



Shire of
Koorda

Drive in, stay awhile

AGENDA

Ordinary Council Meeting

To be held in Shire of Koorda Council Chambers

10 Haig Street, Koorda WA 6475

Wednesday 20 May 2026

Commencing 5.00pm

NOTICE OF MEETING

Dear Elected Members,

Notice is hereby given that the next Ordinary Meeting of Council of the Shire of Koorda will be held on Wednesday, 20 May 2026 in the Shire of Koorda Council Chambers, 10 Haig Street, Koorda.

The format of the day will be:

4:00pm	Works Committee Meeting
5.00pm	Council Meeting
Following conclusion of Council Meeting	Council Forum

Zac Donovan
Chief Executive Officer
15 May 2026

DISCLAIMER

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

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

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

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

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

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

Signed



Zac Donovan
Chief Executive Officer

Table of Contents

1.	Declaration of Opening	4
2.	Record of Attendance, Apologies and Leave of Absence	4
3.	Public Question Time	4
4.	Disclosure of Interest	4
5.	Applications for Leave of Absence	4
6.	Petitions and Presentations	4
7.	Confirmation of Minutes from Previous Meetings	5
7.1.	Ordinary Council Meeting held on 22 April 2026	5
8.	Minutes of Committee Meetings to be Received	5
8.1.	Minutes of Internal Committee Meetings to be Received	5
8.2.	Minutes of External Committee Meetings to be Received	5
9.	Recommendations from Committee Meetings for Council Consideration	6
9.1.	Consideration of Koorda Governance Committee Terms of Reference V1.1	6
9.2.	Policy Manual Review and Update	8
10.	Announcements by the President without Discussion	12
11.	OFFICER'S REPORTS – CORPORATE & COMMUNITY	12
11.1.	Monthly Financial Statements	12
11.2.	List of Accounts Paid	14
11.3.	CBH Office Development Application	16
12.	OFFICER'S REPORTS – GOVERNANCE & COMPLIANCE	21
12.1.	Health Local Law Review	21
13.	OFFICER'S REPORTS – WORKS & ASSETS	24
14.	Urgent Business Approved by the Person Presiding or by Decision	24
15.	Elected Members' Motions	24
16.	Matters Behind Closed Doors	24
17.	Closure	24

**Shire of Koorda
Ordinary Council Meeting
5.00pm, Wednesday 20 May 2026**



1. Declaration of Opening

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

2. Record of Attendance, Apologies and Leave of Absence

Councillors:

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

Staff:

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

Members of the Public:

Apologies:

Visitors:

Approved Leave of Absence:

3. Public Question Time

4. Disclosure of Interest

5. Applications for Leave of Absence

6. Petitions and Presentations

7. Confirmation of Minutes from Previous Meetings

7.1. Ordinary Council Meeting held on 22 April 2026

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

Voting Requirements Simple Majority Absolute Majority

Officer Recommendation

That, in accordance with Sections 5.22(2) and 3.18 of the *Local Government Act 1995*, the Minutes of the Ordinary Council Meeting held 22 April 2026, as presented, be confirmed as a true and correct record of proceedings.

8. Minutes of Committee Meetings to be Received

8.1. Minutes of Internal Committee Meetings to be Received

- a. Governance Committee Meeting Minutes for meeting held on 6 May 2026
[Governance Committee Minutes](#)

Voting Requirements Simple Majority Absolute Majority

Officer Recommendation

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

- a. Governance Committee Meeting, 6 May 2026

8.2. Minutes of External Committee Meetings to be Received

- a. GECZ Meeting Minutes for meeting held on 23 April 2026
[GECZ Meeting Minutes](#)

Voting Requirements Simple Majority Absolute Majority


Officer Recommendation

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

- a. GECZ Meeting, 23 April 2026.

9. Recommendations from Committee Meetings for Council Consideration

9.1. Consideration of Koorda Governance Committee Terms of Reference V1.1

Governance and Compliance		
Date	23 April 2026	
Location	Not Applicable	
Responsible Officer	Lana Foote, Deputy Chief Executive Officer	
Author	As above	
Legislation	Nil	
Disclosure of Interest	Nil	
Purpose of Report	<input checked="" type="checkbox"/> Executive Decision <input checked="" type="checkbox"/> Legislative Requirement <input type="checkbox"/> Information	
Attachments	Draft Koorda Governance Committee Terms of Reference V1.1	

Background:

The Koorda Governance Committee was re-established at the Special Meeting of Council held 20 October 2025 (RES: 191025), following the 2025 Ordinary Local Government Elections.

