Value	430	36	607,998	15,480		15,480	15,480	116	15,596
Sub-total		66	652,453	28,380	0	28,380	28,380	546	28,926
Discount						-45,000	-43,032		-43,032
Amount from general rates						1,243,192			1,244,715
Ex-gratia rates	0.068		437,500	29,750		29,750	29,750		29,750
Total general rates						1,272,942			1,274,465

KEY INFORMATION

Prepaid rates are, until the taxable event for the rates has occurred, refundable at the request of the ratepayer. Rates received in advance give rise to a financial liability. On 1 July 2020 the prepaid rates were recognised as a financial asset and a related amount was recognised as a financial liability and no income was recognised. When the taxable event occurs the financial liability is extinguished and income recognised for the prepaid rates that have not been refunded.



11 OTHER CURRENT LIABILITIES

	Note	Opening Balance 1 July 2024	Liability transferred from/(to) non current	Liability Increase	Liability Reduction	Closing Balance 30 April 2025
		\$	\$	\$	\$	\$
Other current liabilities						
Other liabilities						
Capital grant/contributions liabilities		682,548	0	0	0	682,548
Total other liabilities		682,548	0	0	0	682,548
Employee Related Provisions						
Provision for annual leave		172,868	0	0	0	172,868
Provision for long service leave		145,429	0	0	0	145,429
Total Provisions		318,298	0	0	0	318,298
Total other current liabilities		1,000,846	0	0	0	1,000,846
Amounts shown above include GST (where applicable)						

A breakdown of contract liabilities and associated movements is provided on the following pages at Note 13

KEY INFORMATION

Provisions

Provisions are recognised when the Shire has a present legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured. Provisions are measured using the best estimate of the amounts required to settle the obligation at the end of the reporting period.

Employee Related Provisions

Short-term employee benefits

Provision is made for the Shire's obligations for short-term employee benefits. Short-term employee benefits are benefits (other than termination benefits) that are expected to be settled wholly before 12 months after the end of the annual reporting period in which the employees render the related service, including wages, salaries and sick leave. Short-term employee benefits are measured at the (undiscounted) amounts expected to be paid when the obligation is settled.

The Shire's obligations for short-term employee benefits such as wages, salaries and sick leave are recognised as a part of current trade and other payables in the calculation of net current assets.

Other long-term employee benefits

The Shire's obligations for employees' annual leave and long service leave entitlements are recognised as employee related provisions in the statement of financial position.

Long-term employee benefits are measured at the present value of the expected future payments to be made to employees. Expected future payments incorporate anticipated future wage and salary levels, durations of service and employee departures and are discounted at rates determined by reference to market yields at the end of the reporting period on government bonds that have maturity dates that approximate the terms of the obligations. Any remeasurements for changes in assumptions of obligations for other long-term employee benefits are recognised in profit or loss in the periods in which the changes occur. The Shire's obligations for long-term employee benefits are presented as non-current provisions in its statement of financial position, except where the Shire does not have an unconditional right to defer settlement for at least 12 months after the end of the reporting period, in which case the obligations are presented as current provisions.

Contract liabilities

An entity's obligation to transfer goods or services to a customer for which the entity has received consideration (or the amount is due) from the customer.

Capital grant/contribution liabilities

Grants to acquire or construct recognisable non-financial assets to identified specifications be constructed to be controlled by the Shire are recognised as a liability until such time as the Shire satisfies its obligations under the agreement.

SHIRE OF KOORDA
 SUPPLEMENTARY INFORMATION
 FOR THE PERIOD ENDED 30 APRIL 2025

OPERATING ACTIVITIES

12 GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Unspent grant, subsidies and contributions liability					Grants, subsidies and contributions revenue		
	Liability	Increase in Liability	Decrease in Liability	Liability	Current Liability	Amended Budget	YTD Budget	YTD Revenue
	1 July 2024		(As revenue)	30 Apr 2025	30 Apr 2025	Revenue	Budget	Actual
	\$	\$	\$	\$	\$	\$	\$	\$
Grants and subsidies								
ESL Bush Fire Brigade Operating Grant				0		20,450	20,450	17,031
Main Roads Direct Road Grant				0		233,768	233,768	233,768
Fuel Tax Credits Grant Scheme				0		26,400	22,000	26,415
Lirbary - Technology and Digital Inclusion Grant				0		0	0	2,543
Other Culture Grant				0		1,000	1,000	1,100
Financial Assistance Grant - General				0		182,200	136,650	136,650
Financial Assistance Grant - Roads				0		74,505	55,879	55,879
	0	0	0	0	0	538,323	469,747	473,386

