



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 22 April 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, 22 April 2026 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
17 April 2026

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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 22 April 2026**



1. Declaration of Opening

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

2. Record of Attendance, Apologies and Leave of Absence

Councillors:

Cr JM Stratford	President
Cr GW Greaves	Deputy President
Cr KA Fuchsbichler	(5.04 pm)
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
Mr D West	Works Supervisor

Members of the Public:

Apologies:

Visitors:

Approved Leave of Absence:

3. Public Question Time

Nil.

4. Disclosure of Interest

Nil.

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 18 March 2026

[Ordinary Council Minutes](#)

Voting Requirements ☒ Simple Majority ☐ Absolute Majority

Officer Recommendation Resolution 010426

Moved Cr GW Greaves

Seconded Cr BH Moore

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 18 March 2026, as presented, be confirmed as a true and correct record of proceedings.

CARRIED 6/0

For: Cr JM Stratford, Cr GW Greaves, Cr BJ Harrap, Cr NJ Chandler, Cr GL Boyne, Cr BH Moore

8. Minutes of Committee Meetings to be Received

8.1. Minutes of External Committee Meetings to be Received

- a. Rural Water Council of WA Meeting Minutes for meeting held on 24 October 2025
[RWC Meeting Minutes](#)

Voting Requirements ☒ Simple Majority ☐ Absolute Majority

Officer Recommendation Resolution 020426

Moved Cr GL Boyne

Seconded Cr BJ Harrap

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. Rural Water Council of WA Meeting, 24 October 2025.

CARRIED 6/0

For: Cr JM Stratford, Cr GW Greaves, Cr BJ Harrap, Cr NJ Chandler, Cr GL Boyne, Cr BH Moore

9. Recommendations from Committee Meetings for Council Consideration

Nil.

10. Announcements by the President without Discussion

Thank you to the anonymous donor for donating funds towards the purchase of a new ambulance, your extraordinary generosity has helped serve and safeguard our community for years to come. Congratulate the St John volunteers for your tireless commitment to our community.

Congratulations to our newest Australian citizens; Karina Gregory, Logan Sharman and Virginia Kamau.

Congratulations to the Koorda Winter Sports on hosting the double header in Koorda last weekend.

Thank you to all those who participated in the Integrated Strategic Plan survey and workshops. We have some interesting results that will help guide council decisions over the next few years.

Extend Council condolences to the Donaldson family on the passing of Bruce. Bruce was an Elected Member at Shire of Koorda from 1980 to 1993 and served as President of both the WA Municipal Association and the Country Shire Council Association – two of WALGA's founding membership groups.

Extend condolences to the Jones family on the passing of Kim, to the Walker family on the passing of Mick and to the Green family on the passing of Laurie.

11. OFFICER'S REPORTS – CORPORATE & COMMUNITY

5.04pm – Cr KA Fuchsbichler joined the meeting.

11.1. Monthly Financial Statements

Corporate and Community		
Date	14 April 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	☐ Executive Decision ☒ Legislative Requirement ☐ Information	
Attachments	March 2026 Financial Activity Statement	

Background:

This item presents the Statement of Financial Activity to Council for the period ending 31 March 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
Resolution 030426

Moved Cr NJ Chandler

Seconded Cr GL Boyne

That Council, by Simple Majority, pursuant to Regulation 34 of the *Local Government (Financial Management) Regulations 1996*, receives the statutory Financial Activity Statement report for the period ending 31 March 2026, as presented.

CARRIED 7/0

For: Cr JM Stratford, Cr GW Greaves, Cr KA Fuchsbichler, Cr BJ Harrap, Cr NJ Chandler, Cr GL Boyne, Cr BH Moore

11.2. List of Accounts Paid

Corporate and Community		
Date	14 April 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	☐ Executive Decision ☒ Legislative Requirement ☐ Information	
Attachments	List of Accounts Paid	

Background:

This item presents the List of Accounts Paid, paid under delegated authority, for the period 11 March 2026 to 14 April 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
Resolution 040426

Moved Cr GL Boyne

Seconded Cr GW Greaves

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 11 March 2026 to 14 April 2026.

Municipal Voucher V610 to V695	Totalling \$ 618,253.78
Purchase Card Transactions (V623, V663 & V692)	Totalling \$ 7,091.63
	Total \$ 625,345.41

CARRIED 7/0

For: Cr JM Stratford, Cr GW Greaves, Cr KA Fuchsbichler, Cr BJ Harrap, Cr NJ Chandler, Cr GL Boyne, Cr BH Moore

12. OFFICER'S REPORTS – GOVERNANCE & COMPLIANCE

12.1 Local Public Health Plan Development

Governance and Compliance		
Date	7 April 2026	
Location	Shire of Koorda	
Responsible Officer	Zac Donovan, Chief Executive Officer	
Author	As above	
Legislation	Public Health Act 2026 Sec. 22 and 26 Local Government Act Sec. 5.56	
Disclosure of Interest	Nil	
Purpose of Report	☐ Executive Decision ☒ Legislative Requirement ☐ Information	
Attachments	Shire of Koorda Health Profile Report	

Background:

When the Public Health Act 2016 Part 5 was mandated on 4 June 2024, the Chief Health Officer was given 12 months to publish a State Public Health Plan 2025-2030. Local governments were initially required to publish a local Public Health Plan at the same time. However, with the requirement for the local plans to align with the State plan, the Local Government deadline was extended to June 2026.

Given the importance of the plan and subject matter, the Shire initially requested the City of Wanneroo – which provides EHO services to the Shire – to assist however, it eventuated that the City did not have capacity at that time and recommended a specialist consultant Withers and Associates.

On review of the consultancy's bona fides, including having completed local Public Health Plans for 28 regional local governments including the Shires of Merredin, Toodyay and Bruce Rock, Withers and Associates was engaged in mid-January with the \$13,995 fee funded from the consultancy budget of which, including the PHP, is set to be underutilised by at least \$70,000 by the end of the financial year.

The purpose of this item is to detail the process to develop the PHP and provide the first stage of the plan - the Health Profile for the Shire of Koorda – for review.

Comment:

All local governments are required to plan for the future of their district under s.5.56 (1) of the *Local Government Act 1995*. The Shire is currently reviewing its Integrated Strategic Plan and associated community plan for which a community survey has been completed and results emailed to Council.

The local Public Health Plan will contribute to the development of the Integrated Strategic Plan, along with other components also currently in development such as the Shire's Annual Budget and Strategic Resourcing Plan, which includes the Long-Term Financial Plan.

The purpose of the local Public Health Plan is to define the public health needs of the community and establish clear objectives and priorities to address these needs. It is composed of two key elements:

1. Health Profile: An analysis of health data, trends, and determinants that provides insight into the health status and needs of a population, which identifies public health risks and highlights areas where intervention can make a meaningful impact.

2. **Strategic Plan:** A roadmap for action, outlining objectives, priorities, and policies designed to promote, protect, and improve public health. It is recommended that the strategic plan is developed with community consultation to ensure relevancy and impact.

The timing of the delivery of these two components and associated activity for the Shire of Koorda local Public Health Plan is as follows:

Component	Scheduled Completion	Progress
Health Profile Report	End of March	Completed 17 March Present to 22 April OCM
Health and Well Being Survey	End of May	Underway - commenced 2 April
Public Health Plan	Mid-June	Intention to present to 17 June OCM and Submit to Chief Health Officer on 18 June

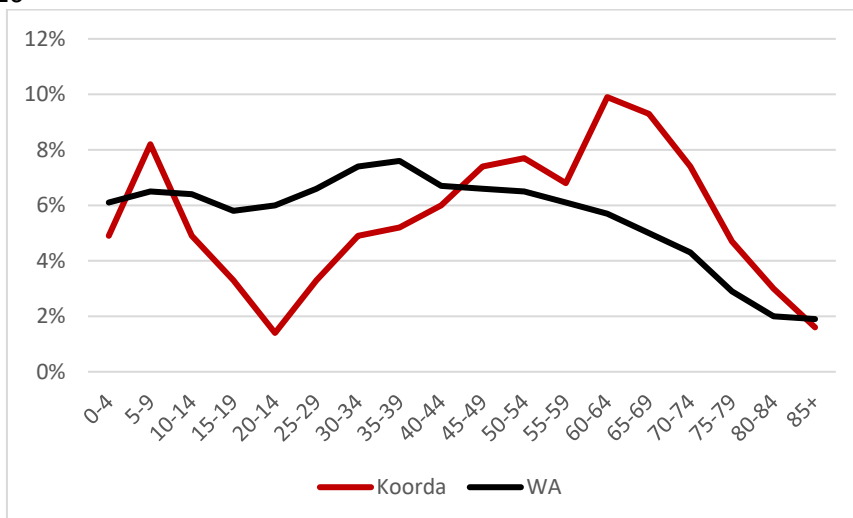
As proposed the Koorda Public Health Plan is intended to be endorsed by Council at the 17 June Ordinary Council Meeting, however, should the timing prove problematic, the Shire has approval from the Chief Health Officer for the plan to be submitted by 17 July 2026 after the 15 July OCM.

The first component of the local Public Health Plan for the Shire's consideration is the Shire's Health Profile Report (attached). The extensive information contained in the report presents key insights into the Shire demographics and beyond that specifically limited to health outcomes. Consequently, the document is valuable for Council in consideration of all budget and strategic decisions.

The report drew from various sources including the Health Department Epidemiology Directorate and Health and Health and Wellbeing Surveillance System and Australian Education Development Census. Key demographics for the Shire (as compared with WA) included:

- Median age of 51 years (38 for WA)
- Outright home ownership of 53.5% (29.2% for WA)
- In the Shire 30.2% of people were volunteers (15.9% for WA)
- Median household income was \$1341 per week (\$1815 for WA)
- Only 1.9% of people in the Shire speak a second language (29.2% for WA)
- More people in the Shire (37.9%) have long term medical conditions (26.1% for WA)
- More people worked full time (63.3%) compared to WA (57.1%).

The following shows the comparison between the various age group numbers (by percentage of the total population) for the Shire of Koorda and WA in total. As shown the significant departures from the state average population composition, is that the absence in the Shire of people between the ages of 14 and 39 years and the disproportionately higher number aged 60 years and older.



Critically for the development of the local Public Health Plan, the report details key health indicators for children (aged 2 to 15 years) and those considered adults living in the Shire of Koorda. In many aspects the Shire's population approximate the results for the wider population of Western Australia. However, there are a number of areas that should raise concern, specifically in the areas of:

- Tobacco and alcohol related harm
- Mental health and self-harm
- Transport injuries and accidental falls

Specific rates for these areas compared to overall state averages are as follows. The figures represented are Age Standardised Rates which scale the actual results to smooth out varying age demographics between towns to allow a better comparison. That is, the figures represented are not actual rates per 100,000 people but also are not influenced by having an older population.

	Shire of Koorda	Western Australia	Increase for Koorda on WA
Hospitalisations from tobacco related harm	451.4	366.8	23%
Deaths related to tobacco	64.5	48.7	32%
Hospitalisations from alcohol related harm	750.3	665.4	13%
Deaths related to alcohol	41.0	26.0	58%
Mental health – rates of self-harm (men)	29.6	20.0	48%
Mental health – rates of self-harm (women)	10.3	7.1	45%
Transport accident rate (all)	26.6	7.2	269%
Transport death rate (males)	37.5	11.3	232%
Transport death rates (females)	11.9	3.1	284%
Accidental falls causing injury	1177.8	1031.0	14%
Accidental falls causing injury (males)	1114.7	992.9	12%
Accidental falls causing injury (females)	1285.3	1061.2	21%

While socio-economic conditions do contribute to results in these areas, the Shire of Koorda is not found to be markedly different on the ABS Socio-Economic Index For Areas (SEIFA) than nearby shires. For example, while Koorda registered a SEIFA of 946 (with a lower number being lower socio-economic conditions), Merredin scored 971, Gingin 975 and Moora 959.

These insights, along with the outcomes of the current Koorda Community Health Survey – due to be completed by 1 May – will form the basis for the Shire to redress the areas of concern through the local Public Health Plan proposed to be completed mid-June to present to Council at the earliest OCM.

Consultation:

Llew Withers, Principal, Withers ad Associates

Chantelle Jeffery, Health Promotion Coordinator, Wheatbelt Public Health Unit, WACHS

Muhammad Sufian Rana, Health Promotion Officer, WACHS

Shelavinia Siw, Customer Support Officer, Environmental Health Directorate, Department of Health
Lana Foote, Deputy Chief Executive Officer

Statutory Implications:

Public Health Act 2026 Sec. 22 and 26

Local Government Act Sec. 5.56

Policy Implications:

Nil.

Strategic Implications:

Shire of Koorda Integrated Strategic Plan 2024

1.1 – Local people feel safe, engaged, and enjoy a healthy and peaceful lifestyle

4.1 – Open and Transparent Leadership

4.3 – Forward Planning and delivery of services and facilities that achieve strategic 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	Possible (3)
Risk Matrix Rating	Moderate (6)
Key Controls (in place)	Public Health Plan development schedule
Action (Treatment)	Nil
Risk Rating (after treatment)	Adequate

Financial Implications:

Nil.

Voting Requirements:

☒ Simple Majority

☐ Absolute Majority

**Officer Recommendation
Resolution 050426**

Moved Cr GW Greaves

Seconded Cr NJ Chandler

That Council accept the Shire of Koorda Health profile report as the first part of the Shire's local Public Health Plan.

CARRIED 7/0

For: Cr JM Stratford, Cr GW Greaves, Cr KA Fuchsbichler, Cr BJ Harrap, Cr NJ Chandler, Cr GL Boyne, Cr BH Moore

13. OFFICER'S REPORTS – WORKS & ASSETS

13.1 Koorda Town Housing Plan

Works and Assets		
Date	30 March 2026	
Location	Koorda townsite	
Responsible Officer	Zac Donovan, Chief Executive Officer	
Author	As above	
Legislation	Nil	
Disclosure of Interest	Nil	
Purpose of Report	☒ Executive Decision ☐ Legislative Requirement ☐ Information	
Attachments	Town Action Plan - Koorda Econosis NEWROC Key Worker Housing Cost Benefit Analysis Econosis NEWROC Key Worker Housing Business Case	

Background:

At the Ordinary Council Meeting of 20 November 2024, Council approved expenditure of \$10,000 for the Shire to participate in the development of a regional housing strategy for NEWROC with each shire to receive a specific Town Action Plan to details housing development options.

The project was proposed and managed by the Wheatbelt Development Commission, which had completed similar projects for the AROC and 4WDL. The Shire of Wongan-Ballidu was included in the NEWROC project, given its proximity and the WDC engaged consultancy Econosis to undertake development of the cost benefit analysis report and business case for selected sites.

The project, which included a survey in each shire to establish community and business housing needs, was initially projected to be completed in six months, however a loss of key WDC staff, delayed the NEWROC report, until December 2025. The resulting Econosis reports were detailed and tabled at the December Koorda Council Information Forum and are attached again with this item.

The purpose of this item is for Council to consider the key insights of the now completed Koorda Town Action Plan as a basis for the development of a Strategic Housing Plan for the Shire.

Comment:

The Econosis Cost Benefit Analysis found Koorda had housing demand well in advance of current supply with just 3 dwellings constructed in the five years from 2019, while it was projected the town would need between five to eight dwellings for the next seven years. It should be noted that the housing demand was set by the community and business survey results and are counter to population trends.

Regardless of the specific demand, the Koorda Town Action Plan has identified 36 vacant residential lots in the townsite of which 14 were already fully serviced, nine were partially serviced and 13 had no services. The lots that had no services are the undeveloped Crown Land between Lodge/Haig/Rae Streets.

Of the lots that are fully serviced, the plan identifies that six are owned by the Shire, however these include the two lots on the corner of Haig and Railway streets that have been quarantined from

development due to the proximity to the service station and possible traffic needs. The plan also does not recognise that the Shire has purchased the units at 6 Greenham Street.

The following graphic – from the Koorda Town Action Plan – identifies the lots on which the Shire could immediately initiate construction comprising:

- 7 Scott Street – vacant, fully serviced block
- 44 Smith Street – vacant, fully serviced block
- 12 Greenham Street – dilapidated house on fully serviced block
- 14 Greenham Street – vacant, fully serviced block



In addition, the plan does not recognise the additional block at the front of the Newcarlbeon Nook units at 38 Smith Street (which could accommodate another unit) nor the adjoining land to the former CEACA units at 6 Greenham Street, as explained earlier these were not recognised in the plan.

The four blocks identified in the plan - 7 Scott Street, 44 Smith Street and 12 and 14 Greenham Street – along with the additional capacity at 6 Greenham Street and 38 Smith Street, immediately enables the Shire to construct up to 20 residences, depending on the preferred mix of density.

As to providing land for private investment, the Shire could develop up to 21 new residential in initiating the process to develop the undeveloped and largely un-serviced Crown Land.

The following table details the recommendations in the Town Plan for specific lots:

TIMING	LOTS	ACTION
Short Term	6 Greenham	Purchase Lot 200 (CEACA) and develop a plan for a least 3 more units on land.
Medium Term	12 & 14 Greenham	Identify and carry out any planning actions required to maximise opportunities in conjunction with the adjoining Lot 200. This should include gaining development costs to enable these lots to be project ready for at least 4 units.
	Cnr Haig and Railway	Identify and carry out any planning actions required, including gaining costings, to maximise opportunities to attract investment for unit development on these lots.
Long Term	Crown land between Lodge, Haig and Rae	Work with DPLH (Crown Land) to determine which of these lots the Shire may be able to access, and the processes required to facilitate use of these for housing development.