The Koorda Governance Committee's Terms of Reference have been reviewed and as highlighted within the attachment of this item, only minor changes have been made. The ToR are presented to the Committee for consideration and adoption prior to recommending adoption at the subsequent Ordinary Council Meeting.

Comment:

Appointment of Elected Members to the Governance Committee was determined by Council following ordinary local government elections, for a term to expire on the date of the subsequent Ordinary Local Government Elections.

An item will be presented for Council to adopt the terms of reference following recommendation from the Governance committee meeting.

Consultation:

Nil.

Statutory Implications:

The Koorda Governance Committee was re-established by Council (in its current format) under section 5.8 of the Local Government Act 1995 (the Act) (RES: 191025). Part 5, Subdivision 2 of the Act provides for committees including establishment and appointment of members. Part 5, Subdivision 3 of the Act provides for the quorum, voting, decisions and minutes of committees. The Local Government (Administration) Regulations 1996 also make provisions in regards to committees.

Policy Implications:

Shire of Koorda Code of Conduct for Council Members, Committee Members and Candidates

Section 10 of the Shire of Koorda Code of Conduct for Council Members, Committee Members and Candidates provides an expected standard of conduct for council members and committee members appointed to a Committee.

Strategic Implications:

Shire of Koorda Integrated Strategic Plan 2024

4.1 - Open and Transparent Leadership.

Risk Implications:

While it is not a legislative requirement for a Committee to have a TOR, it is common practice and ensures committee members are aware of their role and responsibilities and mitigates the risk of committees acting outside their responsibility.

Financial Implications:


Nil

Voting Requirements: Simple Majority Absolute Majority

Committee Recommendation

That the Koorda Governance Committee Terms of Reference be adopted.

9.2. Policy Manual Review and Update

Governance and Compliance		
Date	30 April 2026	
Location	Not Applicable	
Responsible Officer	Lana Foote, Deputy Chief Executive Officer	
Author	As above	
Legislation	Local Government Act 1995	
Disclosure of Interest	Nil	
Purpose of Report	<input checked="" type="checkbox"/> Executive Decision <input checked="" type="checkbox"/> Legislative Requirement <input type="checkbox"/> Information	
Attachments	Part 1 – Consolidated Shire of Koorda Policy Manual Part 2 & 3 – Policies to be reviewed/amended (new/amended policy attachments linked in below tables).	

Background:

The objectives of the Council's Policy Manual are:

- To provide Council with a formal written record of all policy decisions;
- To provide staff with precise guidelines in which to act in accordance with Council's wishes;
- To enable staff to act promptly in accordance with Council's requirements, but without continual reference to Council;
- To enable Councillors to adequately handle enquiries from electors without undue reference to staff or Council;
- To enable Council to maintain a continual review of Council Policy decisions and to ensure they are in keeping with community expectations, current trends and circumstances;
- To enable ratepayers to obtain immediate advice on matters of Council Policy.

Comment:

PART 1 – Review of Policies

A consolidated manual of all the current policies has been created and attached as per "**Part 1.**"

Following the first tranche of reviews, and in accordance with Policy G – Development, Review and Amendment of Policies, all policies are required to be reviewed at least biennially, generally the March following Local Government Elections. Policies included in the consolidated policy manual attached in Part 1 have been reviewed as part of the major review and are therefore marked as reviewed, with no further review currently required.

PART 2 - Amendments and introduction of policies to the “Strategic” section of the policy manual (simple majority)

Policies in part 2 recommendation only require simple majority voting.