**SHIRE OF KOORDA
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 APRIL 2025**

14 BUDGET AMENDMENTS

Amendments to original budget since budget adoption. Surplus/(Deficit)

Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
			\$	\$	\$	\$
Budget adoption						44,064
Surplus or deficit at the start of the financial year		Opening surplus(deficit)		57,198		101,262
Grants, subsidies and contributions		Operating revenue			(43,295)	57,967
Interest revenue		Operating revenue		30,000		87,967
Materials and contracts		Operating expenses		53,472		141,439
Depreciation		Operating expenses			(89,500)	51,939
Insurance		Operating expenses		15,000		66,939
Non-cash amounts excluded from operating activities		Non cash item	80,616			66,939
Capital grants, subsidies and contributions		Capital revenue			(680,000)	(613,061)
Proceeds from disposal of assets		Operating revenue			(40,000)	(653,061)
Purchase of land and buildings		Capital expenses		190,145		(462,916)
Purchase of plant and equipment		Operating expenses		150,000		(312,916)
Purchase and construction of infrastructure-roads	RES: 140824	Capital expenses			(63,600)	(376,516)
Purchase and construction of infrastructure-other		Operating expenses		671,272		294,756
Transfer from reserve accounts		Capital revenue			(150,300)	144,456
Transfer to reserve accounts		Non cash item			(30,000)	114,456
				1,167,087	(1,096,695)	70,392


SHIRE OF KOORDA
 SUPPLEMENTARY INFORMATION
 FOR THE PERIOD ENDED 30 APRIL 2025

INVESTING ACTIVITIES

13 CAPITAL GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Capital grant/contribution liabilities				Capital grants, subsidies and contributions revenue			
	Liability	Increase in	Decrease in	Liability	Current	Amended	YTD	YTD
	1 July 2024	Liability	Liability	30 Apr 2025	Liability	Budget	Budget	Revenue
	\$	\$	(As revenue)	\$	\$	\$	\$	\$
Capital grants and subsidies								
Local Roads & Community Infrastructure Grant (LRCI)	423,185	416,004	(423,185)	416,004		669,636	669,636	0
CSRFF Grant				0		130,421	32,605	32,605
Regional Road Group Grants				0		432,368	432,368	427,558
Roads to Recovery Grant				0		706,000	706,000	624,000
LGRF08 - Cyclone Seroja Local Government Resilience Fund		266,544		266,544		266,544	266,544	0
Other Road Grants - WSN				0		188,000	188,000	85,119
	423,185	682,548	(423,185)	682,548	0	2,392,969	2,295,153	1,169,282

11.2. List of Accounts Paid

Corporate and Community		
Date	12 May 2025	
Location	Not Applicable	
Responsible Officer	Zac Donovan, Chief Executive Officer	
Author	Lana Foote, Deputy Chief Executive Officer	
Legislation	<i>Local Government Act 1995;</i> <i>Local Government (Financial Management) Regulations 1996</i>	
Disclosure of Interest	Nil	
Purpose of Report	<input type="checkbox"/> Executive Decision <input checked="" type="checkbox"/> Legislative Requirement <input type="checkbox"/> Information	
Attachments	List of Accounts Paid	

Background:

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

Comment:

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

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

Consultation:

Zac Donovan, Chief Executive Officer
Finance Team

Statutory Implications:

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

Policy Implications:

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

Strategic Implications:

Shire of Koorda Integrated Strategic Plan 2024

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

Risk Implications:

Risk Profiling Theme	Failure to fulfil statutory regulations or compliance requirements
Risk Category	Compliance
Risk Description	No noticeable regulatory or statutory impact
Consequence Rating	Insignificant (1)
Likelihood Rating	Rare (1)
Risk Matrix Rating	Low (1)
Key Controls (in place)	Governance Calendar
Action (Treatment)	Nil
Risk Rating (after treatment)	Adequate

Financial Implications:

Funds expended are in accordance with Council's adopted 2024/2025 Budget.