As presented, an immediate recommendation of the Town Plan is to purchase the units at 6 Greenham St – which was completed in January 2026. It also recommends planning for development of the adjoining blocks on the corner of Haig and Railway Streets, which Council has previously quarantined for development. Meanwhile the plan has not offered a recommendation for a number of other serviced lots owned by the Shire (including 38 Smith and 7 Scott Streets).

Drawing on the WDC Town Plan and combined with local insights, the Shire now has the basis from which to develop a comprehensive housing strategy with a hierarchy of projects and priorities similar to that presented in the following:

TOWN PLAN RECOMMENDATION	SHIRE COMMENT	TIMING
Develop 2 lots on corner of Haig and Railway	Lots quarantined for development by Council.	NA
Purchase units at 6 Greenham Street	Completed in January 2026	COMPLETE
Develop additional units at 6 Greenham Street	Develop the 1 block already cleared and level	Short Term
38 Smith St – No Recommendation	Cleared block for 1 unit at front of existing	Short Term
44 Smith St – No Recommendation	Cleared with potential to accommodate 3 units	Medium Term
7 Scott Street – No Recommendation	Cleared with potential 2-3 units or residence	Medium Term
Work with DPLH to develop lots	Suit development as lots for private sale	Longer term
Develop 4-6 units on 12 and 14 Greenham St	Require demolition for up to 6 units	Longer Term
Develop 6 Greenham St for up to 6 more units	Require site to be cleared for development	Longer Term

The proposed schedule above gives weight to the current condition of the available shire-owned lots – with higher priority given to lots that have fewer barriers to development such as already being cleared and have lower investment requirements, such as lower construction costs.

In addition to recommendations for some of the specific blocks in town the plan also makes recommendations on Planning, Economic Development and Advocacy. These are summarised as follows with proposed priorities:

TOWN PLAN RECOMMENDATION	SHIRE COMMENT	PRIORITY
Planning		
Amend Local Planning Scheme to encourage infill and diverse housing types	Town is already zoned R30	Low
Prepare Workforce Accommodation Policy to address demand for 2–3-bedroom dwellings.	Housing Policy to be updated	High
Liaise with utility providers to ensure network capacity and extend services to priority lots.	Dependent on Housing Strategy and Council priorities	Medium
Engage with DevelopmentWA for support in servicing lots.	As required	Medium
Staged Residential Land Development Strategy for Crown lots.	Timing dependent of Housing Strategy and Council Priorities	High
Bushfire mitigation planning for affected lots.		Medium
Economic Development		
Five-yearly audits of residential, industrial, and commercial activity to track demand.	Review can be included in Housing Strategy	Low
Incentivise private investment through land and development support.	Consideration for Council in Housing Strategy, in particular if development of Crown land parcel proceeds	Medium

Regional collaboration for property management capacity and create economies of scale.	Shire manages property	Low
Prepare Investment Prospectus to highlight priority development opportunities.	Advertising and sales required if Crown land parcel proceeds. Determination of strategy by Council.	Low
Improve data capture and sharing on housing, land supply, and economic trends.	Housing Strategy will provide for longer term growth.	Low
Foster partnerships between public, private, and community stakeholders.	Engagement plan will be part of Housing Strategy	Medium
Continual market monitoring via NEWROC to align planning with housing realities.	Shire to establish metrics and data sources as part of Housing Strategy	Low
Governance and Advocacy		
Advocate to service agencies to align infrastructure upgrades with housing demand.	As required	Medium
Explore Community Housing Provider options to expand affordable housing.	Council consideration	Low
Engage with DPLH to progress priority planning actions and divest Crown land for development.	As per priorities of Council in Housing Strategy	Medium
Coordinate with government programs (e.g., GROH, WALGA) based on regional demand	As required	Low

As mentioned, the WDC Town Plan provides the basis for the Shire develop a 5-year Housing Strategy by providing the underlying demographics and identified community and business need, helping define potential projects, albeit mitigated with additional information, and outlining a sequence of imperatives.

The priorities as defined in the previous table, assume that the Shire first develop a 5-year Housing Strategy with the underlying principle of maximising value targeting projects with fewer barriers – such as cleared with services and shire owned – before progressing to opening land for private sale.

It is proposed that the Shire develop a 5-Housing Strategy for Consideration by Council that sets out:

- Housing Needs Assessment – define housing needs for Shire for next five years
- Strategic Objectives – for the underlying principles of the plan and target objectives
- Situation Assessment – detail available lots and barriers to redevelopment
- Implementation Plan – staged development of various lot types and rationale.
- Financial Considerations – define costings as per business case and funding options.

Development of the 2026/27 Shire budget should be expected to have an impact on any housing strategy for the town, particularly in regard to funding and the establishment of specific reserves or final decision on the application of the units at 6 Greenham Street. Such decisions by Council will need to be accommodated within the strategy.

Consequently, the housing strategy will need to be completed after the annual budget is finalised in July. As such it is proposed that a draft Koorda Housing Strategy be presented to the 19 August Ordinary Meeting of Council.

Consultation:

Grant Arthur, Director Regional Development, WDC
Alex MacKenzie (former) Senior Regional Development Officer, WDC
Caroline Robinson, Executive Officer NEWROC
NEWROC Shire Chief Executive Officers
Mark Wallace, Principal, Econosis

Statutory Implications:

Nil.

Policy Implications:

Nil.

Strategic Implications:

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

Risk Implications:

Risk Profiling Theme	Unforeseen operational demands delay completion of draft strategy
Risk Category	Reputational
Risk Description	Some temporary non-compliance
Consequence Rating	Insignificant (1)
Likelihood Rating	Unlikely (2)
Risk Matrix Rating	Low (2)
Key Controls (in place)	Management of operational priorities and strategy is not time critical.
Action (Treatment)	Nil
Risk Rating (after treatment)	Adequate

Financial Implications:

Nil.

Voting Requirements: ☒ Simple Majority ☐ Absolute Majority

Officer Recommendation
Resolution 060426

Moved Cr BH Moore

Seconded Cr NJ Chandler

That Council endorse the development of a draft Koorda Town Housing Strategy be presented to the August Ordinary Meeting of Council.

CARRIED 7/0

For: Cr JM Stratford, Cr GW Greaves, Cr KA Fuchsbichler, Cr BJ Harrap, Cr NJ Chandler, Cr GL Boyne, Cr BH Moore

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 everyone for their attendance and declared the meeting closed at 5.15pm.

Signed: _____

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

Date: 20 May 2026



Shire of
Koorda

Drive in, stay awhile

MINUTES

Governance Committee Meeting

To be held in Shire of Koorda Council Chambers

10 Haig Street, Koorda WA 6475

Wednesday 6 May 2026

Commencing 5.30pm

NOTICE OF MEETING

Dear Governance Committee Members,

The next Governance Committee Meeting of the Shire of Koorda will be held on Wednesday 6 May 2026 in the Shire of Koorda Council Chambers, 10 Haig Street, Koorda, commencing at 5.30pm.

Zac Donovan
Chief Executive Officer
1 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 Governance Committee Meeting 5.30pm, Wednesday 6 May 2026



1. Declaration of Opening

The Presiding person welcomed those in attendance and declared the meeting open at 5.30pm.

2. Record of Attendance, Apologies and Leave of Absence

Committee Members:

Cr BH Moore	Presiding Member
Cr JM Stratford	Member
Cr NJ Chandler	Member

Staff:

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

Visitors:

Apologies:

Approved Leave of Absence:

3. Public Question Time

Nil

4. Disclosure of Interest

Nil

5. Confirmation of Minutes from Previous Meetings

5.1. Governance Committee Meeting held on 4 June 2025

[Click here to view the previous minutes](#)

Voting Requirements

☒ Simple Majority ☐ Absolute Majority

Officer Recommendation

Moved Cr JM Stratford

Seconded Cr NJ Chandler

That, in accordance with Sections 5.22(2) and 3.18 of the *Local Government Act 1995*, the Minutes of the Governance Committee Meeting held 4 June 2025, as presented, be confirmed as a true and correct record of proceedings.

CARRIED 3/0

For: Cr BH Moore, Cr JM Stratford, Cr NJ Chandler

6. Officer's Reports

6.1. 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	☒ Executive Decision ☒ Legislative Requirement ☐ 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 this 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

Officer Recommendation

Moved Cr JM Stratford

Seconded Cr NJ Chandler

That the Koorda Governance Committee Terms of Reference be adopted.

CARRIED: 3/0

For: Cr BH Moore, Cr JM Stratford, Cr NJ Chandler

5.34pm – suspend standing orders
Cr NJ Chandler, Cr JM Stratford
3/0

6.20pm – resume standing orders
Cr NJ Chandler, Cr JM Stratford
3/0

6.2. 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	☒ Executive Decision ☒ Legislative Requirement ☐ 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>	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 - Financial Reserves and Provision for Accrued Leave</u>	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>	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 possible after leave is taken.
<u>G - Council Meeting Systems</u>	- 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>	Recommend adopting new policy.
<u>G - Legal Representation for Elected Members and Employees</u>	Recommend adopting new policy.
<u>G - Legislative Compliance</u>	- 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>	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 - Elected Member and Chief Executive Officer Attendance at Events</u>	• 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: - 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>	• 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

Officer Recommendation 1

Moved Cr NJ Chandler

Seconded Cr JM Stratford

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

CARRIED: 3/0

For: Cr BH Moore, Cr JM Stratford, Cr NJ Chandler

Voting Requirements:

Recommendation 2

☒ Simple Majority ☐ Absolute Majority

Officer Recommendation 2

Moved Cr JM Stratford

Seconded Cr NJ Chandler

The committee recommend 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

CARRIED: 3/0

For: Cr BH Moore, Cr JM Stratford, Cr NJ Chandler

Voting Requirements:

Recommendation 3

☐ Simple Majority

☒ Absolute Majority

Officer Recommendation 3

Moved Cr NJ Chandler

Seconded Cr JM Stratford

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**

CARRIED BY ABSOLUTE MAJORITY 3/0

For: Cr BH Moore, Cr JM Stratford, Cr NJ Chandler

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

Nil

8. Date of Next Meeting

TBC

9. Closure

The Chairperson thanked everyone for their attendance and closed the meeting at 6.22pm.

UNCONFIRMED

APPENDIX I – Terms of Reference

Governance Committee

Terms of Reference

1. Name

The name of the committee is the Shire of Koorda Governance Committee. (Formally the Policy Review Committee)

2. Head of Power

The committee is established by Council under section 5.8 of the *Local Government Act 1995*. (Res: 041122)

3. Definitions

TERM	DEFINITION
Act	The <i>Local Government Act 1995</i> .
Council	The body consisting of all council members sitting formally as the Council of Shire of Koorda ("the Shire").
Chief Executive Officer	The Chief Executive Officer (CEO) of the Shire of Koorda.
Committee	Shire of Koorda Governance Committee.
Council Member	A person elected under the Act as a member of Council. Shire of Koorda council members includes the Shire President, Deputy Shire President and Councillors (as defined by the Act).
External Member	A person who is not a council member appointed to the committee with requisite skills, knowledge and experience that compliment the committees objectives.
Member	A person appointed to this committee.

4. Objectives

The Committee is established to fulfil the following objectives:

- a) provide guidance and assistance to Council in fulfilling its legislative responsibilities to '*determine the local government's policies*' (section 2.7 (2)(b) of the Act) by:
 - i. conducting at a minimum, a biennial review for Council policies and
 - ii. conducting at a minimum, a review of the Shire of Koorda Local Laws, within an 8-year period after their commencement to determine if they should remain unchanged or be repealed or amended;
 - iii. developing policies and local laws, as required, and making recommendations to Council as a result of those reviews at the next available Ordinary Council Meeting;
 - iv. conducting a review of the Corporate Business Plan and associated Key Performance Indicators and subsequent recommendations to Council;
 - v. reviewing the Corporate Governance Framework; and
- b) assist Council in such other matters as the Council may refer to the Committee.

Planning policies are not considered to be the responsibility of the Committee to review and will instead be presented directly to Council.

Accounting policies and practices are not considered to be the responsibility of the Committee and will instead be presented to the Audit and Risk Committee.

5. Powers

The Committee is a formally appointed committee of Council and is responsible to that body.

The Committee has no delegated authority and no authority to implement its recommendations without resolution of Council.

The Committee does not have any management functions and cannot involve itself in management processes or procedures.

The Committee recommendations are advisory only and shall not be binding on Council.

6. Membership

The committee shall consist of three elected members, with a fourth elected member acting as a deputy.

The quorum for a Committee meeting is as per section 5.19 of the *Local Government Act 1995*: at least 50% of members of the committee (whether vacant or not).

The Committee is supported by the Chief Executive Officer and their nominees, principally the Deputy CEO.

The Shire shall provide secretarial and administrative support to the Committee.

7. Presiding Member

The Committee is to determine the Presiding Member of the Committee at the first meeting of the Committee immediately following the establishment of the Committee or following each biennial local government election, whichever is applicable.

The Committee is to determine a Deputy Presiding Member of the Committee at the first meeting of the Committee immediately following the establishment of the Committee or following each biennial local government election, whichever is applicable.

If the Presiding Member is absent from a meeting, the Deputy Presiding Member is to preside at that meeting.

The role of the Presiding Member includes:

- a) overseeing and facilitating the conduct of meetings in accordance with the Act and the Shire's *Standing Orders Local Law 2018*;
- b) ensuring all Committee members have an opportunity to participate in discussions in an open and encouraging manner; and
- c) where a matter has been debated significantly and no new information is being discussed, to call the meeting to order and ask for the debate to be finalised and the motion to be put.

In accordance with section 5.14 of the Act, if the Presiding Member and Deputy Presiding Member are not available or are unable or unwilling to perform the function of presiding member (but a quorum is still reached), then the committee members present at the meeting are to choose who is to preside at the meeting.

8. Meetings

Meetings shall be called as required in line with reviews timeframes as outlined in section '4: Objectives'.

An ordinary or a special meeting of the Committee is to be held:

- a) if called for by either the Presiding Member or at least two Committee members in a notice to the CEO setting out the date and purpose of the proposed meeting; or
- b) if so decided by the Committee; or
- c) if called for by Council.

The Committee may invite, through the CEO, Shire employees, or others to attend meetings and provide pertinent information, where necessary.

9. Minutes

The minutes of the meeting shall be recorded and prepared as per the provisions of section 5.22 of the Act.

The content of the minutes shall be in accordance with regulation 11 of the *Local Government (Administration) Regulations 1996*.

10. Reporting

Recommendations recorded in the minutes arising from the Committee's deliberations shall be presented to the earliest available ordinary meeting of Council.

In the event of a tied vote, where the Presiding Member has exercised a casting vote, the matter will be referred to Council for deliberation.

11. Terms of Appointment

Appointment to the Committee will be determined by the Council following ordinary local government elections, for a term to expire on the date of the subsequent ordinary local government elections.

If a member of the Committee resigns prior to an ordinary local government election, Council will appoint a replacement.

12. Code of Conduct

The Shire's Code of Conduct for Council Members, Committee Members and Candidates applies to all members of the Committee.

13. Public Question Time

Committee meetings are generally open to the public and Public Question Time will be conducted in accordance with the Shire's *Standing Orders Local Law 2018*.

14. Voting

Shall be in accordance with section 5.21 of the Act.

Each voting member of the Committee present at a meeting is entitled to one vote and are required to vote, subject to the provisions of the Act regarding interests.

In the event of a tied vote, the Presiding Member will have a casting vote.

15. Alterations to Terms of Reference

The Committee is to conduct a review of its terms of reference providing Council with recommendations for any changes, in the first instance after twelve months of operation, with subsequent reviews to be held every two years prior to the local government ordinary election.

16. Termination of Committee

Termination of the Committee shall be at the discretion of Council and in accordance with the Act.

Review History

Date	Council Resolution	Description of review/amendment
17/04/2024	RES: 050424	Terms of Reference Adopted
03/04/2024		Terms of Reference endorsed by Governance Committee
23/10/2023	RES: 191023	Committee re-established as Governance Committee (former Policy Review Committee)

Great Eastern Country Zone Minutes 23 April 2026

**Hosted by the Shire of Cunderdin
Commenced at 9:30am**

ZONE STRATEGIC PRIORITIES

The following items are the Zone's priority issues, as resolved at the February 2024 Zone meeting:

- Regional Health Services to include:
 - Hospitals
 - Aged Care
 - Future of Nurse Practitioner Service
- St John Ambulance Service – Impact on Volunteers and the provision of the service generally.
- Regional Subsidiaries
- Transport – Road Network
- Telecommunications
- Education
- Review of GROH Housing and Regional Housing issues
- Waste Management
- Agricultural Land Use

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1. OPENING, ATTENDANCE AND APOLOGIES

1.1. OPENING

The Chair opened the meeting at 9:32am.

Note: A special arrangement to provide delegates with an option to attend virtually was made available in the Notice of Meeting due to current instability in local fuel availability.

Tracking of attendance is necessary to ensure a Special Majority for item 9.4.1.

This arrangement is expected to be a temporary measure.

1.2. ATTENDANCE

Note: (e) indicates electronic attendance.