Policy Section & Title	Proposed Amendments/Comments
<u>EM - Elected Member Entitlements</u>	<ul style="list-style-type: none"> As per FMR & AR 17 recommendation - Review the policy to amend policy references to ensure they comply with the Local Government Act 1995 and subsidiary legislation.
<u>F - Donations and Requests to Waiver fees</u>	<ul style="list-style-type: none"> Minor updates to align to current events.
<u>F - Financial Reserves and Provision for Accrued Leave</u>	<ul style="list-style-type: none"> Remove reference to reserves no longer used as per RES: 221125 (NRM, TV & Medical Practitioner).
<u>G - Appointment of an Acting Chief Executive Officer</u>	<ul style="list-style-type: none"> As per FMR & AR 17 recommendation - Review and amend the policy to require the CEO to seek Council approval of leave. Where circumstances do not permit this to occur prior to the leave being taken, a report to Council should be prepared, clearly detailing leave taken by the CEO as soon as practically possibly after leave is taken.
<u>G - Council Meeting Systems</u>	<ul style="list-style-type: none"> Updated requirement for Council to also confirm annual meeting details for Committee Meetings, as well as Ordinary Council Meetings. Updated name of Audit, Risk & Improvement Committee and added section about independent member requirement. Added requirement for Council to appoint committee presiding & deputy presiding members.
<u>G - Installation and Use of CCTV on Shire Property</u>	<ul style="list-style-type: none"> Recommend adopting new policy.
<u>G - Legal Representation for Elected Members and Employees</u>	<ul style="list-style-type: none"> Recommend adopting new policy.
<u>G - Legislative Compliance</u>	<ul style="list-style-type: none"> Update Department of Local Government name/amend acronym from DLGSC to LGIRS. Removed reference to reg 5(2)(c) of the <i>Local Government (Financial Management) Regulations 1996</i> as it was deleted and merged with Regulation 17 of the Local Government (Audit) Regulations 1996 – updated requirement for review of financial management, legislative compliance and risk management no less than every 3 years to once in 4 financial years.
<u>W - Roadside Advertising Signage</u>	<ul style="list-style-type: none"> Recommend adopting new policy.

PART 3 - Amendments and introduction of policies to the “Strategic” section of the policy manual (absolute majority)

Policies in part 3 recommendation require absolute majority voting.

Policy Section & Title	Proposed Amendments/Comments
<u>A - Chief Executive Officer Performance Review Policy</u>	<ul style="list-style-type: none"> Removed timing around appointment of consultant as dependent on commencement of CEO employment contract.
<u>A - Elected Member and Chief Executive Officer Attendance at Events</u>	<ul style="list-style-type: none"> Renamed policy to A - Elected Member and Chief Executive Officer Attendance at Events Policy to remove Employees (as Operational). Employee reference removed from within policy. As per FMR & AR 17 recommendation - Review and update the dispute resolution and approvals and authorisation processes within the policy to: <ul style="list-style-type: none"> Require approvals to be considered either by a Council resolution, or by the CEO; and Dispute resolution processes to appropriately consider compliance and authorisation limitations set by legislation.
<u>EM - Continuing Professional Development</u>	<ul style="list-style-type: none"> Amended requirement for completion of Council Member Essentials from “30 June following election” to “within 12 months of being elected” (in line with regulations and practice). As per FMR & AR 17 recommendation - Undertake a review of the policy as required after each ordinary election. Ensure the policy is adopted by an absolute majority to comply with section 5.128 of the Local Government Act 1995. Review systems and processes to ensure reviews are undertaken as required by legislation.

Consultation:

Executive Management Team
Governance Committee

Statutory Implications:

Local Government Act 1995, Part 2, Division 2 ‘Role of Council’

2.7. Role of council

(1) The council –

- (a) governs the local government’s affairs; and
- (b) is responsible for the performance of the local government’s functions.

(2) Without limiting subsection (1), the council is to –

- (a) oversee the allocation of the local government’s finances and resources; and
- (b) determine the local government’s policies.

Policy Implications:

The Policy Manual will be updated accordingly, should Council resolve to adopt the Committee’s Recommendations.

Strategic Implications:

Shire of Koorda Integrated Strategic Plan 2024

4.1 - Open and Transparent Leadership.

Risk Implications:

Not regularly updating the Shire's Policy manual poses a reputable risk with a medium risk rating. In order to maintain transparency and to facilitate appropriate decision-making processes, it is imperative that policy statements reflect the current position of Council and work practices at the Shire as well as best practice approaches.