Voting Requirements: Simple Majority Absolute Majority

Officer Recommendation
Resolution 040525

Moved Cr GL Boyne

Seconded Cr NJ Chandler

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

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


For the period 10 April 2025 to 12 May 2025.

Municipal Voucher V663 to V737	Totalling \$ 711,888.70
Purchase Card Transactions (V670, V703 & V723)	Totalling \$ 7,476.25
	Total \$ 719,364.95

CARRIED 4/0

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

11.3. Budget Workshop Outcomes 2025/2026

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

Background:

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

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

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

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

Comment:

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

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

Key Assumptions

The key assumptions defined at the workshop were:

Staff Remuneration Inflator

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

Elected Members Allocation

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

Fees and Charges

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

Short-term Accommodation Charges

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

Shire Housing Charges

Staff are currently charged \$80 per week for housing provided by the Shire of Koorda irrespective of the type of accommodation. This was a 14% increase on the previous annual rate when at \$70 per week. The workshop supported a 20% increase for staff rental to be \$95 per week.

The 20% increase has also been applied to all Shire Housing Charges. Currently tenants are charged between \$135 to \$170 per week, with the increase resulting in a better reflection of the current market with rental charges increasing to \$162 to \$204 per week.

Recreation Centre User Charges

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

Agricultural Society Funding Request

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

Upgrades to Council Chambers

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

Additional Budget Items

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

Shire Website

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

Planning and Legal Fees

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

Use of Shire Reserves

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

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

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

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

Strategic and Community Priorities

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

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

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

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

Consultation:

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

Statutory Implications:

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

Policy Implications:

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

Strategic Implications:

Shire of Koorda Integrated Strategic Plan 2024

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

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

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

Risk Implications:

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

Financial Implications:

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

Voting Requirements: Simple Majority Absolute Majority

**Officer Recommendation
Resolution**

Moved

Seconded

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

CARRIED BY ABSOLUTE MAJORITY

**AMENDED MOTION
Officer Recommendation
Resolution 050525**

Moved Cr JM Stratford

Seconded Cr NJ Chandler


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

CARRIED BY ABSOLUTE MAJORITY 4/0

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

CONFIDENTIAL

11.4. Adoption of Proposed 2025/2026 Fees & Charges

Corporate and Community		
Date	16 May 2025	
Location	Not Applicable	
Responsible Officer	Zac Donovan, Chief Executive Officer	
Author	Lana Foote, Deputy Chief Executive Officer	
Legislation	<i>Local Government Act 1995</i>	
Disclosure of Interest	Nil	
Purpose of Report	<input type="checkbox"/> Executive Decision <input checked="" type="checkbox"/> Legislative Requirement <input type="checkbox"/> Information	
Attachments	Proposed 2025/2026 Fees & Charges	

Background:

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

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

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

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

Comment:

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

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

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

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

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

Consultation:

Council Members
Zac Donovan, Chief Executive Officer
Darren West, Works Supervisor

Statutory Implications:

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

6.16. Imposition of fees and charges

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

* Absolute majority required.

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

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

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

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

* Absolute majority required.

6.17 Setting the level of fees and charges

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

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

6.19 Local Government to give notice of fees and charges

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

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

Policy Implications:

Nil.

Strategic Implications:

Shire of Koorda Integrated Strategic Plan 2024

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

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

Risk Implications:

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

Financial Implications:

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

Voting Requirements: Simple Majority Absolute Majority

**Officer Recommendation
Resolution**

Moved

Seconded Cr

That Council;

- ~~1. Adopts the 2025/2026 Fees and Charges Schedule as attached in this item; and~~
- ~~2. Endorse the statutory advertising of the 2025/2026 Fees and Charges for the Shire of Koorda effective 1 July 2025.~~

CARRIED BY ABSOLUTE MAJORITY

**AMENDED MOTION
Officer Recommendation
Resolution 060525**

Moved Cr JM Stratford

Seconded Cr GL Boyne

That Council;

1. Notes the changes to the employee housing fee for 2025/2026 (to \$110);
2. Adopts the 2025/2026 Fees and Charges Schedule as attached in this item; and
2. Endorse the statutory advertising of the 2025/2026 Fees and Charges for the Shire of Koorda effective 1 July 2025.