MEMBERS	2 Voting Delegates from each Member Council
Shire of Bruce Rock	President Cr Ramesh Rajagopalan Cr Stephen Strange Mr Mark Furr, Chief Executive Officer, non-voting
Shire of Cunderdin	President Cr Alison Harris Cr Jo Fulwood, observer Mr Stuart Hobley, Chief Executive Officer, non-voting
Shire of Dowerin	President Cr Darrel Hudson Deputy President, Cr Robert Trepp, deputy voting delegate Mrs Manisha Barthakur, Chief Executive Officer, non-voting
Shire of Kellerberrin	Cr Emily Ryan Mr Raymond Griffiths, Chief Executive Officer, voting delegate (e)
Shire of Kondinin	Cr Toni Smeed (e)
Shire of Koorda	Mr Zac Donovan, Chief Executive Officer, deputy voting delegate
Shire of Merredin	President Cr Donna Crook (e) Mr Craig Watts, Chief Executive Officer, deputy delegate (e)
Shire of Mount Marshall	President Cr Tony Sachse
Shire of Mukinbudin	President Cr Gary Shadbolt (e) Ms Tanika McLennan, A/Chief Executive Officer, non-voting (e)

Shire of Narembeen	President Cr Holly Cusack Deputy President, Cr Hannah Bald Ms Rebecca McCall, Chief Executive Officer, deputy voting delegate
Shire of Nungarin	President Cr Pippa de Lacy Mr David Nayda, Chief Executive Officer, non-voting
Shire of Tammin	President Cr Charmaine Thomson <i>(e)</i> Deputy President, Cr Tanya Nicholls Mr Andrew Malone, Chief Executive Officer, non-voting
Shire of Trayning	President Cr Melanie Brown Mr Peter Naylor, Chief Executive Officer, non-voting
Shire of Westonia	President Cr Mark Crees Ms Jasmine Geier, A/Chief Executive Officer
Shire of Wyalkatchem	President Cr Christy Petchell Mr Tom Kettle, Chief Executive Officer, non-voting
Shire of Yilgarn	President Cr Bryan Close Cr Donna Newbury Mr Peter Clarke, A/Chief Executive Officer, non-voting

GUESTS

WALGA State Council	Deputy President of WALGA, President Chris Antonio
Local Government Inspectorate	Mr Tony Brown, Local Government Inspector Mr Kenneth Dobson, General Manager Investigations and Complaints
Main Roads WA	Ms Belinda Stopic, General Manager of Regional Operations Mr Mohammad Siddiqui, Regional Manager Wheatbelt Mr Matin Lodge, Main Roads Consultant Ms Liz Davis, Stakeholder Engagement Manager
Water Corporation	Ms Rebecca Bowler, Manager Customer & Stakeholder – Goldfields & Agricultural Region Ms Sandy Power, Senior Advisor – Customer & Stakeholder
Wheatbelt Development Commission	Ms Renee Manning, A/Chief Executive Officer
Telstra	Ms Eva Colic, Regional Engagement Manager Mr Kevin Donnellan, Regional Network Advisor

WALGA

Mr Sam McLeod, Manager Commercial Services
Ms Habiba Farrag, State Council Governance Officer
Ms Conor Macgill, Senior Policy Advisor Waste Management
Ms Tracey Peacock, Road Safety Advisor (*e*)

1.3. APOLOGIES

MEMBERS

Shire of Dowerin	Cr Ashley Jones
Shire of Kondinin	Deputy President, Cr Beverley Gangell Mr Bruce Wright, Chief Executive Officer, non-voting
Shire of Koorda	President Cr Jannah Stratford Deputy President, Cr Gary Greaves
Shire of Mt Marshall	Deputy President, Cr Nicholas Gillett Mr Ben McKay, Chief Executive Officer, non-voting
Shire of Nungarin	Cr Gary Coumbe
Shire of Westonia	Deputy President, Cr Ross Della Bosca
Shire of Wyalkatchem	Deputy President, Cr Mischa Stratford

GUESTS

CBH Group	Ms Kellie Todman, Manager Governance and Industry Relations Ms Emma Haak, Planning and Approvals Lead
Regional Development Australia WA	Mr Josh Pomykala, Director Regional Development
Wheatbelt District Emergency Management Committee	Ms Shelby Robinson, District Emergency Management Advisor

MEMBERS OF PARLIAMENT

Mr Lachlan Hunter MLA, Member for Central Wheatbelt
Mr Peter Rundle MLA, Member for Roe
Hon Melissa Price MP, Member for Durack
Mr Rick Wilson MP, Member for O'Connor
Hon Steve Martin MLC

2. ACKNOWLEDGEMENT OF COUNTRY

We, the Great Eastern Country Zone of WALGA acknowledge the continuing connection of Aboriginal people to Country, culture and community, and pay our respects to Elders past and present.

3. DECLARATIONS OF INTEREST

Elected Members must declare to the Chairman any potential conflict of interest they have in a matter before the Zone as soon as they become aware of it. Councillors and deputies may be directly or indirectly associated with some recommendations of the Zone and State Council. If you are affected by these recommendations, please excuse yourself from the meeting and do not participate in deliberations.

4. ANNOUNCEMENTS

Nil.

5. LOCAL GOVERNMENT 'VIRTUAL HOST'

A Zone member Local Government is invited to make a short (10 minutes) presentation on what is occurring in their Local Government.

The Shire of Cunderdin made a presentation at this meeting.

The June meeting will be hosted in a hybrid format, with delegates welcome to attend at WALGA's office in West Leederville, or virtually via MS Teams. There will be no member host for that meeting.

The Shire of Bruce Rock will host the August meeting and is invited to make a host presentation.

6. GUEST SPEAKERS

Guest Speaker Protocols

- *The main speaker or keynote address to the Zone will be generally 30 minutes with 15 minutes for questions*
- *Other guest speakers will have a time limit of 20 minutes with 10 minutes for questions.*

6.1. SPEAKERS FOR THE APRIL ZONE MEETING

6.1.1. LOCAL GOVERNMENT INSPECTOR

Tony Brown, Local Government Inspector, provided a briefing on the commencement of the Local Government Inspectorate as well as his priorities for 2026.

Noted

6.1.2. MAIN ROADS WESTERN AUSTRALIA

Belinda Stopic, General Manager of Regional Operations, provided a briefing in response to the Zone's letter to the Hon Rita Saffioti MLA (Deputy Premier and Minister for Transport) regarding Great Eastern Highway. Mr Mohammad Siddiqui, Regional Manager Wheatbelt and Mr Matin Lodge, Main Roads Consultant, both provided supporting presentations and supporting input.

Noted

6.1.3. TELSTRA

Eva Colic, Telstra Regional Engagement Manager and Mr Kevin Donnellan, Regional Network Advisor, provided an update on mobile network upgrades, co-investment programs, satellite to mobile and network resilience and ATU Program.

Noted

Cr Donna Crook left the meeting at 11:34am and did not return.

7. MEMBERS OF PARLIAMENT

Members of Parliament Protocols

Any Members of Federal and State Government in attendance are invited to provide a brief update on matters relevant to the Zone. Members of Parliament are invited to make a brief (approx. 5-10 minute) address, with equivalent time left for questions from delegates wherever possible.

Any Members of Federal and State Government in attendance are invited to provide a brief update on matters relevant to the Zone.

Noted

8. AGENCY REPORTS

Agency Reports Protocols

The Zone appreciates and prefers written updates (circulated with the agenda) wherever possible. Agency representatives are invited to make brief (5 minute) remarks if the speaker wishes to provide context or a further update on a specific matter.

The Zone appreciates if time can be left for questions, typically for around 10 minutes. Briefings on a significant policy proposal or contentious topic are to be dealt with by the agency representative attending as a Guest or Keynote Speaker (item 6).

8.1. DEPARTMENT OF LOCAL GOVERNMENT, INDUSTRY REGULATION AND SAFETY

The Department of Local Government, Industry Regulation and Safety report was attached to the Agenda for the Zone.

Noted

8.2. WHEATBELT DEVELOPMENT COMMISSION

Renee Manning, A/Chief Executive Officer

Renee Manning provided a brief update to the Zone.

Noted

8.3. WATER CORPORATION

Rebecca Bowler, Manager Customer and Stakeholder

A brief presentation was provided to the Zone.

Noted

8.4. DISTRICT EMERGENCY MANAGEMENT COMMITTEE

Shelby Robinson, District Emergency Management Advisor

Shelby Robinson was an apology for this meeting.

Noted

9. MINUTES

9.1. CONFIRMATION OF MINUTES FROM THE GREAT EASTERN COUNTRY ZONE MEETING HELD ON 12 FEBRUARY 2026

The Minutes of the Great Eastern Country Zone meeting held on 12 February 2026 were previously circulated to Member Councils.

RECOMMENDATION

Moved: Shire of Cunderdin

Seconded: Shire of Yilgarn

That the Minutes of the meeting of the Great Eastern Country Zone held on 12 February 2026 be confirmed as a true and accurate record of the proceedings.

CARRIED

9.2. BUSINESS ARISING FROM THE MINUTES OF THE GREAT EASTERN COUNTRY ZONE MEETING HELD ON 12 FEBRUARY 2026

9.2.1. UPDATE ON CORRESPONDENCE

Since the 12 February Great Eastern Country Zone meeting, the Zone has received the following correspondence.

- Response from the Deputy Premier was received on 2 April 2026 in reply to the Letter on the Wheatbelt Secondary Freight Network (provided with the agenda).
- Response from the Office of the Deputy Premier was received on 16 April 2026 in reply to the Letter regarding the Great Eastern Highway (provided with the agenda).

- No response has been received to the Office of the Hon Sabine Winton MLA in relation to attending an upcoming Zone meeting.
- A letter was sent to President Karen Chappel AM JP to thank her for her service as WALGA President.
- An update on responses received relating to the Delegation was provided separately.

Noted

9.3. MINUTES OF THE GREAT EASTERN COUNTRY ZONE EXECUTIVE COMMITTEE MEETING HELD ON 24 MARCH 2026

The Minutes of the Great Eastern Country Zone Executive Committee meeting held on 24 March 2026 were provided as an attachment.

RECOMMENDATION

Moved: Shire of Nungarin
Seconded: Shire of Cunderdin

That the Minutes of the Great Eastern Country Zone Executive Committee meeting held on 24 March 2026 be received.

CARRIED

9.4. BUSINESS ARISING FROM THE GREAT EASTERN COUNTRY ZONE EXECUTIVE COMMITTEE MEETING HELD ON 24 MARCH 2026

9.4.1. PROPOSED AMENDMENTS TO THE ZONE CONSTITUTION

ATTACHMENTS

1. Constitution with proposed amendments (clean formatting as adopted)

An outline of proposed updates to the Zone Constitution were provided to the Zone at the 12 February 2026 meeting, requesting any feedback or comments to be provided to the Zone Executive Officer by Monday, 9 March 2026.

No feedback was received and no changes have been made to the documents presented at the February meeting.

As proposed at the 12 February 2026 meeting, the Zone Constitution is proposed to be updated with the following amendments summarised below:

Section	Nature of Proposed Change
1. Name	- Added short form name of "Great Eastern Country Zone".
2. Interpretation	- Removed redundant references.
3. Objects	(No change)

Section	Nature of Proposed Change
4. Membership	- Added reference to Members typically being able to appoint two delegates, unless otherwise determined by the Zone.
5. Change of Membership Status	- Removed redundant reference to withdrawal of membership from WALGA (this is more appropriately in the WALGA Constitution)
6. Meetings – Ordinary and Special	- Added “typically” before “held in person”, to allow for occasional meetings held virtually or using a hybrid format (e.g. Perth meeting) if necessary. - Removed reference to a specific day of the week for meetings - Added new section on quorum to provide for meeting to reduce ambiguity. This is based on the Zone’s Standing Orders. - Removed specific reference to “Meeting Procedures”, replaced with “any rules and practices of the Zone as adopted from time to time”. In practice, meeting procedures can still be adopted/used as required. A copy of the current Meeting Procedures is attached to this item.
7. Zone President/Chair	- Added “Chair” as alternative term, given this term is now generally favoured. - Minor change to express that President/Chair is to have duties which are similar to those of a President of a Local Government.
8. Deputy President	- Added “Deputy Chair” alternative language as for Zone Chair
9. Representative to State Council and	- Election of State Councillors and Deputy State Council is dealt with under Clause 16 of WALGA’s Constitution. Therefore, these clauses are proposed to be amended to simply reference WALGA’s Constitution but retain reference to State Councillor to report State Council meeting outcomes back to the Zone.
10. Deputy Representative to State Council	
11. Executive Officer	- Simplified language that Zone and Zone’s Executive Committee may make decisions which the Executive Officer is to progress or implement.
12. Zone Executive Committee	- Simplified that Executive Committee can consist of delegates as the Zone determines (as occurred at the last election) - Added reference to Executive Committee engaging with the Executive Officer on the implementation of the Zone’s decisions, actions, or initiatives - Added that Executive Committee can determine its procedures.
15. Zone Decision-Making	- Reworded previous clause about authority for the Zone being ultimately through decisions at Zone meetings.
16. Election Procedure	- Minor rewording to references to holding elections in accordance with the Zone’s practices, “having regard to the general principles of the Local Government Act” to avoid need to apply prescriptive details in Act (e.g. preferential vote count procedures, backfilling, etc.).
17. Vacating of Office	(No change)
17 Finances	- Added general clause about Zone may utilise funds for any purpose in best interests of the members of the Zone
19. Subscriptions	(No change)
20 Banking	- Reworded to generally require Executive Office to establish and maintain a banking facility to account for the Zone’s finances (rather than requiring an individual account).

Section	Nature of Proposed Change
	- Reworded that payments are only to be made as duly authorised and reported in accordance with the Zone or Executive Committee's requirements
21. Constitutional Disputes	(No change)
22. Dissolution	(No change)
23 Amendments to the Constitution	- Provided for the Executive Officer to fix typographical errors in the Constitution, but is to notify Zone after doing so.
(Generally)	- Fixed clause numbering - Repagination (appears as intended if "Tracked Changes" is not displayed) - Updated fonts and graphic to match WALGA meeting papers style - Deleted "Register of Powers, Authorities, Discretions and Duties" at appendix

At its last meeting, the Zone's Executive Committee resolved to recommend that the Zone adopt these amendments.

RECOMMENDATION

Moved: Shire of Cunderdin

Seconded: Shire of Wyalkatchem

That the Great Eastern Country Zone endorse the proposed changes to the Great Eastern Country Zone's Constitution.

CARRIED BY SPECIAL MAJORITY (UNANIMOUSLY)

9.4.2. RURAL AND REGIONAL MENTAL HEALTH SUPPORT

The current challenges and uncertainty with fuel supply are causing additional pressures on members of the Wheatbelt community.

During any economic crisis or uncertainty, members of the community experience direct impacts on their mental health.

A range of resources are available to assist with challenges that occur from economic uncertainty. Proactively facilitating awareness and access to services can help to prevent or reduce the severity of the wellbeing impacts of an external crisis.

The Mental Health Commission can provide information about regional suicide prevention. The Commission contracts this work to local organisations and services.

Other services which may be available are provided below.

- [Wheatbelt Mental Health Services](#) (WACHS)
- [DPIRD Regional finance and counselling support](#)
- [National Centre for Farmer Health – WA Support Hub](#)
- [Rural Aid Counselling Service](#)

- [Men's Health & Wellbeing WA – Bloke's Book 2025](#)
- [Financial Counsellors Assoc WA – Service Directory](#)

The following organisations may also have regional services:

- [Holyoake: Free Alcohol, Drug & Mental Health Support In WA](#)
- [Hope Community Services Western Australia | We Are Here to Help](#)
- [Access Financial Independence and Financial Security | Anglicare WA](#)

Additionally, [Richmind WA](#) offers Mental Health First Aid Training.

The Zone could consider potential specific initiatives (such as a session at the Zone Conference) on support for mental health and wellbeing in the context of economic volatility and uncertainty.

Member Local Governments are welcome to suggest any initiatives they may already be undertaking or could lead to support all Zone members navigate this challenging period.

Noted

10. ZONE BUSINESS

10.1. REVIEW OF ZONE PRIORITIES

A survey was emailed to all Zone Delegates in late 2025 regarding Zone priorities. 17 responses were received, and an overview of the results is attached (Attachment 9).

The results largely support the current priorities, but it is suggested to slightly reorder and reword the priorities. The Executive Committee requested 'Energy' be added to the Zone priority related to transport, and for that Energy, Transport and Road Network priority to be moved to point number 2. The table below outlines the proposed update.

Current Order	Proposed Order
• Regional Health Services to include: ○ Hospitals ○ Aged Care ○ Future of Nurse Practitioner Service • St John Ambulance Service – Impact on Volunteers and the provision of the service generally. • Regional Subsidiaries • Transport – Road Network • Telecommunications • Education • Review of GROH Housing and Regional Housing issues • Waste Management • Agricultural Land Use	• Regional Health Services to include: ○ Hospitals ○ Aged Care ○ Future of Nurse Practitioner Service • <u>Energy, Transport and Road Network (up)</u> • Regional Housing and GROH (up) • Telecommunications (up) • Agricultural Land Use (up) • St John Ambulance Service • Education • Waste Management • Regional Subsidiaries

RECOMMENDATION

Moved: Shire of Westonia

Seconded: Shire of Trayning

That the Great Eastern Country Zone endorse the updated Zone Priorities.

CARRIED

10.2. DELEGATION WORKSHOP

Following the Delegation Workshop on 23 February 2026, letters have been drafted and sent to the identified key priority stakeholders for the June Delegation.

A progress update was provided at the meeting.

The Zone discussed the aims, opportunities, and costs of the delegation, with reference to the work undertaken since June 2025 on the proposal.

Noted

10.3. ZONE CONFERENCE UPDATE

The Zone's Executive Committee is keen to initiate early planning for the 2027 Conference. At the 12 February 2026 Zone meeting, the Zone resolved to:

1. Open Expressions of Interest for Local Governments to host the 2027 Zone Conference;
2. Open Expressions of Interest for Zone Delegates to serve on the 2027 Zone Conference Planning Committee; and
3. That general comment is invited on potential 2027 Zone Conference themes, topics, and speakers.