Financial Implications:

Nil

Voting Requirements:

Recommendation 1 Simple Majority Absolute Majority

Committee Recommendation 1

That Council endorse the completed review of the Shire of Koorda Policy Manual for 2026, as attached in Part 1.

Voting Requirements:

Recommendation 2 Simple Majority Absolute Majority

Committee Recommendation 2

That Council;

With regards to Shire of Koorda Policy Manual, adopts the following policies, as amended and included in this report, attached in the table under Part 2;

- (a) EM - Elected Member Entitlements
- (b) F - Donations and Requests to Waiver fees
- (c) F - Financial Reserves and Provision for Accrued Leave
- (d) G - Appointment of an Acting Chief Executive Officer
- (e) G - Council Meeting Systems
- (f) G - Installation and Use of CCTV on Shire Property
- (g) G - Legal Representation for Elected Members and Employee
- (h) G - Legislative Compliance
- (i) W - Roadside Advertising Signage

Voting Requirements:

Recommendation 3 Simple Majority Absolute Majority

Committee Recommendation 3


That Council with regards to Shire of Koorda Policy Manual, adopts the following policies, as amended and included in this report, attached in the table under Part 3;

- (a) A - Chief Executive Officer Performance Review Policy
- (b) A - Elected Member and Chief Executive Officer Attendance at Events
- (c) EM - Continuing Professional Development

10. Announcements by the President without Discussion

11. OFFICER'S REPORTS – CORPORATE & COMMUNITY

11.1. Monthly Financial Statements

Corporate and Community		
Date	12 May 2026	
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 2026 Financial Activity Statement	

Background:

This item presents the Statement of Financial Activity to Council for the period ending 30 April 2026.

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

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

Comment:

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

Consultation:

Zac Donovan, Chief Executive Officer
Finance Officers

Statutory Implications:

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

Policy Implications:

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

Strategic Implications:

Shire of Koorda Integrated Strategic Plan 2024

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

Risk Implications:

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

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 2026, as presented.

11.2. List of Accounts Paid

Corporate and Community		
Date	12 May 2026	
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 15 April 2026 to 12 May 2026.

Comment:

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

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

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

Consultation:

Zac Donovan, Chief Executive Officer
Finance Team

Statutory Implications:

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

Policy Implications:

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

Strategic Implications:

Shire of Koorda Integrated Strategic Plan 2024

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

Risk Implications:

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

Financial Implications:

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

Voting Requirements: Simple Majority Absolute Majority

Officer Recommendation

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 15 April 2026 to 12 May 2026.

Municipal Voucher V696 to V743
Purchase Card Transactions (V739)

Totalling \$ 244,041.62
Totalling \$ 5,693.60
Total \$ 249,735.22

11.3 CBH Office Development Application

CORPORATE AND COMMUNITY		
Date	12 May 2026	
Location	Lot 19 Orchard Street, Koorda	
Responsible Officer	Zac Donovan, Chief Executive Officer	
Author	As above	
Legislation	Planning and Development Act 2005 Shire of Koorda Local Planning Scheme No.3	
Disclosure of Interest	Cr Nick Chandler (Financial)	
Purpose of Report	<input checked="" type="checkbox"/> Executive Decision <input type="checkbox"/> Legislative Requirement <input type="checkbox"/> Information	
Attachments	CBH Koorda – Office DA Package 2023 02 13 CBH Workers Accommodation - Approval CBH Site Landscaping Plan	

Background:

CBH Group has applied for development approval to construct an office building and associated amenities on Lot 19 (HN 1) Orchard Street in Koorda next to the existing worker accommodation.

The Shire has previously facilitated this application with a Planning Scheme amendment, gazetted in October 2024, for the subject land to have an additional use for offices under a D classification. The classification means the office use is not permitted unless the local government exercises its discretion by granting the development approval application.

As such, CBH lodged the DA application on 8 April, accompanied by a Transport Impact Statement (TIS) prepared by Shawmac (Consulting Civil and Traffic Engineers), a BAL assessment prepared by Green Start Consulting (Bushfire Planning Practitioner), a copy of the Certificate of Title, a Landscaping Plan and a Stormwater Management Plan. These can be reviewed in the first attachment to the item.