CARRIED BY ABSOLUTE MAJORITY 4/0

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

11.5. WAPC Response Requests

5.17pm – Cr GW Greaves joined the meeting.

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

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

Cr Jannah Stratford

Financial – Lease property from Aussie Farming Pty Ltd.

Proximity – Lease property on either side of Application 201579.

Cr Gary Greaves

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

Cr Gina Boyne

Proximity – Own farm land near Application 201585.

Cr Kurt Fuchsbichler

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

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

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

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

11.5 WAPC RESPONSE REQUESTS

Subject to the following conditions:

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

Corporate and Community



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

Background:

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

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

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

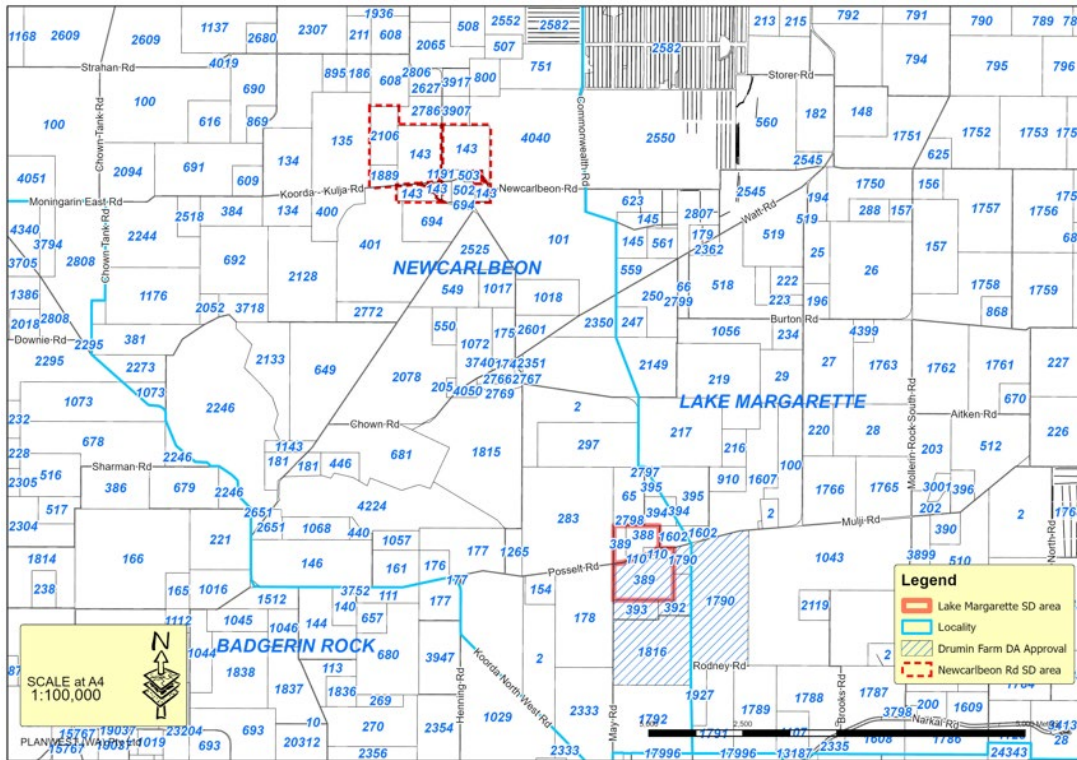
The penalty for commencing development without prior approval is a fine of up to \$200,000 and in the case of a continuing offence up to \$25,000 per day. Planning advice is that while the proponents could apply for subsequent approval, the offence would still have occurred between the start of any development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