No submissions were received from Zone members on proposed venues, themes, or nominations for involvement on a Conference Planning Committee.

The Executive Committee endorsed the following planning assumptions at the March meeting (these may be subject to change):

1. The Executive Committee will be responsible for overseeing the Conference.
2. The working date for the Conference be **Thursday, 11 March 2027**.
3. WALGA is to approach the **Shire of Cunderdin** as a **potential host** and report back to the Zone.

4. WALGA is to seek quotations from well-known MCs to assist with programming and structure much earlier in the planning process. Under this delivery model, the MC is to lead on developing the event programme, and WALGA will organise all supporting logistics in conjunction with the host Local Government. The quotations from the MC would then inform the Zone's budget.
5. The **working theme is "Growing the Wheatbelt in a Changing World"** – encompassing topics such as agronomic/economic/impacts of global politics; economic development (particularly ag-related); maintaining and supporting population centres; and mental health in the Wheatbelt.
6. Assume a welcome breakfast and informal sundowner (a one day programme).

Zone delegates suggested that mental health could be included as a session for the Conference, with potential to explore associated supporting/grant funding.

Noted

10.4. 2026-27 ZONE BUDGET – INITIAL CONSIDERATION

Current financial figures for 2025-26 indicates that there will be another underspend against the endorsed budget, and another resulting surplus. The Zone continues to maintain very substantial reserves (in excess of \$200,000) and does not incur substantial operating expenses.

In 2025-26, there have been opportunities for additional advocacy activities that were not contemplated in the original budget, and the Zone separately resolved to authorise additional expenditure to send a representative to recent meetings in Canberra.

The Zone's Executive Committee considered potential approaches to the 2026-27 draft budget, and has expressed a strong view towards maintaining strong reserves to provide flexibility for the future. While a waiver of subscriptions was considered, this risks the line item being inadvertently omitted from member's budgets for the subsequent year.

The Zone continues to explore a range of potential initiatives that could benefit all Zone members - especially where there may be opportunities to effectively engage with the State, Commonwealth Government, and private sector stakeholders to represent the interests of all members. The current working list of initiatives is as follows:

1. Perth Delegation (being delivered)
2. In-person training (delivered)
3. Subsidy for Local Government Convention attendance (not progressed)
4. A potential "Investment Prospectus" of items across the Zone to support seeking one-off Commonwealth and State funding commitments
5. Canberra/ALGA Delegation
6. Expanded 2027 Conference (external speakers etc. – being delivered)
7. Other professional development opportunities

8. Potential future shared grant-writing resource or initiative (to maximise future grant revenue)
9. Potential future study on borrowing against Local Government owned freehold land (e.g. to enable new housing)
10. Potential future study on maximising the reactivation/use of freight rail
11. Potential future initiatives related to primary healthcare in the regions
12. One-off Zone responses to crisis or emergency situations.

Some of the Zone's recent initiatives (such as providing a subsidy for online training every second year) have been somewhat complex and administratively time-consuming.

Due to the range of potential initiatives, it is therefore proposed to move towards a more high-level working budget, with broad allocations for different types of activities. Accordingly, the proposed elements of the 2026-27 budget proposed by the Secretariat are:

- Discontinue the e-learning subscription grant (administered every second year to Members who claim it). If the Zone wants to return funds to members, a direct one-off payment, recurring annual transfer, or reduction in subscription fees would be easier for members and WALGA to administer.
- Adjust (+5%) and round up honoraria paid to the Zone Chair (\$600 p.a.), State Councillor (\$500 p.a.), and Executive Committee members (\$300 p.a. each), to a total cost of \$2,300.
- Provide a larger working budget for the Zone Convention to provide for professional help in developing the programme and potential travel for keynote speakers. A quotation has informed this estimate.

If the Zone is agreeable, the resulting 2026-27 Zone's budget presented for approval in June would be broadly as below. Input and comment are welcome.

	BUDGET 2026-27	Comments for budget
Income	\$	
General Subscriptions (16@ \$1,500)	24,000	<i>16 members x \$1500 each - unchanged</i>
Interest income	9,000	<i>4.5% interest on 200k TD</i>
Total Income	33,000	
Expenses		
Zone Expenses - Audit fees	1,890	<i>5% increase in audit fees of \$1800</i>
Zone Expenses - Ordinary Meetings	12,000	<i>Catering for zone meetings and provision for travel expenses – there has been some recent increase in catering costs</i>
Zone Initiatives - Advocacy	20,000	<i>General allowance for engagement initiatives</i>
Zone Initiative - Face to face training in the Zone	\$Nil	<i>One-off initiative delivered in 2025-26.</i>
Zone Initiatives - Conference	40,000	<i>Held every 2nd year - this estimate assumes a professional facilitator assists to develop programme, recruit speakers, etc.</i>

Zone Initiative - Rebate	\$Nil	<i>Propose to discontinue the specific training rebate (propose to replace with simple direct/default rebate to all members if the Zone wishes to return funds to members)</i>
Zone Representative - Honoraria	2,300	<i>5% increase assumed from prior year</i>
Total Expenses	76,190	
Profit / Loss	(\$43,190)	
Cash Reserves		
Opening Balance	209,092	
Movement	(\$43,190)	<i>It is considered very unlikely that all budget allocations would be fully expended</i>
Closing Balance	165,902	<i>Therefore, this projection is considered unlikely.</i>

Noted

10.5. CONSULTATION ON DRAFT CLIMATE CHANGE ADVOCACY POSITION

By Rebecca Brown, Policy Manager Environment and Waste

EXECUTIVE SUMMARY

- WALGA is undertaking sector consultation on a revised draft Climate Change Advocacy Position.
- This draft position was developed following initial consultation, consideration by State Council in March 2025 and feedback from the Environment Policy Team of State Council.
- WALGA is seeking **Council endorsed feedback by 1 May 2026**.

POLICY IMPLICATIONS

WALGA's 2018 Climate Change [Policy Statement](#) and Advocacy Position state:

Local Government acknowledges:

- 1. The science is clear: Climate change is occurring and greenhouse gas emissions from human activities are the dominant cause.*
- 2. Climate change threatens human societies and the Earth's ecosystems.*
- 3. Urgent action is required to reduce emissions, and to adapt to the impacts from climate change that are now unavoidable.*
- 4. A failure to adequately address this climate change emergency places an unacceptable burden on future generations.*

Local Government is committed to addressing climate change.

Local Government is calling for:

- 1. Strong climate change action, leadership and coordination at all levels of government.*
- 2. Effective and adequately funded Commonwealth and State Government climate change policies and programs.*

The draft Advocacy Position in the Consultation Paper is:

1. *Local Government acknowledges the risks associated with, and is committed to, addressing climate change.*
2. *WALGA calls on the Australian and Western Australian Governments to provide:*
 - a. *the necessary climate leadership, coordination and action to ensure an orderly transition to achieve emission reduction targets and address the impacts of climate change*
 - b. *dedicated funding, guidance and practical support to assist Local Governments to undertake emissions reduction and adaptation actions.*

ATTACHMENT

- The WALGA Climate Change Advocacy Position Consultation Paper is available [online](#).

BACKGROUND

Climate change, and related legislation, policy and action, have implications for many aspects of Local Governments' operations and services. More frequent and severe droughts, heatwaves, bushfires, extreme rainfall events and warming, rising sea levels are increasing the costs and complexity of delivering critical services, infrastructure and ensuring community wellbeing.

In 2018, State Council endorsed a [Climate Change Policy Statement](#) and advocacy position, following extensive sector consultation. Since this Advocacy Position was adopted there have been significant legislative, policy, technological and scientific changes, including:

- The national *Climate Change Act 2022* and the Western Australian Climate Change Bill 2023.
- The *Local Government Amendment Act 2023*, which expanded Western Australian Local Governments' general function under Part 3 s3.1(1A) of the *Local Government Act 1995* to:
 - a. to promote the economic, social and environmental sustainability of the district; and
 - b. **to plan for, and to plan for mitigating, risks associated with climate change;** and
 - c. in making decisions, to consider potential long-term consequences and impacts on future generations.
- The release of the Australian Government's [National Climate Risk Assessment](#) and [National Adaptation Plan](#) in 2025.
- Escalation of the transition to renewable energy, uptake of electric vehicles and energy efficiency standards under the National Construction Code.
- Climate science and projections ([international](#), [national](#) and [WA specific](#)) have also become clearer regarding the risks posed by climate change and the need for action to address the consequential impacts.

COMMENT

Following initial consultation, consideration by State Council in March 2025 and feedback from the Environment Policy Team, WALGA has developed a revised, draft Climate Change Advocacy Position for Local Government feedback which is currently out for consultation with feedback due by 1 May 2026. WALGA has received feedback from some Councils and

understands a number of Councils will be considering this matter in April. Zone delegates are encouraged to take this item to their Councils.

The Central Country Zone passed a motion at its February 2026 meeting which included writing to all other zones highlighting its alternative Advocacy Position (proposed in March 2025). WALGA worked to incorporate the Central Country Zone feedback prior to the release of the Consultation Paper.

WALGA is seeking **Council endorsed feedback** on the draft Climate Change Advocacy Position by **COB Friday, 1 May 2026**. Feedback should be provided to environment@walga.asn.au.

Following consideration of this feedback a final draft Advocacy Position will be developed and provided to zones and State Council for consideration.

Noted

11. ZONE REPORTS

11.1. CHAIR REPORT

President Cr Tony Sachse

The Zone Chair's Report was attached to the Agenda.

RECOMMENDATION

Moved: Shire of Nungarin
Seconded: Shire of Bruce Rock

That the Zone Chair's report be received.

CARRIED

11.2. WHEATBELT DISTRICT EMERGENCY MANAGEMENT COMMITTEE (DEMC)

President Cr Tony Sachse

The DEMC Report was attached to the Agenda.

RECOMMENDATION

Moved: Shire of Narembreen
Seconded: Shire of Yilgarn

That the Wheatbelt District Emergency Management Committee Report be received.

CARRIED

11.3. WALGA ROADWISE

Tracey Peacock, Regional Road Safety Advisor

The WALGA Roadwise Report was attached to the Agenda.

Noted

12. WALGA STATE COUNCIL EXECUTIVE REPORTS

12.1. WALGA PRESIDENT'S REPORT

The WALGA President's Report was attached to the Agenda.

RECOMMENDATION

Moved: Shire of Cunderdin
Seconded: Shire of Narembeen

That the WALGA President's Report be received.

CARRIED

12.2. STATE COUNCILLOR REPORT

Cr Stephen Strange

Cr Toni Smeed left the meeting at 12:46pm and did not return.

Cr Mark Crees and Ms Jasmine Geier left the meeting at 12:53pm and did not return.

RECOMMENDATION

Moved: Shire of Wyalkatchem
Seconded: Shire of Bruce Rock

That the State Councillor Report be received.

CARRIED

12.3. STATUS REPORT

Noted

Agenda Item	Zone Resolution	WALGA Response	Update Last Provided	WALGA Contact
13 February 2025 Zone Agenda Item 14.1 WA Telstra Automatic Transfer Unit Pilot Deployment Program	That the Great Eastern Country Zone requests WALGA organise a roundtable with WALGA, Telstra, Department of Fire and Emergency Services and Department of Primary Industries and Regional Development to discuss the drafting of Community Support Agents Agreement for the implementation of the WA Telstra Automatic Transfer Unit Pilot Deployment Program.	Negotiations with Telstra / InfraCo and the State Government through DPIRD are continuing with the objective of implementing clear backup generator deployment arrangements in place for the 2026/27 high threat season. There remain challenges to agreeing on appropriate qualifications and training required for people to connect the generators to an ATU, the indemnity required to be provided to Telstra and principles for operationalizing the arrangements.	April 2026	Ian Duncan Executive Manager Infrastructure iduncan@walga.asn.au 9213 2031
12 February 2026 Zone Agenda Item 14.2 Status of Legislative Amendments Relating to the Rating of Miscellaneous Licences	That the Great Eastern Country Zone supports WALGA's ongoing advocacy in relation to the rateability of land subject to a miscellaneous licence, including to address any uncertainty related to definitions or proposed legislative amendments.	Advocacy position 2.118 was adopted by State Council in September 2025. Correspondence has been sent to the Premier and Minister for Local Government. Opposition parties have been briefed. The Bill has been deferred by the Legislative Council. Funding for the broad review of rating exemptions is included in the State Budget submission. COMPLETED	April 2026	Kirsty Martin, Executive Manager, Member Services 9213 2051 kmartin@walga.asn.au
18 August 2025 Zoe Agenda Item 9.4.1 Local Government Elections – Four Year Terms, Two Yearly Election Cycle	That the Great Eastern Country Zone request that WALGA continues to advocate to the State Government to retain the current system of four-year terms with a two-year spill for Local Government elections	State Council endorsed a Discussion Paper for the purpose of sector consultation by Flying Minute on 20 January 2026. Sector consultation has been undertaken and an item will be included in the May State Council Agenda.	April 2026	Kirsty Martin, Executive Manager, Member Services 9213 2051 kmartin@walga.asn.au

13 November 2025 Zone Agenda Item 16.2 Review of the Community Sporting and Recreation Facilities Fund (CSRFF)	That the Great Eastern Country Zone: - Express its concern at the ongoing review of the Community Sporting and Recreation Facilities Fund (CSRFF) without a timeline for completion or confirmation of the program's future structure or funding levels. - Request WALGA to advocate to the Minister for Sport and Recreation and the Department of Creative Industries, Tourism and Sport (CITS) for: - Public release of the CSRFF review's scope, commencement date and expected completion timeline; - Confirmation of the program's continuation and funding levels beyond the review period, with increases to reflect inflation, demand, and regional construction costs; - Commitment that CSRFF will remain a merit-based, transparent, and equitable program accessible to regional and metropolitan communities alike; and - Urgent communication of future funding round dates to enable regional local governments and community clubs to plan projects effectively. - Request WALGA to highlight to the Minister that the lack of certainty around CSRFF is jeopardising the fruition of regional projects vital to community wellbeing, participation, and sustainability.	In November 2025, WALGA contacted the Department of Creative Industries, Tourism and Sport (CITS) and was advised that funding rounds for 2025-26 had been paused while a review of the programs was undertaken. Further information on the impact on current and future rounds was requested but not provided. WALGA wrote to the Minister for Sport and Recreation and CITS in December 2025. WALGA received a response from the Minister on 17 February, advising that investment in sporting infrastructure will focus on the delivery of the State Governments' PlayOn WA: 2030 by 2030 initiative and election commitments. WALGA is urgently seeking clarity regarding the review and the future of these funding programs and developing an advocacy and communications plan. To inform our advocacy, WALGA is working with Local Governments to understand the impacts of the funding review and uncertainty of future rounds.	April 2026	Nicole Matthews Executive Manager Policy nmatthews@walga.asn.au 9213 2039

13. WALGA STATE COUNCIL AGENDA

Zone Delegates are invited to read and consider the WALGA State Council Agenda, which has been provided as an attachment with this Agenda and can be found via the link [here](#).

The Zone can provide comment or submit an alternative recommendation on any of the items, including the items for noting. The Zone comment will then be presented to the State Council for consideration at their meeting.

The State Council Agenda items requiring a decision of State Council are extracted for Zone consideration below.

13.1. PROTECTING COUNCIL MEMBER AND EMPLOYEE PRIVACY ADVOCACY POSITION – STATE COUNCIL AGENDA ITEM 8.1

By Meghan Dwyer, Governance Specialist

EXECUTIVE SUMMARY

- The South East Metropolitan Zone resolved to request WALGA advocate to amend s.5.95(1) of the *Local Government Act 1995* to specify that the right to inspect Primary and Annual Returns (Returns) contained in the Register of Financial Interests under s.5.94(b) does not extend to the residential address of the relevant person.
- Returns may include residential addresses, which are then made publicly accessible, creating privacy and safety risks.
- Council Members and employees are increasingly reluctant to disclose residential addresses due to safety and security risks, demonstrating that current legislation no longer aligns with contemporary expectations of privacy.
- Recent parliamentary scrutiny of similar requirements for Members of Parliament led to recommendations to remove full residential address disclosures, which the Government supported.
- In addition to Returns, Council Members must also provide a residential address when making their declaration of office.
- It would be appropriate for a review of all public disclosure requirements under the *Local Government Act 1995* to occur to ensure that they remain contemporary, effective, and aligned with modern standards of accountability and personal security.
- The Governance Policy Team endorsed the proposed advocacy position at its meeting on 23 March 2026.

ATTACHMENT

- Jurisdictional Comparison – Address Information in Council Member Returns and Declarations of Office (included below).

STRATEGIC PLAN IMPLICATIONS

The proposed advocacy position aligns to the WALGA 2025-2029 Strategic Plan, in particular:

- Influence – Lead advocacy on issues important to Local Government.
- Support – Anticipate, understand and respond to Member needs.

POLICY IMPLICATIONS

The recommendation is for State Council to endorse a new [Advocacy Position](#).