As mentioned, the site of the proposed office development is that for which a DA application from CBH to construct workers accommodation was approved on 13 February 2023. As shown in the second attachment to the item, the approval in 2023 had conditions including the lodgement of a landscape management plan and on-going maintenance of landscaping.

The purpose of this item is for Council to consider the DA application and determine if it will apply its discretion to permit the office accommodation on the site.

Comment:

CBH has established its workers accommodation on the subject land and now seeks to build the administration centre (office) adjacent to the accommodation. As proposed, the development is estimated to cost \$1.1m and will be completed within 3 months from an approval.

The site of the application is about four hectares with a 360-metre frontage to Orchard Street. It is largely vacant except for the newly completed accommodation and a house located towards the eastern end of the lot more than 100 metres from the proposed office building.

There is very little adjoining the block with the Koorda Drive In opposite on Orchard Street, the golf course on the northern boundary and light industry including CBH bulkheads and the Shire depot across Aitken Road, the southern entrance to the town.

The following image depicts the block in relation to the townsite and surrounding industry and amenities.



As mentioned, the office DA application before Council follows approval in 2023 of worker accommodation on the site which is now operational. The accommodation fit with the Local Planning Strategy - endorsed by the WAPC in December 2014 – that defined the site residential and with the recognition that the provision of residential land supply is to meet a variety of lifestyle needs.

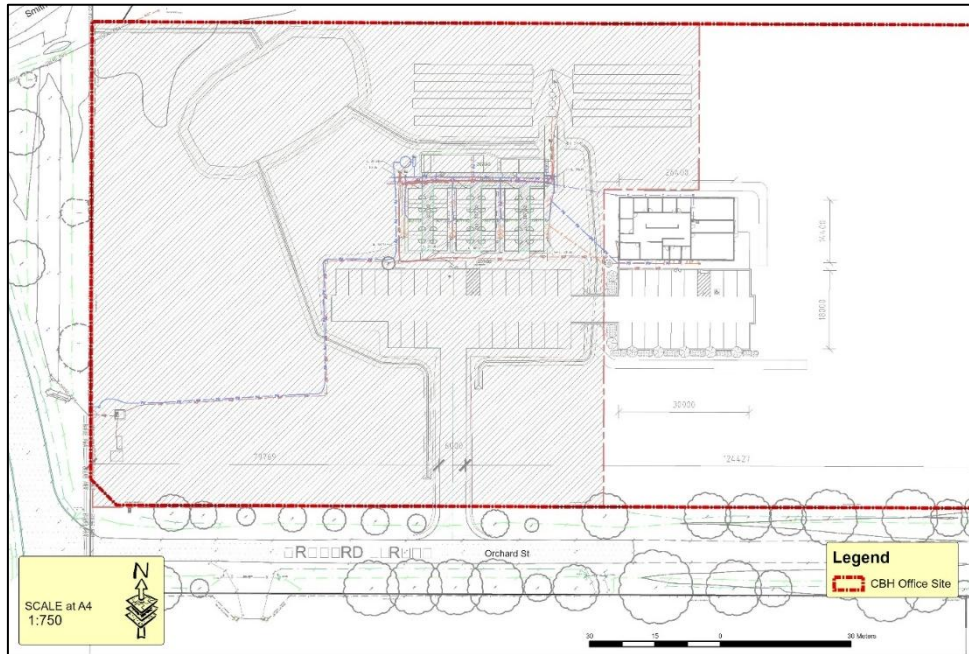
The current DA application for the office building was pre-empted at the time of the application for the worker's accommodation, and Council essentially approved the works in principle by endorsing an amendment to the Local Planning Scheme for the addition of additional uses under the D classification.