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

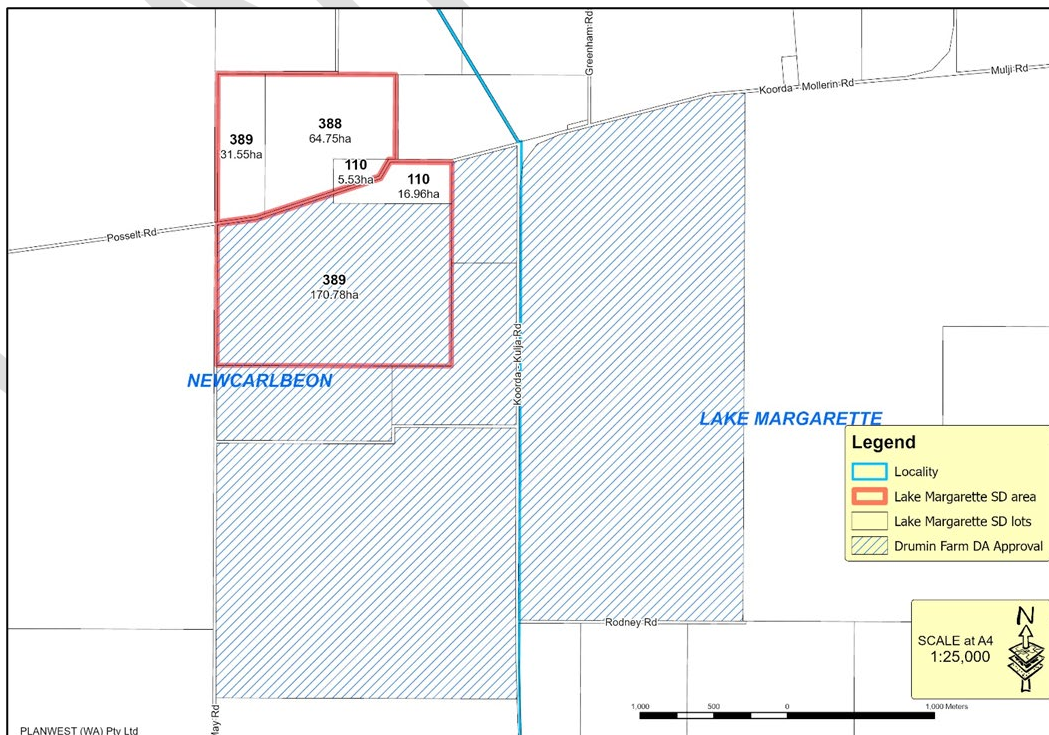
The Shire has until 27 May and 28 of May respectively to respond with any information, comment or conditions that it believes the WAPC should consider in making its determination on realignment of the lot boundaries for each application.

Comment:

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



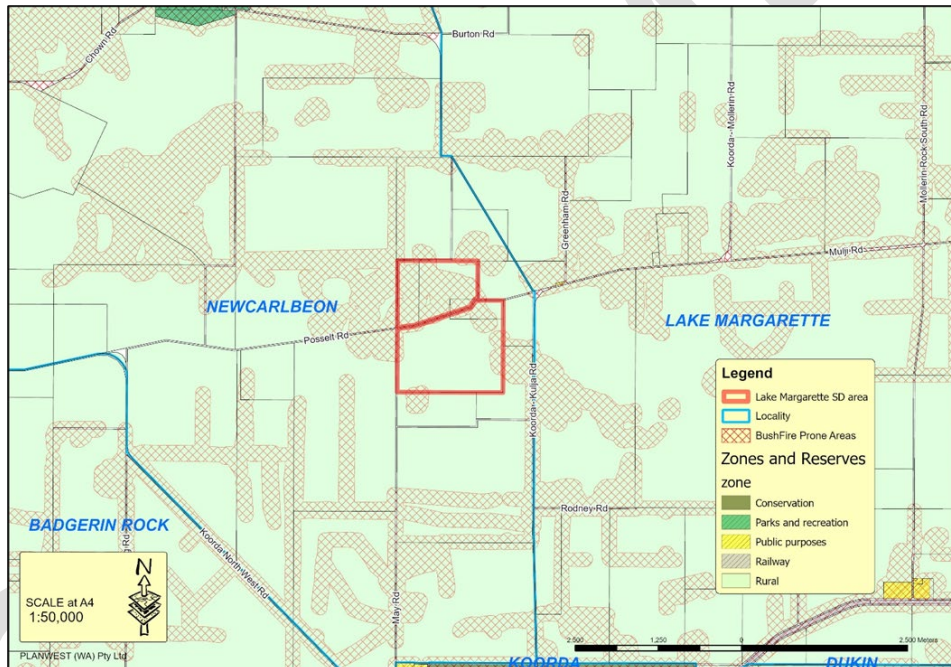
Application 201579 (southernmost) requests WAPC adjust the boundaries of existing lots 389, 388 and 110 to create new lots, one either side of Possett Road. Shire planning advice is that the proposal better reflects land management by avoiding having lots straddling Possett Road. However as shown as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