Protecting Council Member and Employee Privacy

That WALGA advocates to the State Government to:

1. *Undertake a review of disclosure requirements for Local Government Council Members and employees under the Local Government Act 1995.*
2. *Undertake the necessary legislative amendments to strike an appropriate balance between transparency, personal safety, and contemporary community expectations of privacy, including:*
 - a. *Amend section 5.95(1) to prescribe that the right to inspect primary and annual returns contained in the register of financial interests under s.5.94(b) does not extend to the full residential address of the relevant person, and is instead limited to the suburb or locality.*
 - b. *Amend Form 7 of the Local Government (Constitutional) Regulations 1998 to remove the requirement to disclose a full residential address when making the declaration of office.*

BACKGROUND

At the 3 December 2025 meeting, State Council adopted new Advocacy Position 2.5.20 Electoral Material - Authorisation Statement Address Requirements in response to significant privacy and safety concerns arising from the obligation to publish a candidate's physical address on electoral materials.

When considering this item at the preceding round of Zone meetings, the South East Metropolitan Zone (SEMZ) resolved to request WALGA advocate to amend s.5.95(1) of the *Local Government Act 1995* (the Act) to specify that the right to inspect Primary and Annual Returns (Returns) contained in the Register of Financial Interests under s.5.94(b) does not extend to the residential address of the relevant person.

State Council resolved to refer the SEMZ comments to the Governance Policy Team.

The Governance Policy Team endorsed the proposed advocacy position at its meeting on 23 March 2026.

COMMENT

Public disclosure regimes must strike an appropriate balance between public transparency and personal safety. The inclusion of personal identifying information in publicly accessible documents has become increasingly problematic. As digital publication and internet search capabilities have expanded, material that once had limited circulation can be copied and distributed with ease. This environment has reinforced the need to carefully consider how much personal information is necessary to make publicly available, and the risks that may arise when doing so.

Local Government Act

The Act establishes a range of public disclosure obligations designed to promote transparency and accountability. However, digital publication, increased data availability, and heightened personal safety concerns have created new risks that were not contemplated when these provisions were first drafted.

Returns require relevant persons to disclose personal financial information. Information disclosed includes the address of each parcel of real property, located in the district or in an adjoining district, in which the person had an interest and the nature of the interest in each parcel of real property (s.5.79). In practice, this often results in the disclosure of a Council Member or employee's residential address.

Returns are required to be included in the register of financial interests. Section 5.94(b) of the Act requires any register of financial interest to be made available to the public, and s.5.96 requires the Local Government to provide copies upon request.

Although s.5.93 of the Act establishes penalties for the improper use of information, information can now be copied and distributed almost instantly. In many cases, the harm may occur well before any investigation or action can be commenced.

In addition to the requirement for Council Members to disclose interests in real property as part of their returns, s.2.29 of the Act, together with Form 7 of the *Local Government (Constitution) Regulations 1998*, requires each Council Member to provide their full residential address when making their statutory declaration of office. Although this declaration is not required to be made publicly available under s. 5.94(b) of the Act, some Local Governments livestream or publish recordings of the proceedings. As a result, full residential address details become publicly accessible.

Emerging risks and issues

Local Governments have observed increasing reluctance from Council Members and employees to provide their residential address. Reasons include:

- being registered as a silent elector under the *Electoral Act 1907*,
- experiences or risks of family or domestic violence,
- concerns that leave of absence approvals may signal when a residence may be unoccupied,
- role-related risks, such as potential targeted harassment by dissatisfied community members.

Disclosure of personal residential addresses can also expose individuals to cybersecurity and identity-theft risks, as this information can be combined with other data to build detailed personal profiles. Publicly accessible addresses may make individuals more vulnerable to targeted scams, social engineering, and unwanted contact, increasing both digital and physical security risks.

Parliamentary disclosure obligations

The disclosure of the residential addresses of Members of Parliament in their Primary and Annual Returns has recently been considered by the [Legislative Assembly Procedures and Privileges Committee in Report No.1: Protecting privacy and other reasons to update the Members of Parliament \(Financial Interests\) Act 1992](#).

The Committee recommended that the Government review the relevant legislation, "with a view to addressing the requirement for the disclosure of full residential addresses and to consider broader legislative updates necessary to ensure the Act remains contemporary, effective, and aligned with modern standards of accountability and personal security."

The [Government response](#) supported this recommendation.

Privacy and Responsible Information Sharing

The objectives of the new *Privacy and Responsible Information Sharing Act 2024* (PRIS Act) include promoting responsible and transparent practices in the handling of personal information and balancing the public interests of protecting the privacy of personal information with the free flow of information by agencies.

Most privacy provisions in the PRIS Act come into effect on 1 July 2026.

The following sections of the PRIS Act intersect with the requirements of the *Local Government Act 1995*:

- The information privacy principles do not apply to information that is already publicly accessible. This includes information in documents that are either generally available to the public or made available for public inspection under another written law (s.22).
- An individual may request a public entity to remove their personal information from a public register if making the information publicly available would substantially affect any individual's safety or wellbeing. If the public entity is satisfied that the grounds exist, the public entity must comply with the request unless the public entity is satisfied that the public interest in maintaining public access to the information outweighs any individual interest in the information not being made publicly available (s.77).

While this appears to provide a mechanism for individuals to address specific safety and privacy concerns, it would be preferable to ensure that the legislative requirements avoid unnecessary risks to all Council Members and employees.

WALGA will seek to engage with the Information Commissioner and Deputy Privacy Commissioner to clarify the way in which these and other PRIS Act provisions will apply to Council Members.

Review and amendments to the Local Government Act

As Local Government Council Members and employees share the same safety concerns as Members of Parliament it would be appropriate to echo the Procedures and Privilege Committee and advocate for a broad review of all public disclosure requirements under the *Local Government Act 1995* to ensure that they remain contemporary, effective, and aligned with modern standards of accountability and personal security. A review would allow a clearer, risk-aware framework to be established that protects individuals while preserving appropriate transparency.

Within this broader reform, several targeted amendments are necessary. It is proposed that s. 5.95(1) be amended so that the right to inspect information in the register of financial interests under s. 5.94(b) is limited to the suburb or locality of each property, rather than the full residential address of the relevant person. Additionally, the requirement for Council Members to provide their full residential address in the statutory declaration of office should be removed. These amendments are consistent with practices adopted in other Australian jurisdictions and reflect the approach now being reconsidered for Members of Parliament.

Importantly, these changes would not weaken transparency or accountability. Council Members and employees would still be required to disclose their full residential address in Returns, and would continue to declare direct financial, indirect financial, proximity, and impartiality interests when they arise in decision-making processes. This ensures that

relevant interests remain publicly recorded when they matter, without unnecessarily exposing personal residential details. By limiting public access to only what is necessary, the legislative framework can better protect individual safety while preserving the integrity of the disclosure regime.

WALGA RECOMMENDATION

That State Council endorse the following new Advocacy Position:

Protecting Council Member and Employee Privacy

That WALGA advocates to the State Government to:

- 1. Undertake a review of disclosure requirements for Local Government Council Members and employees under the Local Government Act 1995,*
- 2. Undertake the necessary legislative amendments to strike an appropriate balance between transparency, personal safety, and contemporary community expectations of privacy, including:*
 - a. Amend section 5.95(1) to prescribe that the right to inspect primary and annual returns contained in the register of financial interests under s.5.94(b) does not extend to the full residential address of the relevant person, and is instead limited to the suburb or locality.*
 - b. Amend Form 7 of the Local Government (Constitutional) Regulations 1998 to remove the requirement to disclose a full residential address when making the declaration of office.*

RECOMMENDATION

Moved: Shire of Trayning

Seconded: Shire of Cunderdin

That the Zone supports the WALGA recommendation for State Council Agenda item 8.1 as contained in the State Council Agenda and as provided above.

CARRIED

ATTACHMENT: JURISDICTIONAL COMPARISON – ADDRESS INFORMATION IN COUNCIL MEMBER RETURNS AND DECLARATIONS OF OFFICE

DISCLOSURES IN RETURNS	
Victoria <u>Local Government Act 2020</u> <u>Local Government (Governance and Integrity) Regulations 2020</u>	CEO must prepare summary of personal interests information disclosed in the last personal interest return. - Includes the town or suburb, but not the street address or number of the land that is the place of residence Other matters to be included or excluded are prescribed. Includes that a specified person may request in writing information not be included if the CEO consider including the information would: - be reasonably likely to place the personal safety of any person at risk, or - unreasonably expose a business, commercial or financial undertaking to disadvantage Summary of personal interest returns available to members of the public. Detailed personal interests returns are only available to certain persons.
New South Wales <u>Governance Information (Public Access) Act 2009</u>	From the <i>Information Access Guideline 1 - For Local Councils on the disclosure of information</i> - Returns should be made publicly available on the council's website unless there is an overriding public interest against release or to do so would impose unreasonable additional costs on council. - A consideration against disclosure is where release of the information may expose a person to a risk of harm or of serious harassment or serious intimidation. - In the circumstances where council decides that there is an overriding public interest against disclosure, consideration should then be given to whether it is practicable to release an edited copy of the record (for example redacting the individual's signature or residential address) - If it is practicable to do so, then the information should be deleted from a copy of the record and the remainder of the return made available on the council's website. - Where information is deleted from a return, council should keep a record indicating, in general terms, the nature of the information redacted.
Queensland <u>Local Government Regulation 2021</u>	Suburb or locality of the land is required (not full address).

South Australia <i>Local Government Act 1999</i>	Personal addresses are not to be published nor are any addresses where the CEO is satisfied that the inclusion in the Register of the address of a person would place at risk the personal safety of that person, a member of that person's family or any other person.
Tasmania	Currently does not require councillors to lodge a personal interests return. The Tasmanian government is implementing a new framework to strengthen the management of local government councillor conflicts of interest, with reforms expected before the 2026 elections.

INFORMATION IN COUNCIL MEMBER DECLARATIONS OF OFFICE	
Victoria <i>Local Government Act 2020</i> <i>Local Government (Governance and Integrity) Regulations 2020</i>	Address not required.
New South Wales <i>Local Government Act 1993</i>	Address not required.
Queensland <i>Local Government Regulation 2021</i>	Address not required.
South Australia <i>Local Government (General) Regulations 2013</i>	Address not required.
Tasmania <i>Local Government (General) Regulations 2025</i>	Address not required.

13.2. WATER MANAGEMENT ADVOCACY POSITION – STATE COUNCIL AGENDA ITEM 8.2

By Rebecca Brown, Policy Manager, Environment and Waste

EXECUTIVE SUMMARY

- A new Water Management Advocacy Position and the retirement of position 6.14 Planning for Water is proposed.
- The new Position has been developed following consultation and feedback on WALGA's *Water Management in Western Australia Discussion Paper*.
- 28 Local Governments provided more than 200 comments on the paper, with the main issues being:
 - equitable access to consistent and reliable water;
 - water licensing and allocation;
 - integrated regional and catchment-scale water planning;
 - water for Public Open Space (POS);
 - funding
 - for critical infrastructure - drainage and irrigation, alternative water sources and sewerage infill and headworks.
 - for water efficiency and water sensitive urban design initiatives.
 - expanding and improving the Waterwise Council Program;
 - access to data and information to inform decision making; and
 - addressing the impacts of stormwater runoff.
- The outcomes sought in 6.14 Planning for Water have been realised in the recently released State Planning Policy 2.9.
- The Environment Policy Team endorsed retiring the position and the new position at its meeting on 19 March 2026.

ATTACHMENT

- [Water Management Discussion Paper](#)
- [Water Management Consultation Summary Report](#)

STRATEGIC PLAN IMPLICATIONS

This item relates to the following WALGA Strategic Pillars:

- Influence
 - Lead advocacy on issues important to Local Government.
 - Empower the Local Government sector to build communities equipped for the future.
- Support - Anticipate, understand and respond to Member needs.

POLICY IMPLICATIONS

It is proposed that the following new [Advocacy Position](#) be **endorsed**:

Water Management

1. *Access to consistent, reliable and adequate water supplies is critical for Local Government operations, community health, amenity, environmental sustainability and economic activity.*
2. *WALGA is calling on the State Government to:*
 - a. *Modernise water management legislation and regulation, including:*
 - i. *Undertaking a review of the water licensing and allocation system to ensure equitable access and prioritise high value community use including for public open space.*

- ii. *Developing a State-wide framework for integrated regional and catchment-scale water planning.*
- b. *Adequately, sustainably and equitably fund critical water infrastructure programs for Local Government, including:*
 - i. *Drainage and irrigation upgrades.*
 - ii. *Alternative water sources (recycled water, stormwater harvesting, desalination and groundwater replenishment) and disused water asset transfer.*
 - iii. *Small-scale sewerage infrastructure headworks and infill sewerage.*
- c. *Expand the Waterwise Council Program statewide and provide:*
 - i. *Increased support and resources to assist Local Government in delivering water efficiency measures.*
 - ii. *Incentives for Local Governments to undertake water efficiency initiatives.*
- d. *Improve water data access and capability for Local Governments to ensure evidence-based decision making.*
- e. *Provide effective leadership, guidance, education and enforcement to address the impacts of stormwater runoff.*

It is proposed that the following Advocacy Position be **retired**:

6.14 Planning for Water

As part of the Water Management Report endorsement process, formal support from the relevant Local Government should be required where:

1. *It is intended that the Local Government will become the infrastructure asset manager; or*
2. *The proposed location of water infrastructure assets will impact Local Government assets or facilities.*

The outcomes sought in Position 6.14 have been realised in the recently released [State Planning Policy 2.9](#).

BACKGROUND

WALGA identified the need to consolidate and expand on current Water related [Advocacy Positions](#) and has undertaken initial consultation, through targeted engagement and consideration of issues raised by the sector previously. To inform the development of a new Advocacy Position, WALGA developed a Discussion Paper to gain feedback from the sector on their current challenges and needs in relation to water management across the state.

WALGA released the Discussion Paper for comment in late November 2025, with an initial deadline of 15 January 2026 for comment, however based on feedback from the sector this deadline was extended to Thursday, 12 March.

28 Local Governments have provided feedback, 14 of those Council/CEO level feedback. The feedback provided by Local Governments was comprehensive, with over 200 individual comments received across the submissions. WALGA acknowledges the significant time and consideration given by Members in providing that level of feedback.

The main themes of the feedback reflect those explored in the Discussion Paper and are consistent across Local Government:

- Legislation which is inequitable and outdated, particularly for licensing and allocation.

- State legislation should align with the National Water Agreement, particularly strategic, long term integrated planning and equitable access to drinking water.
- Aging and insufficient water infrastructure.
- Support and resourcing needed to explore and mainstream alternative water sources.
- Reactive approaches to headworks and sewerage servicing constraining development, particularly in regional and high-growth areas.
- Public Open Space (POS) in relation to planning decisions not accounting for the water needed to sustain these areas.
- Statewide expansion of the Waterwise Council program and improvement in program support and design.
- High interest in improving and supporting water efficiency and water sensitive urban design outcomes.
- Water data gaps and poor data sharing limits sound decision making.
- Water quality as an emerging and under-recognised issue.

WALGA has consolidated the feedback into a Consultation Report which summarises the main themes and issues raised by the sector and how it has been addressed in the draft Advocacy Position.

COMMENT

The new Position has been informed by the information, issues and priorities identified in feedback received from Local Governments on the WALGA Discussion Paper.

A new Advocacy Position is timely given the release of [Made Possible by Water](#) by the State Government on 21 March 2026, a document outlining WA's water future. A comprehensive Advocacy Position on this issue will be essential to assist WALGA's advocacy and influence how the Government delivers the priorities identified. Some of the matters identified in the draft Advocacy Position are reflected in Made Possible by Water, including expansion of the WaterWise Program and delivery of new water sources.

The Environment Policy Team endorsed the new Advocacy Position and the retirement of Position 6.14 at its meeting on 19 March 2026.

WALGA RECOMMENDATION

That State Council:

1. Endorse the following new Advocacy Position:

Water Management

1. *Access to consistent, reliable and adequate water supplies is critical for Local Government operations, community health, amenity, environmental sustainability and economic activity.*
2. *WALGA is calling on the State Government to:*
 - a. *Modernise water management legislation and regulation, including:*
 - i. *undertaking a review of the water licensing and allocation system to ensure equitable access and prioritise high value community use including for public open space*
 - ii. *developing a state-wide framework for integrated regional and catchment-scale water planning.*

- b. Adequately, sustainably and equitably fund critical water infrastructure programs for Local Government, including:
 - i. drainage and irrigation upgrades*
 - ii. alternative water sources (recycled water, stormwater harvesting, desalination and groundwater replenishment) and disused water asset transfer*
 - iii. small-scale sewerage infrastructure headworks and infill sewerage.**
- c. Expand the Waterwise Council Program statewide and provide:
 - i. increased support and resources to assist Local Government in delivering water efficiency measures*
 - ii. incentives for Local Governments to undertake water efficiency initiatives.**
- d. Improve water data access and capability for Local Governments to ensure evidence-based decision making.*
- e. Provide effective leadership, guidance, education and enforcement to address the impacts of stormwater runoff.*

2. Retires Advocacy Position *6.14 Planning for Water.*

RECOMMENDATION

Moved: Shire of Yilgarn
Seconded: Shire of Kellerberrin

That the Zone supports the WALGA recommendation for State Council Agenda item 8.2 as contained in the State Council Agenda and as provided above.

CARRIED

13.3. OFF ROADS VEHICLES ADVOCACY POSITION – STATE COUNCIL AGENDA ITEM 8.3

By Rebecca Hicks, Policy Advisor Community

EXECUTIVE SUMMARY

- It is proposed that Advocacy Position 3.12 Off Road Vehicles (ORV) be retired.
- The *Control of Vehicles (Off-road Vehicles) Act 1978* (the ORV Act) provides the legislative framework for the use of off-road vehicles within permitted areas in WA.
- Nine Local Governments own and maintain Off Road Vehicle (ORV) areas.
- Advocacy Position 3.12 Off Road Vehicles was adopted by State Council in 2018 in response to concerns from Members about the use of permitted ORV areas.
- Amendments to the ORV Act in 2025 address the core objectives of the ORV Advocacy Position, particularly as it relates to registration and enforcement.
- The retirement of the ORV Advocacy Position was endorsed by the People and Place Policy Team at its meeting on 19 March 2026.