The DA application for the office building is accompanied by several documents – attached as CBH Koorda – Office DA Package – which include:

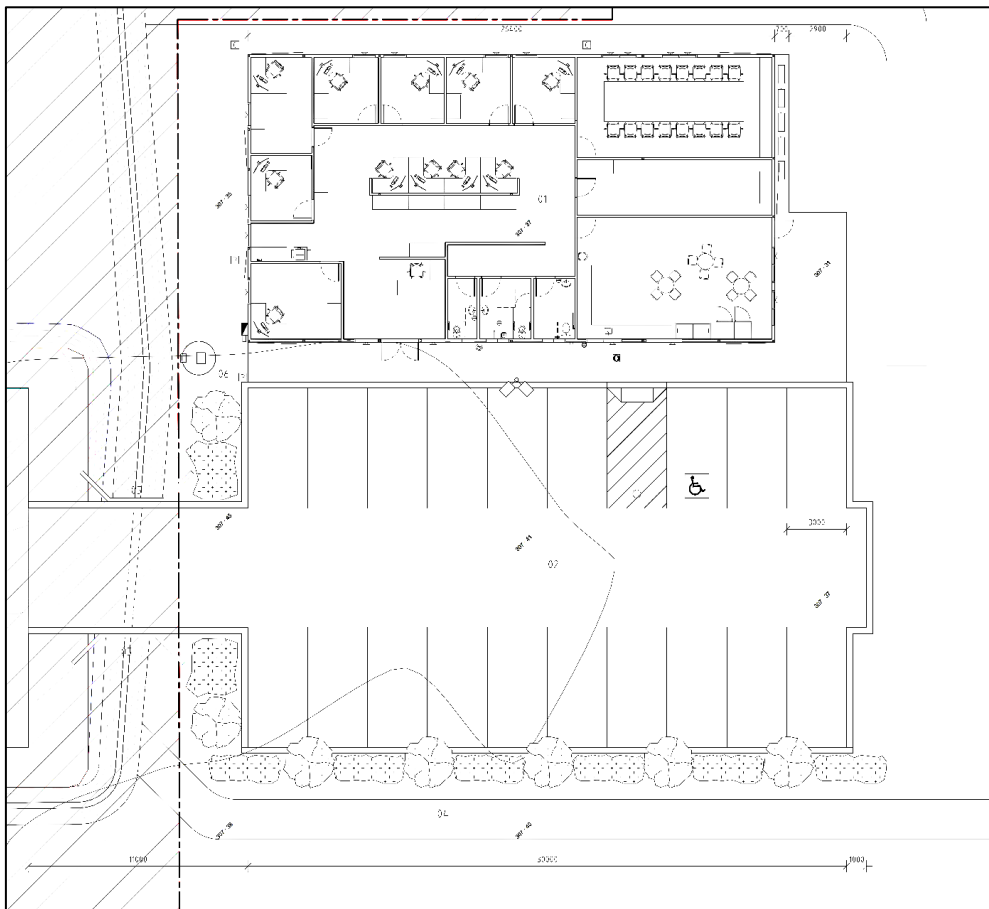
- A covering letter from CBH
- Completed and signed Application for Development Approval form
- A copy of the Certificate of Title
- Development Plans – including Site Plan, Floor Plan and Elevations
- Landscaping Plan
- Traffic Impact Statement
- Bushfire Attack Level Assessment Report
- Updated Stormwater Management Plan

It is the documents associated with the last five points above that have most relevance to Councils determination.

Starting with the **Development Plans**, the following graphic – taken from the attached DA Package - shows the proximity of the proposed office to the east of the existing accommodation and the plan to use a common access to Orchard Street. The existing workers accommodation and effluent disposal is shown in the shaded part of the graphic.



The following graphic depicts more detail of the office configuration and parking area.



The next component listed in the DA application is the **Landscaping Plan** which in the DA comprises one page following the seven pages of the site and building plans. When reviewing the attached DA pack, it can be overlooked but is the last of the plans with the notation 2 of 6 in the lower right corner. As shown, it shows the location where various nominated trees and shrubs will be planted around the carpark. There is no indication of reticulation.

The nominated flora on the Landscaping Plan page seem to align with that planted at the existing workers accommodation. As per the attached workers accommodation approval, a condition included the lodgement of a Landscaping and Maintenance Plan for the site. Both the Shire and CBH have been unable to confirm if that plan was lodged – largely due for both organisations to a change in key staff since February 2023. However CBH has now provided, separate to the DA documents, a plan for all landscaping works at the site (as attached).

Current landscaping at the site comprises a band of woodchips with a scattering of shrubs and trees planted around the entrance and workers accommodation. The existing flora also do not seem to be reticulated which will impair growth.