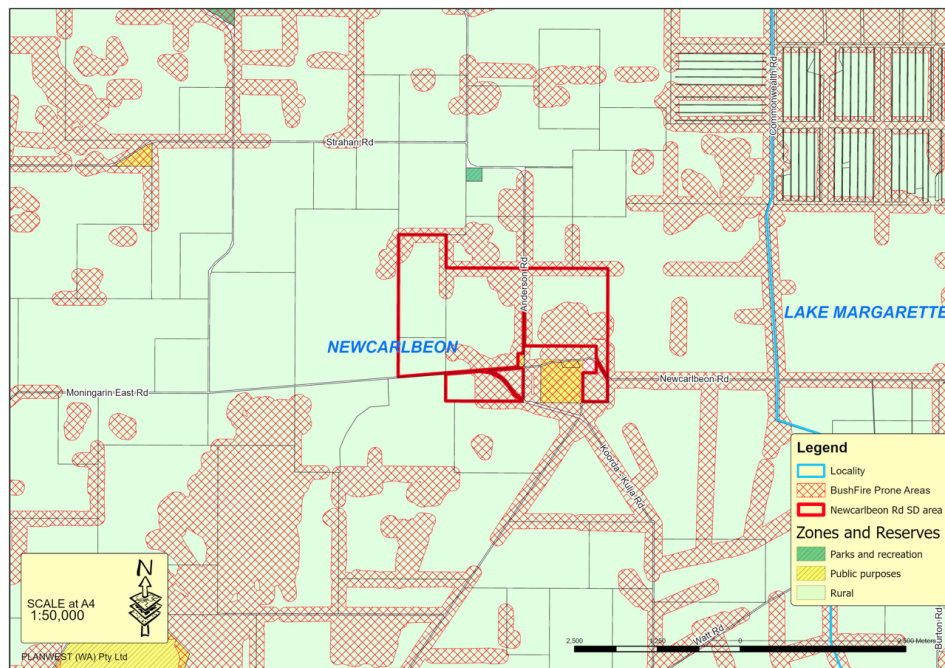


The advice of the Shire's planning consultant is that irrespective of the boundary realignment, the previously approved Development Application relates only to the specific property area that was current at the time approval was issued. That is, the movement of the boundary does not extend the area of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

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

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





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

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

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

For Application 201579 that:

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

For Application 201585 that:

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

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

Consultation:

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

Statutory Implications:

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

Policy Implications:

Nil

Strategic Implications:

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

Risk Implications:

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

Financial Implications:

Nil

Voting Requirements:

Simple Majority

Absolute Majority

**Officer Recommendation
Resolution 070525**

Moved Cr GL Boyne

Seconded Cr NJ Chandler

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


CARRIED 4/0

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

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

12. OFFICER'S REPORTS – GOVERNANCE & COMPLIANCE

12.1. Review of Delegations

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

Background:

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

Comment:

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

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

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

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

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

Consultation:

Lana Foote, Deputy Chief Executive Officer

Statutory Implications:

Local Government Act 1995 Sections.5.18 and 5.46(2)

Policy Implications:

Nil

Strategic Implications:

Shire of Koorda Integrated Strategic Plan 2024

4.1 - Open and Transparent Leadership

Risk Implications:

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

Financial Implications:

Nil

Voting Requirements:

Simple Majority

Absolute Majority

Officer Recommendation

Resolution 080525

Moved Cr GL Boyne


Seconded Cr GW Greaves

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

CARRIED BY ABSOLUTE MAJORITY 5/0

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

12.2. WAEC Proposal for LG Elections 2025

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

Background:

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

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

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

Comment:

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

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

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

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

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

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

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

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

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

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

Consultation:

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

Statutory Implications:

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

Policy Implications:

Nil

Strategic Implications:

Shire of Koorda Integrated Strategic Plan 2024

4.1 - Open and Transparent Leadership

Risk Implications:

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

Financial Implications:

The \$11,778 estimate from WAEC

Voting Requirements:

Simple Majority

Absolute Majority

**Officer Recommendation
Resolution 090525**

Moved Cr NJ Chandler

Seconded Cr GL Boyne

That Council, by an absolute majority:


- 1. Declares, in accordance with section 4.20(4) of the Local Government Act 1995, the Electoral Commissioner to be responsible for the conduct of the 2025 Ordinary election, together with any other elections or polls which may be required; and**
- 2. Decides, in accordance with section 4.61 (2) of the Local Government Act 1995 that the method of conducting the election will be as a Postal election.**

CARRIED BY ABSOLUTE MAJORITY 5/0

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

CONFIDENTIAL

12.3. Caravan Park Local Law Submissions

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

Background:

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

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

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

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

Comment:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Consultation:

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

Statutory Implications:

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

Policy Implications:

W-Recreational Vehicles and Overflow Camping Grounds V1.0

Strategic Implications:

Shire of Koorda Integrated Strategic Plan 2024

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

Risk Implications:

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

Financial Implications:

Nil additional to that previously approved by Council.

Voting Requirements: Simple Majority Absolute Majority

Officer Recommendation Resolution 100525

Moved Cr GW Greaves

Seconded Cr KA Fuchsbichler


That Council:

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

CARRIED BY ABSOLUTE MAJORITY 5/0

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

12.4. CEO Key Performance Indicators

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

Background:

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

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

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

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

Comment:

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

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

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

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

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

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

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

Consultation:

Tony Brown, Executive Director Member Services, WALGA

Statutory Implications:

Local Government Act 1995 Sec.5.38(1), Sec.5.39(3)(b) & Sec.5.41
Local Government (Administration) Regulations 1996 Div. 3 Sec.16(1)

Policy Implications:

2021 Shire of Koorda Standards for CEO Recruitment, Performance and Termination
A - Chief Executive Officer Performance Review Policy V1.0

Strategic Implications:

Shire of Koorda Integrated Strategic Plan 2024
4.1 Open and transparent leadership

Risk Implications:

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

Financial Implications:

Nil

Voting Requirements: Simple Majority Absolute Majority

**Officer Recommendation
Resolution 110525**

Moved Cr NJ Chandler

Seconded Cr GW Greaves

That Council:

a) Adopt the Key Performance Indicators for the CEO as presented.

CARRIED 5/0

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

CONFIRMED

13. OFFICER'S REPORTS – WORKS & ASSETS

5.25pm - SUSPEND STANDING ORDERS

Resolution 120525

Moved Cr NJ Chandler

Seconded Cr GL Boyne

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

CARRIED 5/0

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

5.35pm - RESUMPTION OF STANDING ORDERS

Resolution 130525

Moved Cr GL Boyne


Seconded Cr NJ Chandler

That standing orders be resumed as per the attendance register.

CARRIED 5/0

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

13.1. Landfill Upgrade Survey Results

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

Background:

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

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

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

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

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

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

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

Comment:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Consultation:

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

Statutory Implications:

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

Policy Implications:

Nil

Strategic Implications:

Shire of Koorda Integrated Strategic Plan 2024

- 1 - Local people feel safe, engaged and enjoy a healthy and peaceful lifestyle.
- 3.1 - Shire owned facilities are renewed and maintained to meet community needs

Risk Implications:

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

Financial Implications:

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

Voting Requirements:

Simple Majority Absolute Majority

Officer Recommendation Resolution

Moved Cr

Seconded Cr

~~That Council endorse:~~

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

CARRIED

**AMENDED MOTION
 Officer Recommendation
 Resolution 140525**

Moved Cr JM Stratford

Seconded Cr NJ Chandler

That Council;

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

CARRIED 5/0

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

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

Nil.

15. Elected Members' Motions

Nil.

16. Matters Behind Closed Doors

Nil.

17. Closure

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

Signed: _____

Stratford

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

Date: 18 June 2025