ATTACHMENT

- [*Control of Vehicles \(Off-road Areas\) Amendment Act 2025*](#)

STRATEGIC PLAN IMPLICATIONS

Retiring this Advocacy Position aligns with the following WALGA Strategic Pillars:

- Influence
 - Lead advocacy on issues important to Local Government.
 - Empower the Local Government sector to build communities equipped for the future.
- Support
 - Anticipate, understand and respond to Member needs.

POLICY IMPLICATIONS

It is proposed that Advocacy Position [3.12 Off Road Vehicles](#) be **retired**.

Legislation relating to off road vehicles should be reviewed to align registration and licensing of off-road vehicles with other vehicle types and users. In addition, educational resources should be developed in consultation with users, regulators, and vendors relating to safety, regulatory compliance and other associated matters.

BACKGROUND

The *Control of Vehicles (Off-road Vehicles) Act 1978* (the ORV Act) prohibits the use of Off Road Vehicles (ORVs) in areas outside of permitted areas and makes provisions for the use of ORVs in permitted areas. The Department of Local Government, Industry Regulation and Safety (LGIRS) is responsible for administering the legislation and providing [information and support](#) to users and Local Governments. The legislation defines ORVs as including, but not limited to, trail bikes, quad bikes, beach buggies and road licensed vehicles such as four-wheel drives when used in off-road locations.

The use of ORVs outside of permitted areas can have impacts on Local Governments and communities including community safety in public spaces, road safety and environmental impacts. These issues fall under the scope of other legislation.

Nine Local Governments currently maintain and operate permitted areas: the Cities of Greater Geraldton, Karratha, Kwinana and Swan and the Shires of Carnarvon, Dandaragan, Gingin, Port Hedland and York.

WALGA's Advocacy Position was adopted by State Council in 2018, in response to Member concerns regarding the use of permitted ORV areas.

The ORV Act was amended in 2025 to align penalties and enforcement expectations with other WA transport legislation. The *Amendment Act* includes provisions to introduce online and label registrations and increase penalties for existing offences. The majority of the ORV Amendment Act commenced with immediate effect in August 2025. Sections of the legislation relating to registration labels are dependent on system design changes to the online registration platform. The legislation regulations and commencement date are expected by the end of 2026.

In 2024, the [State Government announced \\$4.8 million](#) in grant funding for Local Governments to develop new and upgrade existing ORV areas. This funding recognises the key role Local Government plays in the upkeep and management of ORV areas.

COMMENT

The ORV Amendment Act addresses the core objectives of the WALGA ORV advocacy position, particularly as it relates to registration and enforcement. As the intended outcomes of the advocacy position have been achieved, it is proposed that Advocacy Position 3.12 Off Road Vehicles be retired. WALGA will work with LGIRS to provide advice and support on the commencement of the Act regulations for Members managing permitted areas.

WALGA has engaged with Members that currently manage ORV permitted areas. Six Local Governments have responded and provided their support for the retirement of the advocacy position.

WALGA will continue to monitor emerging issues associated with ORVs, with a particular focus on usage outside of permitted areas.

The proposed retirement of the ORV advocacy position was endorsed by the People and Place Policy Team at its meeting on 19 March 2026.

WALGA RECOMMENDATION

That State Council retire Advocacy Position 3.12 *Off Road Vehicles*.

RECOMMENDATION

Moved: Shire of Tammin
Seconded: Shire of Narembeen

That the Zone supports the WALGA recommendation for State Council Agenda item 8.3 as contained in the State Council Agenda and as provided above.

CARRIED

13.4. HOMELESSNESS ADVOCACY POSITION – STATE COUNCIL AGENDA ITEM 8.4

By Hannah Godsave, Manager Community Policy

EXECUTIVE SUMMARY

- It is proposed that the 2019 Advocacy Position 3.11 Homelessness be updated.
- While responding to homelessness is a State and Australian Government responsibility, the impacts of homelessness intersect with multiple areas of Local Government service delivery and requires them to manage community expectations.
- Western Australian Local Governments are reporting increased numbers of people experiencing homelessness, including Local Governments that have historically experienced minimal impact.
- WALGA undertook a survey of Members in early 2026 to better understand the impact on the sector and inform a review of the current Advocacy Position.
- The updated Position reflects the sector's view that the Australian and Western Australian Government should provide leadership, support and funding to prevent and respond to homelessness, in particular specialist services, social and affordable housing and wraparound services.
- The People and Place Policy Team endorsed the revised position at its meeting on 19 March 2026.

STRATEGIC PLAN IMPLICATIONS

This item relates to the following WALGA Strategic Pillars:

- Influence
 - Lead advocacy on issues important to Local Government.
 - Empower the Local Government sector to build communities equipped for the future.
- Support
 - Anticipate, understand and respond to Member needs.

POLICY IMPLICATIONS

It is proposed that the **existing** Advocacy Position [3.11 Homelessness](#):

WALGA recognises that Local Government through its planning, health, community development and regulatory powers can facilitate positive local and regional responses to end homelessness, however does not see that it has a lead role. Rather, Local Government's role is one of a stakeholder that requires early engagement in the understanding of collaborative approaches that improve the quality of life for people experiencing homelessness in all of its manifestations.

be **replaced** with a new Advocacy Position as follows:

WALGA calls on the Western Australian and Australian Governments to provide leadership, support and funding to prevent and respond to homelessness, in particular:

1. *Ensuring specialist homelessness services are responsive to need, place-based and people-centred.*
2. *Investing in social and affordable housing and wraparound services.*

BACKGROUND

The Australian Bureau of Statistics (ABS) defines homelessness as when a person does not have suitable accommodation alternatives and their current living arrangement:

- is in a dwelling that is inadequate;
- has no tenure, or tenure is short and not extendable; or
- does not allow them to have control of, and access to space for social relations.

The ABS Census of Population and Housing provides the authoritative data source on people experiencing homelessness. The 2021 Census reported 9,729 people experiencing homelessness in WA. The Australian Institute of Health and Welfare provides more contemporary data based on interactions with specialist homelessness services. In 2024-25, almost 289,000 (1 in 115) people engaged with specialist homelessness services in WA, of which 47% were accessing homelessness support for the first time.

While responding to homelessness is a State and Australian Government responsibility, the impacts of homelessness intersect with multiple areas of Local Government service delivery, including the maintenance of public spaces, planning and zoning for appropriate services and revenue-related functions such as rates and grants administration. Local Governments must also manage community expectations about how they will respond to homelessness.

WALGA's current advocacy position was adopted by State Council in 2019 in the lead up to the release of [*All Paths Lead to a Home: Western Australia's 10-Year Strategy on Homelessness 2020–2030*](#) (the Strategy) released by the State Government. The Strategy sets out a vision for a whole of community response, led by the Department of Communities, working towards ending homelessness in Western Australia. The Strategy identifies a predominantly supportive role for the Local Government sector in addressing homelessness, while also acknowledging that some Local Governments directly provide homelessness and accommodation services. Suggested sector contributions in the Strategy include facilitating local partnerships, identifying rough sleepers, sharing local area knowledge to inform State Government resourcing decisions, and connecting people to specialist services. This supportive role for the Local Government sector is reflected in the current Advocacy Position.

At the National level, the [*National Agreement on Social Housing and Homelessness*](#) provides a five-year funding and accountability framework between the Australian and State/Territory Governments to support social housing and homelessness services until June 2029. The bilateral schedule for Western Australia sets out a \$165.9 million homelessness funding contribution from both parties.

COMMENT

Local Governments have been reporting increased numbers of people experiencing homelessness, including Local Governments that have historically experienced minimal impact. Local Governments have shared that they are facing growing pressure to meet both their defined obligations and community expectations for comprehensive responses, including specialist homelessness services triage, investment in housing and support service provision.

To better understand the issues being raised by Members, WALGA conducted a sector survey on homelessness in early 2026. 68 responses (49%) were received, 26 metropolitan and 42 regional, with representation from all WALGA Zones. Key findings from the survey include:

- 74% of respondents report an increase in the significance of homelessness in their Local Government area in the last two years.
- 60% of respondents report an increase in enquires from community members regarding homelessness in the last two years.
 - Key issues raised in community enquiries are rough sleeping and persons living in vehicles.
- 23% of respondents consider there is no role beyond defined responsibilities for Local Government in response to homelessness.
- 61% of respondents consider preventative measures to reduce homelessness and facilitating connections to specialist service providers as an appropriate role for Local Government in response to homelessness.
- 83% of respondents rank State and Federal Government funding as the highest or second highest priority enabler to respond to homelessness.
- 51% of respondents report that current specialist homelessness services are not adequate within their Local Government area.
- Respondents rank affordable housing as the top priority for support/services to address homelessness, followed by wraparound services and specialist support services.

Informed by survey responses and acknowledging the support role of Local Government identified in the State Strategy, the updated position calls on the Australian and Western Australian Government to provide the necessary leadership, support and funding to prevent and respond to homelessness, in particular specialist services, social and affordable housing and wraparound services.

The People and Place Policy Team endorsed the revised position at its meeting on 19 March 2026 meeting.

WALGA RECOMMENDATION

That State Council replace Advocacy Position 3.11 Homelessness with the following:

WALGA calls on the Western Australian and Australian Governments to provide leadership, support and funding to prevent and respond to homelessness, in particular:

1. *Ensuring specialist homelessness services are responsive to need, place-based and people-centred.*
2. *Investing in social and affordable housing and wraparound services.*

RECOMMENDATION

Moved: Shire of Bruce Rock

Seconded: Shire of Wyalkatchem

That the Zone supports the WALGA recommendation for State Council Agenda item 8.4 as contained in the State Council Agenda and as provided above.

CARRIED

13.5. OTHER STATE COUNCIL AGENDA ITEMS

Zone Delegates are invited to raise for discussion, questions or decision any of the items in the State Council Agenda, including the items for noting, Policy Team and Committee Reports or the Key Activity Reports.

Nil.

14. EMERGING ISSUES

The **Shire of Cunderdin** raised concerns in relation to recent State Government decisions related to access for Heavy Vehicle (RAV network) road access, which have been enacted. After some discussion, it was agreed that the Shire can liaise with the Secretariat to further clarify the issue and progress further action if necessary.

The **Secretariat** provided a brief update about the *Local Government Amendment (Rating of Certain Mining Licences) Bill 2025*, following the emerging item raised at the previous Zone meeting. The Secretariat understands the Bill is yet to progress to Committee of the Whole House in the Legislative Council (which is ordinarily where members may put amendments to the Bill), and that notice of amendments have already been placed on the notice paper.

15. NEXT MEETING

The next Executive Committee meeting will be held on Tuesday, 19 May commencing at 8:00am, via MTeams.

The next Great Eastern Country Zone meeting will be held on Thursday, 11 June 2026 commencing at 9:30am. This meeting will be hosted at WALGA's office at 170 Railway Parade West Leederville, and **online via MS Teams**. A meeting link will be circulated, while delegates who may be in Perth are welcome to attend in-person.

16. CLOSURE

There being no further business, the Chair closed the meeting at 1:11pm.

Governance Committee

Terms of Reference

1. Name

The name of the committee is the Shire of Koorda Governance Committee.

2. Head of Power

The committee is established by Council under section 5.8 of the *Local Government Act 1995*.

3. Definitions

TERM	DEFINITION
Act	The <i>Local Government Act 1995</i> .
Council	The body consisting of all council members sitting formally as the Council of Shire of Koorda (" the Shire ").
Chief Executive Officer	The Chief Executive Officer (CEO) of the Shire of Koorda.
Committee	Shire of Koorda Governance Committee.
Council Member	A person elected under the Act as a member of Council. Shire of Koorda council members includes the Shire President, Deputy Shire President and Councillors (as defined by the Act).
External Member	A person who is not a council member appointed to the committee with requisite skills, knowledge and experience that compliment the committees objectives.
Member	A person appointed to this committee.

4. Objectives

The Committee is established to fulfil the following objectives:

- a) provide guidance and assistance to Council in fulfilling its legislative responsibilities to 'determine the local government's policies' (section 2.7 (2)(b) of the Act) by:
 - i. conducting at a minimum, a biennial review for Council policies and
 - ii. conducting at a minimum, a review of the Shire of Koorda Local Laws, within a 15-year period after their commencement to determine if they should remain unchanged or be repealed or amended;
 - iii. developing policies and local laws, as required, and making recommendations to Council as a result of those reviews at the next available Ordinary Council Meeting;
 - iv. conducting a review of the Corporate Business Plan and associated Key Performance Indicators and subsequent recommendations to Council;
 - v. reviewing the Corporate Governance Framework; and
- b) assist Council in such other matters as the Council may refer to the Committee.

Planning policies are not considered to be the responsibility of the Committee to review and will instead be presented directly to Council.

Accounting policies and practices are not considered to be the responsibility of the Committee and will instead be presented to the Audit, Risk and Improvement Committee.

5. Powers

The Committee is a formally appointed committee of Council and is responsible to that body.

The Committee has no delegated authority and no authority to implement its recommendations without resolution of Council.

The Committee does not have any management functions and cannot involve itself in management processes or procedures.

The Committee recommendations are advisory only and shall not be binding on Council.

6. Membership

The committee shall consist of three elected members, with a fourth elected member acting as a deputy.

The quorum for a Committee meeting is as per section 5.19 of the *Local Government Act 1995*: at least 50% of members of the committee (whether vacant or not).

The Committee is supported by the Chief Executive Officer and their nominees, principally the Deputy CEO.

The Shire shall provide secretarial and administrative support to the Committee.

7. Presiding Member

Council is required to appoint, by absolute majority, the Presiding Member / Deputy Presiding Member for each committee, which may occur at the time Council appoints the Committee Membership.

If the Presiding Member is absent from a meeting, the Deputy Presiding Member is to preside at that meeting.

The role of the Presiding Member includes:

- a) overseeing and facilitating the conduct of meetings in accordance with the Act and the Shire's *Standing Orders Local Law 2018*;
- b) ensuring all Committee members have an opportunity to participate in discussions in an open and encouraging manner; and
- c) where a matter has been debated significantly and no new information is being discussed, to call the meeting to order and ask for the debate to be finalised and the motion to be put.

In accordance with section 5.14 of the Act, if the Presiding Member and Deputy Presiding Member are not available or are unable or unwilling to perform the function of presiding member (but a quorum is still reached), then the committee members present at the meeting are to choose who is to preside at the meeting.

8. Meetings

Meetings shall be called as required in line with reviews timeframes as outlined in section '4: Objectives'.

An ordinary or a special meeting of the Committee is to be held:

- a) if called for by either the Presiding Member or at least two Committee members in a notice to the CEO setting out the date and purpose of the proposed meeting; or
- b) if so decided by the Committee; or
- c) if called for by Council.

The Committee may invite, through the CEO, Shire employees, or others to attend meetings and provide pertinent information, where necessary.

9. Minutes

The minutes of the meeting shall be recorded and prepared as per the provisions of section 5.22 of the Act.

The content of the minutes shall be in accordance with regulation 11 of the *Local Government (Administration) Regulations 1996*.

10. Reporting

Recommendations recorded in the minutes arising from the Committee's deliberations shall be presented to the earliest available ordinary meeting of Council.

In the event of a tied vote, where the Presiding Member has exercised a casting vote, the matter will be referred to Council for deliberation.

11. Terms of Appointment

Appointment to the Committee will be determined by the Council following ordinary local government elections, for a term to expire on the date of the subsequent ordinary local government elections.

If a member of the Committee resigns prior to an ordinary local government election, Council will appoint a replacement.

12. Code of Conduct

The Shire's Code of Conduct for Council Members, Committee Members and Candidates applies to all members of the Committee.

13. Public Question Time

Committee meetings are generally open to the public and Public Question Time will be conducted in accordance with the Shire's *Standing Orders Local Law 2018*.

14. Voting

Shall be in accordance with section 5.21 of the Act.

Each voting member of the Committee present at a meeting is entitled to one vote and are required to vote, subject to the provisions of the Act regarding interests.

In the event of a tied vote, the Presiding Member will have a casting vote.

15. Alterations to Terms of Reference

The Committee is to conduct a review of its terms of reference providing Council with recommendations for any changes, in the first instance after twelve months of operation, with subsequent reviews to be held every two years prior to the local government ordinary election.

16. Termination of Committee

Termination of the Committee shall be at the discretion of Council and in accordance with the Act.

Review History

Date	Council Resolution	Description of review/amendment
	RES:	V1.1. Minor updates to ToR.
17/04/2024	RES: 050424	Terms of Reference Adopted
03/04/2024		Terms of Reference endorsed by Governance Committee
23/10/2023	RES: 191023	Committee re-established as Governance Committee (former Policy Review Committee)

Shire of Koorda Policy Manual

As at April 2026.



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Administration

Annual Council Christmas Function

Objective

To provide direction, clarity and consistency on the arrangement for the Shire of Koorda's ("the Shire's") annual Christmas function.

Policy

Council will provide a Christmas Function for Councillors, Staff and their partners/spouses and children. (Note: Children, under 18 years)

The invitation list is to include:

- Current Councillors, partner/spouse and children;
- Former Councillors, partner/spouse and children, who retired at the last elections;
- All current employees, partner/spouse and children;
- Former employees, partner/spouse and children, who have left within the past 12 months, at the discretion of the Chief Executive Officer;
- Any other person at the discretion of the President.