The **Transport Impact Assessment** provided as part of the DA confirms that this development is unlikely to create any traffic movements that would be unacceptable. The TIS concludes the peak vehicle movements generated by the development will be 19, which is within the threshold of low impact (according to the WAPC Transport Impact Assessment Guidelines) and can be accommodated within the existing capacity of the network.

Regarding the **Bushfire Attack Level Assessment**, the site is completely within the Bushfire Prone mapping area and so required a Bushfire Management Plan (BMP) at the time of the workers accommodation DA approval. This was prepared in accordance with the requirements outlined in State Planning Policy 3.7 - Bushfire and the associated Planning for Bushfire Guidelines.

The BAL report completed for the office DA has been prepared by a qualified consultant with the recommendation of a BAL12.5 classification. A full Bushfire Management Plan is not required for the DA as it is classified as commercial, not residential, and as such has reduced requirements. In effect the office however will benefit from the plan created for the workers accommodation.

The **Stormwater Management Plan** seems to have been prepared by CBH in-house and assesses the forecast drainage resulting from the addition of the new office development. It is in the interests of CBH, and the Shire, that the facility is not affected by flood waters and that drainage is totally contained on site. The SMP states that the basin and channels designed to collect on-site drainage for the accommodation are also adequate to cater for the additional drainage from the proposed office building and carpark.

In summary, the proposed office accommodation helps facilitate the Shire's primary industry and as such the DA should be supported by Council.

As with the workers accommodation, though likely subject to activity due to shift work, the site is well separated from the town's main residential areas and would be expected to have minimal impact. It is located back from the southern entrance to the town, though the proposed landscaping should help mitigate any visual impact for the office development.

In addition, the decision by Council to support the Town Planning Scheme amendment in 2024 to create the additional use for offices under the D was intended to facilitate the later construction of the office accommodation. As detailed, the D condition allows Council to use its discretion to approve a development that would otherwise not be permitted in a residential area.

Consultation:

Paul Bashall, Principal, Planwest

Emma Haak, Planning and Approvals Lead, CBH Group

Lana Foote, Deputy CEO, Shire of Koorda

Statutory Implications:

Planning and Development Act 2005

Shire of Koorda Local Planning Scheme No.3

Policy Implications:

Nil

Strategic Implications:

Shire of Koorda Integrated Strategic Plan 2024

2.1 – Our local economy grows in a sustainable manner

4.1 - Open and Transparent Leadership

Risk Implications:

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

Financial Implications:

Nil

Voting Requirements: Simple Majority Absolute Majority

Officer Recommendation

That Council approve the development Application for the CBH office as presented with the following conditions and advice notes:


1. The development being constructed in accordance with the Stormwater Management Plan, with all drainage contained on site, with the site drainage and effluent disposal to be monitored and operated to the satisfaction of the local government.
2. The development being constructed and maintained in accordance with the Bushfire Attack Level 12.5 to the satisfaction of the local government.
3. The establishment of the proposals contained in the Landscape Plan with on-going maintenance of landscaping, to the satisfaction of the local government.

Advice Notes

- 1 If the development, the subject of this approval, is not substantially commenced within a period of 24 months from the date of the approval, the approval will lapse and be of no further effect. For the purposes of this condition, the term “substantially commenced” has the meaning given to it in the Planning and Development (Local Planning Schemes) Regulations 2015 as amended from time to time.
- 2 If an applicant or owner is aggrieved by this determination, there is a right of review by the State Administrative Tribunal in accordance with the Planning and Development Act 2005 Part 14. An application must be made within 28 days of the determination.
- 3 The applicant is advised that granting of development approval does not constitute a building permit and that an application for relevant building permits must be submitted to the Shire of Koorda and be approved before any work requiring a building permit can commence on site.

12. OFFICER'S REPORTS – GOVERNANCE & COMPLIANCE

12.1 Health Local Law Review

Governance and Compliance		
Date	14 May 2026	
Location	Koorda Shire	
Responsible Officer	Zac Donovan, Chief Executive Officer	
Author	As above	
Legislation	Local Government Act 1995 (sections 3.12, 3.13 and 3.16)	
Disclosure of Interest	Nil	
Purpose of Report	<input checked="" type="checkbox"/> Executive Decision <input type="checkbox"/> Legislative Requirement <input type="checkbox"/> Information	
Attachments	Koorda Health Local Law	

Background:

Amendments to the Local Government Act 1995, from the ongoing sector reform process, now require local laws to be reviewed every 15 years instead of the previous 8-year cycle. However local laws that had not been reviewed since 2018 are required to be reviewed before moving to 15-year reviews.

The Shire of Koorda has six local laws of which one, the Health Local Law (attached), falls into the category of requiring immediate review and for Council to decide if it should be amended or repealed.

The purpose of the item is to provide Council with a copy of the existing Shire of Koorda Health Local Law, and to detail the review process and timing so to proceed with the review of the local law.

Comment:

As mentioned, the Shire of Koorda has six local laws, the most recent of which is the Caravan Park Local Law. The table below details the Shire's six local laws and the various details as to commencement, amendment and most recent review dates for each.

Local Law	Review Due	Original Adoption	Most Recent Review	Details of Last Review	Last Amended	Details of Last Amendment
Caravan Park	2040	2025	-	-	-	RES: 180225 RES: 150325 RES: 070425 RES: 100525
Cemeteries	2033	1930	2018	RES: 070518	2010	
Dog	2033	2000	2018	RES: 070518	2010	
Health	2025	2010	2017	RES: 070717	2012	RES: 120212
Local Government Property	2033	2000	2018	RES: 070518	2018	RES: 060618 RES: 081018
Standing Orders	2033	2017	2018		2018	RES: 050618 RES: 071018

As shown, the Health Local Law was last review prior to 2017 – as such it is not afforded the 15-year review cycle – and is now overdue for review. Without the amendments to the review timing, four other Shire local laws would also need to be reviewed this year.

To assist Council in reviewing a local law, the Act (s3.16) steps out a process by which the community needs to be advised of the review, the local law is made available for the community to inspect for at least six weeks with the option to make submissions for Council to consider.

For the Shire, the timing of the Health Local Law review coincides with development of the local Public Health Plan, which is intended to be presented to Council by the 20 June Ordinary Council Meeting, and as such should provide additional insights for Council to consider in determining the local law.

Should the local PHP not be available for the June OCM, the Shire has a contingency to present the document at the 15 July OCM with approval from the WA Chief Health Officer to lodge the final version in July. Should this transpire the local law review timetable will be adjusted to accommodate.

In addition, the Shire will engage the law firm that assisted with the Caravan Park Local Law to conduct a review of the Koorda Health Local Law for alignment with contemporary legislation and any required amendments will be completed and presented to Council with any community submissions.

Consequently, the timetable for the review of the Shire of Koorda Health Local Law is proposed as follows:

Timing	Milestone
20 May	Outline of process and timing to OCM for Council to resolve to proceed with review
22 May	Commence independent legal review of existing local law against current legislation
25 May	Public notice of the local law review and opportunity to make submissions
17 June	Local Public Health Plan Strategy presented to Council for adoption
6 July	End of public submission period
15 July	Summary of submissions to July OCM for Council decision to amend or repeal.

The extent of any amendments to the Health Local Law will determine if the Shire needs to readvertise the proposed amendments and undertake another public submission period or proceed to adopt the local law (with amendments) and advise the Minister and publish in the Government Gazette.

After the reviewed local law is advertised in the Gazette, the Shire will need to advertise the title of the local law, provide a summary as to its purpose and date it comes into operation, and ensure it is included on the Shire's website.

Significant changes to the Shire's Health Local Law – which include if Council decides it should be repealed - will require the process to be repeated with a new public notice and submissions period, additional decision by Council, advice to the Minister and publication in the Gazette.

Consultation:

Lana Foote, Deputy Chief Executive Officer

Statutory Implications:

Local Government Act 1995 (sections 3.12, 3.13 and 3.16)

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)	Timetable as presented in item
Action (Treatment)	Nil
Risk Rating (after treatment)	Adequate

Financial Implications:

Up to \$3000 in legal fees to review against existing legislation

Voting Requirements:

Simple Majority

Absolute Majority

Officer Recommendation

That Council endorse the review of the Shire of Koorda Health Local Law as proposed.

13. OFFICER'S REPORTS – WORKS & ASSETS

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

15. Elected Members' Motions

16. Matters Behind Closed Doors

17. Closure