An annual budget allocation will be made available to support the organisation of the Christmas Function. An internal organising committee, comprising of employees, will be established to assist with the planning. This committee is responsible for making recommendations regarding catering, refreshments, and event arrangements, within the approved budget.

Related Documents (Legislation/Local Law/Policy/Procedure/Delegation)

Local Government Act 1995

Local Government (Rules of Conduct) Regulations 2007

Code of Conduct (Elected Member & Employee)

Review History

Date	Council Resolution	Description of review/amendment
18/06/2025	RES: 040625	V1.1. Update to procedure.
28/06/2023	RES: 120623	V1.0. Update policy wording.
Former Policy No: C15 Annual Christmas Employee Functions		
19/07/2000		Adoption of Policy

Bereavement Policy (including flying of Koorda Flag at half-mast)

Objective

To recognise deceased persons who have been closely associated with the Shire of Koorda ("the Shire") and its history, by acknowledging the contribution they have made to the district as a mark of respect on behalf of the community of the Shire of Koorda.

Policy

Bereavement recognition

Where notified, the following may be provided:

Death Notice in "West Australian" along with an "Announcement by the President" in the following Council Meeting Minutes for:

- Current elected members;
- Past elected members;
- Current employees; and
- Identities of the Shire as agreed by the Shire President and the Chief Executive Officer.

An example notice:

The Shire of Koorda extend their condolences to the <SURNAME> family on the passing of <FIRST NAME>. <FIRST NAME> was a past/current Shire Councillor/employee (years of service) and Shire President (years of service).

Flying of Shire Flag

Where notified, the Shire flag shall be flown at half mast, on the day of the funeral*, as a mark of respect for present or past residents of the Shire of Koorda.

**note: day of funeral is more easily ascertained than day of death.*

Related Documents (Legislation/Local Law/Policy/Procedure/Delegation)

Nil.

Review History

Review Due: March 2024

Date	Council Resolution	Description of review/amendment
28/06/2023	RES: 120623	V1.0. Update policy and add bereavement guide.
Former Policy No: C13 Flag - Flown for Funerals		
19/07/2000		Adoption of Policy (C13)

Objective

Effective change management requires planning, communication, monitoring, rollback, and follow-up procedures to reduce negative impact to the user community.

The purpose of this policy is to establish management direction and high-level objectives for change management and control. It aims to ensure changes are well-communicated, planned and predictable, to minimise unplanned outages and unforeseen system issues.

This policy will ensure the implementation of change management and control strategies to mitigate associated risks, such as:

- information being corrupted and/or destroyed,
- computer performance being disrupted and/or degraded,
- productivity losses being incurred, or
- exposure to reputation risk.

Policy

Change Management Framework

Methodology

The Change Management methodology has five milestones that staff need to achieve to change successfully and to sustain the change, these being:

- Awareness of the need for change;
- Desire to participate in and support the change;
- Knowledge on how to change;
- Ability to implement required skills and behaviours; and
- Reinforcement to sustain the change.

Supporting these milestones, the Change Management methodology has three phases, these being:

Phase 1: Preparing for Change

In this, phase change and project teams conduct a series of data gathering and assessments that will be used to manage the overall change management process. This will address the unique people challenges of the change with each impacted service team.

Questions that will be addressed include:

- “Who will be impacted by this change?”
- “How will each group be impacted? What will be different in the way they perform their roles?”
- “What is the readiness or resistance of each group for this change?”; and
- “How can we best structure and resource the Change Management component?”.

Phase 2: Managing Change

The focus is using the data collected in Phase 1 and there are four sub plans that will support individuals to move through each stage of the change process:

- Communication Management plan
- Training and Development plan
- Coaching plan to engage and upskill staff; and
- Stakeholder Management plan.

Phase 3: Reinforcing Change

In the final phase, action plans are developed for measuring how well the change is being adopted, to identify and address resistance and to celebrate success as per the following:

- Measuring changes in behaviour
- Corrective action plans
- Reinforcement mechanisms
- Individual and group recognition approaches
- Success celebrations; and
- After action review.

Change Management Principles

The following principles will underpin all change management activities throughout the project:

- There is a clearly defined rationale and vision of the change, and it is understood;
- There is a dedicated focus on employees. We commit to supporting employees throughout every step of the change process;
- The Shire's Executive Management Team will drive change from the top down and lead by example;
- We commit to being as inclusive as possible and stakeholders will be identified and appropriately consulted;
- We encourage active participation, and all stakeholder contributions will be valued;
- We will communicate openly and transparently so that all stakeholders are fully informed; and
- We will build capability, so everyone is confident and productive throughout the transition.

Change Management Responsibilities

Who	Key responsibilities
Elected Members	• Active and visible leadership - promote the change and truly understand the changes being undertaken and their impact on the organisation and community. • Owning their part in the change.
Chief Executive Officer	• Aligning change with organisational strategy. • Providing visible leadership to make change happen. • Internal and external communication.
Executive Management Team	• Active and visible leadership - promote the change and truly understand the changes being undertaken and their impact on the organisation and community. • Owning their part in the change. • Cascading communication. • Preparing teams for implementation. • Actively contribute to drive and deliver change.
Project Team/ Change Manager	• Implementation of the Change Management Plan. • Engagement and communication management. • Supporting workforce transition.
Change Champions	• Supporting workforce transition. • Cascading communication. • Actively contribute to drive and deliver change.
Employees	• Seeking support and feedback. • Participate positively in the change process. • Sharing experiences.

Change Management Plan

Identify Change Drivers and Barriers

Undertake a process to identify the major drivers for change and the major barriers to change to inform the design of change activities. This process can be a combination of face-to-face meetings and document reviews.

Organisational Readiness Assessment

An initial organisation readiness assessment should be undertaken with various stakeholders involved in the project. In assessing the organisational readiness, several factors should be taken into consideration including;

- The perceived need for change;
- The impact of past changes;
- Organisational culture and reinforcement of change;
- Leadership and vision for the organisation; and
- Change competency.

Stakeholder Management Plan

Stakeholder management includes the processes required to identify the people, organisations or groups who could impact or be impacted by the project, to analyse stakeholder expectations and their impact on the project, and to develop appropriate management strategies for effectively engaging stakeholders in the project execution and decision making.

A Stakeholder Management Plan should be developed to identify stakeholders, levels of engagement, forms of engagement required and the most appropriate and preferred stakeholder engagement and communication methods. This Strategy should inform the activities in the Communication Management Plan.

Change Management Communications Plan

A Change Management Communications Plan has been developed to support the delivery of the project. This plan will outline the communication activities and will:

- Describe the information to be communicated;
- Identify the audience;
- Identify the communication channels/method to be used;
- Identify the frequency that the information is to be disseminated;
- Define roles and responsibilities for communication management;
- Define terms and acronyms that are used in the project; and
- Identify communication constraints or assumptions.

Training and Development Plan

A Training and Development Plan should be developed to identify and define training and support requirements for employees. The training plan will consider all stakeholder requirements and endeavour to provide training in more than one format to allow for individual and business unit requirements. Following the change impact analysis, a training needs, and gap analysis should be undertaken by the project team.

Related Documents (Legislation/Local Law/Policy/Procedure/Delegation)

Risk Management Strategy
Policy G - Risk Management

Review History

Date	Council Resolution	Description of review/amendment
24/03/2025	RES: 040325	Adoption of Policy

Chief Executive Officer Performance Review Policy (RECOMMENDED FOR REVIEW)

Recommended for review.



Recommended for review.



Freeman of the Shire of Koorda – Guidelines for Appointments

Objective

The objective of this policy is to establish the circumstances under which the Shire of Koorda (“**the Shire**”) may bestow the title of “Honorary Freeman of the Shire of Koorda” upon individuals who have made an outstanding and exceptional contribution to the community and to ensure the status of the honour should be protected over time.

This Policy sets out the method by which Council may assess and grant the honour of Freeman of the Municipality in recognition of a person’s contribution to the community of Koorda. This policy establishes how the nomination of a candidate is to be made, the eligibility and selection criteria against which nominations are to be considered.

Policy

From time-to-time members of the Koorda community may demonstrate outstanding commitment and contribution to the Shire or community and it is recognised that this contribution should be acknowledged. The Council will do this by, in special circumstances that meet the criteria of this policy, awarding to an individual the title of “Honorary Freeman of the Shire of Koorda”. The Council will recognise, under appropriate circumstances, individuals who have demonstrated an outstanding contribution. It is the highest honour available to the Shire.

General

- The conferring of the honour of the Freeman of the Shire of Koorda will occur only in rare and exceptional circumstances to maintain both the significance and prestige of the title.
- The nominee must have given extensive and distinguished service to the Shire or community in a largely voluntary capacity. The nominee must have made an outstanding contribution to the Shire or community such that the nominee’s contribution can be seen to stand above the contributions made by most other people.
- Bestowing the title of Honorary Freeman of the Shire will only be by an absolute majority decision of the Council and in accordance with this policy.

Eligibility and Selection Criteria

In making a determination, Council is to give consideration of the following selection criteria (%) and eligibility criteria (grouped under each selection criteria). It shall be taken into account when consideration is being given to the conferring of the title of Honorary Freeman of the Shire of Koorda:

- The title shall not be bestowed on anyone who is holding the office of Council Member of the Shire of Koorda.
- Level of commitment to their field of activity. (20 per cent)
 - The nominee must have lived in, worked or served the Shire of Koorda for a significant number of years.
 - The nominee must have identifiable and long-standing connections with the community in the Shire of Koorda.
 - Preference shall be given to a person who performs in a voluntary capacity, but this should not preclude the honour being awarded to a person whose dedication and contribution is significantly above that expected from their occupation.
- Outstanding personal leadership qualities and personal integrity. (20 per cent)
 - The nominee must have demonstrated both outstanding leadership and personal integrity.
- Benefits to the community of the district. (40 per cent)
 - The nominee must have provided long and distinguished service to the local community.
 - The nominee’s endeavours must have clearly benefited the Shire of Koorda community.
 - The contribution to the welfare of the community must involve one or more of the following factors:

- significant contribution of the nominee's time in serving members of the Community for the improvement of their welfare.
- the promotion, achievement and/or delivery of community services in which a real personal role and contribution is made.
- while difficult to define, the contribution must be outstanding in that it can be seen to stand above the contributions of most other persons.
- Special achievements of the nominee. (20 per cent)
 - The nominee's exceptional service must be recognised as a matter of public record.

Nomination Procedure

- Formal nominations for the honour may only be made by a Councillor of the Shire of Koorda. A Councillor may make a nomination on his or her own cognisance or act as a sponsor for a wider community desire to honour a person.
- A nomination for the honour may be submitted at any time provided that the nomination is in writing and clearly addresses the nomination criteria.
- Nominations must be made in the strictest confidence without the nominee's knowledge and be sponsored by a Councillor and supported in writing by at least two other Councillors.
- The nominating Councillor must provide supporting information/documentation for inclusion in the report to enable an assessment of the eligibility and selection criteria.
- Nominations are to be submitted to the Chief Executive Officer. The Chief Executive Officer will submit a confidential report to a Council Meeting with details of the nomination. The confidential report for the Council Meeting shall be delivered at least two weeks prior to the meeting date to all Councillors.
- The Officer's report will make comment regarding eligibility of the nominee. The report will also include the Assessment Sheet provided for in Appendix 1. Councillors should complete the Assessment Sheet and return to Officers for collation prior to the publication of the report. The assessment sheets are anonymous.
- A pass mark of at least 85% is required for the nomination to proceed.
- If a Councillor expresses an objection to the nomination, that Councillor must give their reasons for the objection in writing to the Chief Executive Officer, at least one week before the Council Meeting. The Chief Executive Officer shall submit all objections (together with any other relevant information) to the Council Meeting.
- Deliberations on the matter will take place behind closed doors. No record of the nominee's name shall be recorded in the Minutes of the Council Meeting, whether supported or not by the Council.
- In the event Council approves the nomination, it shall be by an Absolute Majority decision.
- Once Council has accepted the nomination, the nominee shall be contacted by the Chief Executive Officer on a confidential basis to determine whether the award will be accepted. Should a nominee decline to accept the award, all Elected Members will be informed, and the matter will lapse.
- On confirmation of the acceptance all Elected Members will be informed and a suitable media statement shall be prepared for release under the President's name; and
- Conferral of the title shall be carried out at a Council meeting or other formal Council function.

Entitlements

Any person declared an Honorary Freeman of the Shire of Koorda:

- May designate themselves as an "Honorary Freeman of the Shire of Koorda";
- Will be invited to all civic events and functions and be acknowledged as a dignitary;
- Will have their photograph and certificate hung in the Shire's Council Chambers;
- Will be provided with a plaque to commemorate receipt of their Award; and
- Will be conferred at an appropriate civic ceremony for the purpose hosted by the Shire of Koorda.

Related Documents (Legislation/Local Law/Policy/Procedure/Delegation)

Nil.

Review History

Review Due: March 2024

Date	Council Resolution	Description of review/amendment
28/06/2023	RES: 120623	V1.0. Review and updating of policy. Addition of further nomination criteria, nomination procedure and assessment sheet.
Former Policy No: C11 Freeman of the Shire of Koorda - Guidelines for Appointments		
19/07/2000		Adoption of Policy



APPENDIX 1 - Freeman of the Shire of Koorda - Assessment Sheet

Eligibility and Selection Criteria

- ☐ The nominee is not currently holding the office of Council Member of the Shire of Koorda.

Level of commitment to their field of activity (20 per cent)

- ☐ The nominee has have lived in, worked and/or served the Shire of Koorda for a significant number of years.
- ☐ The nominee has identifiable and long-standing connections with the community in the Shire of Koorda.
- ☐ Preference has been given to a person who performs in a voluntary capacity, but has not precluded the honour being awarded to a person whose dedication and contribution is significantly above that expected from their occupation.

Outstanding personal leadership qualities and personal integrity (20 per cent)

- ☐ The nominee has demonstrated both outstanding leadership and personal integrity.

Benefits to the community of the district (40 per cent)

- ☐ The nominee has provided long and distinguished service to the local community.
- ☐ The nominee's endeavours have clearly benefited the Shire of Koorda community.
- ☐ The contribution to the welfare of the community has involved one or more of the following factors:
 - ☐ significant contribution of the nominee's time in serving members of the Community for the improvement of their welfare.
 - ☐ the promotion, achievement and/or delivery of community services in which a real personal role and contribution is made.
 - ☐ while difficult to define, the contribution has been outstanding in that it can be seen to stand above the contributions of most other persons.

Special achievements of the nominee (20 per cent)

- ☐ The nominee's exceptional service has been recognised as a matter of public record.

Assessment

Each criterion to be scored out of five (whole numbers only)

Councillor	Level of commitment to their field of activity (20 per cent)	Outstanding personal leadership qualities and personal integrity (20 per cent)	Benefits to the community of the district (40 per cent)	Special achievements of the nominee (20 per cent)
1				
2				
3				
4				
5				
6				
7				

Internet, Email Usage and Access to IT Systems Policy

Objective

This policy sets out the conditions for acceptable use of the Shire of Koorda's ("the Shire's") corporate information and communication technology (ICT) facilities. The Shire's ICT facilities include but are not limited to the Shire's network, computer systems, access to the internet and email, corporate systems and corporate hardware.

The purpose of this policy is to:

- regulate and provide guidelines on the proper use of the Shire's ICT facilities for their intended purposes without infringing legal requirements or creating unnecessary business risk, and
- protect against the risk of virus/malware attacks, theft and disclosure of information, and disruption of network systems and services.

Policy

Application

This policy applies to all employees, elected members, contractors, visitors and volunteers (collectively referred to as **authorised users** in this policy) engaged or appointed by the Shire while on the Shire's premises or while engaged in Shire related activities.

Definitions

TERM	DEFINITION
Authorised User	Any person that has been granted authorised access to the Shire's ICT facilities.
Email	The Shire provided Microsoft Outlook, Outlook Web Access, or any Shire email system that is synchronised to a PC or mobile device, whether the mobile device is provided by and remains the property of the Shire, or owned by an Authorised User.
ICT	Information, Communications, and Technology. This includes but is not limited to mail, telephones, mobile phones, voice mail, SMS, email, intranet, computers, tablets, printers, multi-functional devices, scanners and other electronic devices owned by the Shire
Malware	An abbreviation of 'malicious software' and means software programs designed to cause damage and other unwanted actions on a computer system. Examples of malware include spyware, worms, viruses and Trojans.
Network Access	Includes connectivity from any device to Shire managed ICT infrastructure connecting both local and remote network servers.
Prohibited Material	Content which: • could be reasonably regarded as pornographic; • contains offensive language, cruelty or violence; • is illegal, defamatory or discriminatory; • breaches copyright; • promotes terrorism or encourages terrorist acts; and • contravenes the Shire's values and policies.

General use of ICT equipment

Data created and stored on the corporate systems remain the property of the Shire. Because of the need to protect the Shire's network, the confidentiality of personal (non-work-related) information stored on any network device belonging to the Shire cannot be guaranteed.

For security and network maintenance purposes, authorised members of the Executive or the ICT Department within the Shire may monitor equipment, systems, network traffic and emails at any time, according to the specific nature and requirements of their roles.

The Shire reserves the right to audit networks and systems periodically to ensure system integrity and compliance with this policy.

Personal use

A degree of reasonable personal use of the Shire's ICT assets is allowed on the Shire's equipment/devices/systems.

Employees should exercise conservative judgment regarding the reasonableness of personal use and be guided by the following principles:

- Personal use should be undertaken either before or after contracted hours of work or during authorised breaks.
- Personal use should be limited and brief, avoiding excessive download or transmission. An example of acceptable personal use would be conducting brief transactions through internet banking.
- If there is any uncertainty regarding acceptable personal use then employees should consult their supervisor or line manager for guidance.

Security and proprietary information

All information stored on the Shire's corporate systems should be regarded as confidential and care must be exercised before sharing or distributing any information. If there is any uncertainty regarding the level of confidentiality involved then employees should consult their line manager for guidance.

Passwords and accounts must be kept secure and must not be shared. Authorised Users are responsible for the security of their passwords and accounts. Passwords should be changed in accordance with advice from the ICT team.

All devices connected to the Shire's computing systems/networks, regardless of ownership, must be running approved and up to date virus-scanning software. Employees must be attentive to emails they receive from outside parties and use caution when opening files received from unknown senders. The IT manager must be advised of any warning received by employees to determine if it is appropriate to advise all staff of the warning.

Email and communication activities

All emails sent by Authorised Users should include the 'signature' and disclaimer at the foot of the body of the email, in the format specified by the Shire's style guide or as otherwise advised by the Deputy Chief Executive Officer.

The following activities are not permitted when using a Shire email address:

- except in the course of normal business notifications, sending or forwarding unsolicited electronic messages, including the sending of 'junk mail' or other advertising material, jokes, or chain communication to individuals who did not specifically request such material,
- any form of harassment via electronic/ICT means,
- use of any of the Shire's network or systems for the purpose of generating unsolicited communications,
- sending any confidential Shire information to parties outside Shire or to personal email addresses,
- communicating in a manner that could adversely affect the reputation or public image of the Shire, and
- communicating in a manner that could be construed as making statements or representations on behalf of the Shire without the Shire's express permission to do so.

The use of personal email accounts (e.g. Gmail, Hotmail, Yahoo Mail, etc.) is not permitted for the conduct of Shire business.

Remote access

Users with remote access are reminded that when connected to the Shire's network, their devices are an extension of that network and as such are subject to the same rules and regulations that apply to the Shire's corporate equipment and systems.

The device that is connected remotely to the Shire's corporate network must be secure from access by external non-Shire parties and should be under the complete control of the user.

All devices (whether personal or corporate) connected to the Shire's networks via remote access technologies should have up-to-date anti-Malware software.

Where possible, users should avoid using public access terminals to establish a remote connection.

Unacceptable use

Under no circumstances is any user authorised to engage in any activity that is illegal under Local, State, Federal or International law while connected to or utilising Shire ICT systems or resources.

a) Prohibited material

Employees must not distribute emails, phone messages or documents (electronic or otherwise) under any circumstances that include information or activities which relate to Prohibited Material.

b) System and network activities

The following activities are not permitted:

- Violations of the rights of any person or company/organisation protected by copyright, trade secret, patent or other intellectual property, or similar laws or regulations, including, but not limited to, the duplication, installation or distribution of 'pirated' or other software products that are not appropriately licensed for use by the Shire or the end user.
- Unauthorised copying or digitising of copyrighted material and the installation of any copyrighted software for which the Shire or the end user does not have an active license.
- Exporting software, technical information, encryption software or technology, in violation of international or regional export control laws.
- Introduction of Malware or code into the network or onto devices connected to the network.
- Revealing your account password to others or allowing use of your account by others.
- The Shire's equipment is not be used to download or distribute any material that could be considered offensive or Prohibited Material. If a user receives such material they should notify their line manager.
- Making fraudulent offers of products, items, or services, or undertaking private work via any Shire equipment, device or account.

The following activities are not permitted unless they are within the scope of regular responsibilities for an expressly authorised role:

- Effecting security breaches or disruptions of network communication. Security breaches include, but are not limited to, accessing data of which the user is not an intended recipient or logging into a server or account that the user is not expressly authorised to access.
- Executing any form of network monitoring which will intercept data not intended for the user's host.

- Attempting to avoid or bypass the Shire's network security measures.
- Interfering with any other user's account, by whatever means.
- Using the system in a way that could damage or affect the performance of the network.

Provision and use of mobile phones and electronic devices

Some employees may be provided with a mobile phone, tablet and/or other electronic devices if it is deemed necessary to their position. All electronic devices supplied remain the property of the Shire and users of these devices must comply with this policy.

Consequences of breaching this policy

This policy constitutes a lawful instruction to employees. Any breach of this policy may lead to disciplinary action including, but not limited to, termination of employment.

In addition to disciplinary action, the Shire reserves the right to temporarily block or remove email, internet and Network Access for employees in breach of this policy.

Variation to this policy

This policy may be cancelled or varied from time to time. The Shire's employees will be notified of any variation to this procedure by the normal correspondence method.

Related Documents (Legislation/Local Law/Policy/Procedure/Delegation)

Code of Conduct
Disciplinary Policy
Social Media Policy

Review History

Review Due: March 2024

Date	Council Resolution	Description of review/amendment
28/06/2023	RES: 120623	V1.0. Re-write and merge old policies (A45 & A46) as per WALGA template.
Former Policy No: A45 E-mail Use & A46 Internet and WI-Fi/LAN Use		
16/10/2013	RES: 051013	Adoption of Policy (A46)
16/10/2013	RES: 151013	Adoption of Policy (A45)

Use of Shire of Koorda Logo

Objective

To ensure that;

1. The Shire of Koorda's ("the Shire's") corporate logo is used for authorised purposes only and that the brand and image of the Shire are maintained and upheld, and
2. Local Groups and Organisations have access to a logo as a promotional and recognised symbol.

Policy

Scope

This policy applies to the use of the Shire's corporate logo and the Koorda Logo.

Definitions

TERM	DEFINITION
Corporate Logo	The copyright logo of the Shire of Koorda and includes variations of the Corporate Logo that are not substantially different from the copyright. 
Community Logo	The copyright logo of the Koorda Community and includes variations of the Koorda Logo that are not substantially different from the copyright. 

Shire Corporate Logo

The Shire's corporate logo belongs to the corporate body of the Shire of Koorda and may only be used with the express permission of the Shire. The logo is not to be used by other members of the community unless authorised. Its identity should not be allowed to be diffused by other uses.

Where authorised, the use of the logo must comply with the [Shire of Koorda Style Guide](#). The Shire corporate logo should be featured in one of the approved forms on any document, project or sponsorship event which the Shire issues or promotes.

The Shire's corporate logo is to be used for administrative purposes as authorised by the Chief Executive Officer. The logo is copyright and its use is restricted to bona fide Council situations as set out in the Shire Style Guide.

Use of the Shire's corporate logo is not permitted for the purpose of electioneering.

Community Logo

The Shire will make available a high resolution "Community Logo" available for use by Local Groups and Organisations, as a promotional and recognised symbol.

Guidelines for Use

Where a group requests permission to use the Shire of Koorda Corporate Logo or the Community Logo the following conditions will apply:

- An application must be made in writing to the CEO and include details of the purpose, form and extent of the proposed use and the reason for such use. Although permission to use the logo in the first instance is to be referred to the CEO, they may delegate this assessment to another employee.
- Approval may be granted providing the group:
 - Is based in the area and provides a service to the Shire of Koorda residents; and
 - Has a direct relationship with the Shire, either through funding or operational arrangements.
- Eligible groups will be advised in writing that approval has been granted to use the logo. (Use of the Corporate logo must be in accordance with the Shire of Koorda's Corporate Style Guide standards).
- Ineligible groups will be advised in writing that approval has not been granted to use the logo and provided with an explanation under the guidelines of this policy.
- No fees will be charged for the use of either logo, but eligible groups will be responsible for any costs associated with artwork, design and production.
- The Shire may exercise its right to withdraw any authorisation at any time if the approved user is deemed to be not complying with the conditions as set out in this policy or any approval.

Prohibited Usage of Logo

The logo shall not:

- Be computer enhanced (e.g. represented in 3D perspective),
- Be used in a visually congested or confined manner (e.g. surrounded by a border or tightly positioned with other material), or
- Be used for any purpose during a Local Government Election that seeks to promote an individual candidate over another candidate.

Related Documents (Legislation/Local Law/Policy/Procedure/Delegation)

[Shire of Koorda Corporate Style Guide](#)

Review History

Date	Council Resolution	Description of review/amendment
17/04/2024	RES: 060424	V1.0. Update policy wording.
Former Policy No: A41 Koorda Corn Dolly Emblem - Permission to Use		
15/08/2001		Adoption of Policy

Bush Fire Control

Harvest and Vehicle Movement Bans

Objective

To ensure processes are in place and followed for the issuing and advertising of Harvest and Vehicle Movement Bans.

Policy

Scope

The policy applies to the Shire of Koorda (**"the Shire"**) and its elected members, employees, Fire Control Officers and residents.

Definitions

TERM	DEFINITION												
Chief Bush Fire Control Officer (CBFCO)	That person appointed by the Shire to perform that role, or the person acting in that position as authorised.												
Deputy Chief Bush Fire Control Officer	That person appointed by the Shire to perform that role, or the person acting in that position as authorised.												
Fire Behaviour Index	A scale of potential fire behaviour represented by a number from zero to 100-plus which is used to inform decisions (including whether a Harvest and Vehicle Movement Ban is to be imposed) about the fire danger rating for a district.												
Fire Control Officer	A person appointed by the Shire to perform that role, or a person acting in that position as authorised.												
Fire Danger Rating	A rating system used to indicate how difficult it will be to control or suppress a fire. It is based on weather and environmental conditions including temperature, humidity, wind and fuel conditions. There are four ratings, plus "no rating" when there is low risk: <table><thead><tr><th>Fire Danger Rating</th><th>Fire Behaviour Index</th></tr></thead><tbody><tr><td>No rating</td><td>0 to 11</td></tr><tr><td>Moderate</td><td>12 to 23</td></tr><tr><td>High</td><td>24 to 49</td></tr><tr><td>Extreme</td><td>50 to 99</td></tr><tr><td>Catastrophic</td><td>100 +</td></tr></tbody></table>	Fire Danger Rating	Fire Behaviour Index	No rating	0 to 11	Moderate	12 to 23	High	24 to 49	Extreme	50 to 99	Catastrophic	100 +
Fire Danger Rating	Fire Behaviour Index												
No rating	0 to 11												
Moderate	12 to 23												
High	24 to 49												
Extreme	50 to 99												
Catastrophic	100 +												
Fire Season	The high fire risk period roughly bounded by the beginning of the spring Restricted Burning Period (approximately 19 th September) and the end of the autumn Restricted Burning Period (15 th March)												
Fire Weather Officer	A person appointed by the Shire to perform that role, or a person acting in that position as authorised. As provided for under the <i>Bush Fires Act 1954</i>, Council has delegated authority to the CEO to appoint Fire Control Officers to the position of Fire Weather Officer. For the purposes of this Policy, the role of the Fire Weather Officer is to obtain readings from suitable monitoring equipment to determine the "Fire Behaviour Index". The officers are charged with the responsibility of liaising with each other and with the Chief Bush Fire Control Officer in determining a need for a ban. The Shire currently has two (2) appointed Fire Weather												

	Officers. Any changes should be in consultation between the CEO and CBFCO.
Harvest Ban	A ban imposed on the harvest of processing of a crop by agricultural machinery during the Restricted or Prohibited Burning Period due to dangerous fire weather conditions.
Incident Controller	A person responsible and accountable for the management of all functions across an incident.
Officer in Charge	The officer for the time being in command of a firefighting crew for a given incident.
Prohibited Burning Period	The time of year during which it is declared by the Minister for Emergency Services under section 17 of the <i>Bush Fires Act 1954</i> to be unlawful to set fire to the bush and: • Includes any extension of those times made, or any further times imposed, under that section in respect of the whole of that district or part of that district, in which that land is situated; but • Does not include any period by which those times are reduced, or for which those times are suspended, under that section in respect of the whole of the district or part of the district, in which that land is situated or in respect of that land in particular.
Restricted Burning Period	A period where burning is restricted by the issuing of a burning permit.
Vehicle Movement Ban	A ban placed on the movement of any self propelled vehicles, plant or equipment on a property, except for access to a home or shed and the emergency watering/feeding of stock using a vehicle during the Restricted or Prohibited Burning Period.
Volunteer Firefighting	Any person not employed as a firefighter who is contributing to firefighting operations on an active fireground, irrespective of whether they are formally registered as a volunteer firefighter with DFES.

1. **Establishing the need for a Harvest and Vehicle Movement Ban**

1.1. **Issuing a Harvest and Vehicle Movement Ban under r.24C of the *Bush Fire Act 1954***

A Harvest and Vehicle Movement Ban must be imposed under r.24C of the Bush Fires Act 1954 when a Total Fire Ban has been declared and the Fire Behaviour Index is or exceeds 40.

1.2. **Issuing a Harvest and Vehicle Movement Ban under r.38A of the *Bush Fire Act 1954***

A Harvest and Vehicle Movement Ban will be imposed during the Restricted and Prohibited Burning times and where no Total Fire Ban has been declared when the Fire Behaviour Index has reached or is expected to reach or exceed 40 using the Aurora Fire Behaviour Calculator.

Where the Fire Danger Rating issued by the Bureau of Meteorology is “High” or higher, Fire Weather Officers shall periodically conduct weather readings according to SOP.15 *Harvest and Vehicle Movement Bans* as outlined in the Shire of Koorda *Bushfire Operating Procedures*. The two Fire Weather Officers shall monitor the Fire Behaviour Index readings, and if 40 or higher, the Chief Bush Fire Control Officer shall implement a Harvest and Vehicle Movement Ban.

The Chief Bush Fire Control Officer, the Deputy Chief Bush Fire Control Officer or the Shire CEO are all authorised to unilaterally implement a Harvest and Vehicle Movement Ban if they are of the opinion that regulation of the use of engines, vehicles, plant or machinery is necessary due to a risk that their use may cause a

bushfire or be conducive to the spread of a bushfire. Circumstances which may precipitate this decision may include:

- Verification of weather readings cannot be received from or taken by Fire Weather Officers, or if a significant number of Fire Weather Officers are unavailable or out of the district;
- Significant firefighting resources are deployed to fires either within or outside of the Shire;
- There is significant fire activity in the Shire, or in neighbouring Shires which may pose a threat to any part of the Shire; or
- Conditions or circumstances otherwise deem it necessary in the opinion of the aforementioned officers.

2. Implementing a Harvest and Vehicle Movement Ban

Once the decision has been made to implement a Harvest and/or Vehicle Movement Ban, the Chief Bush Fire Control Officer, Deputy Chief Bush Fire Control Officer or Shire CEO is to advise the appointed Shire officer of the ban and whether or what time the ban will be lifted or reviewed.

The appointed Shire officer will then disseminate the information through a number of public channels according to the Shire of Koorda *Harvest Ban Communications* procedure.

3. Shire of Koorda plant and equipment operators

Upon notice of a Harvest and Vehicle Movement Ban, all Shire employees are to stop all operation of plant while a harvest ban is imposed. Work areas should be made safe and the plant left in a condition ready for firefighting if required.

4. Lifting a Harvest and Vehicle Movement Ban

A Harvest and Vehicle Movement Ban will remain in force until the Chief Bush Fire Control Officer, the Deputy Chief Bush Fire Control Officer, or the Shire CEO declares the ban lifted. In the event of inclement weather conditions or fire activity prevailing, a Harvest and Vehicle Movement Ban may be extended beyond the original time indicated.

5. Harvest and Vehicle Movement Ban on Public Holidays

Harvest and Vehicle Movement Bans will be in force annually on Christmas Day, Boxing Day and New Year's Day, irrespective of the weather conditions.

Roles and Responsibilities

Fire Weather Officers are responsible for making themselves aware of forecasted weather conditions during the fire season, and for periodically taking weather readings on days forecast to have a Fire Danger Rating of "High" or higher.

Chief Bush Fire Control Officer is responsible for determining whether a Harvest and Vehicle Movement Ban is to be called, and for alerting the appropriate personnel at the Shire.

As per delegated authority (6.7 – Appoint Bush Fire Control Officer/s and Fire Weather Officer), the CEO, in conjunction with the Chief Bush Fire Control Officer, are responsible for the appointment of Bush Fire Control Officers and Fire Weather Officers, as and when required. Deputy Chief Bush Fire Control Officer is responsible for deputising for the Chief Bush Fire Control Officer in their absence.

Related Documents (Legislation/Local Law/Policy/Procedure/Delegation)

Bush Fires Act 1954

Shire of Koorda Bushfire Operating Procedures

Shire of Koorda Harvest Ban Communications Procedure

Shire of Koorda Delegation Register

Review History

Date	Council Resolution	Description of review/amendment
18/06/2025	RES: 040625	Re-write and merge old policies (B6 & B7).
Former Policy No: B6 Harvesting Ban Officers & B7 Harvesting Ban Procedure		
19/07/2000		Adoption of Policy (B6)
19/07/2000		Adoption of Policy (B6)



Roadside/Verge Burning

Objective

To set out the circumstances where roadside verges within the Shire of Koorda (**“the Shire”**) may be burn for the purposes of fire protection.

Policy

Requests are received from time to time to undertake protective burning on roadside verges within the Shire.

No authority is given for any Brigade Fire Control Officer to allow the burning of roadside verges.

No authority can be given by a Shire Officer or Fire Control Officer to burn roadside verges that are not under the control of the Shire, unless written approval has been received from the controlling body.

The Chief Executive Officer, or further delegated Shire Officer are authorised to issue burning permits for hazard reduction along road verges only after:

- A site assessment carried out by a by a suitably qualified and/or experienced Shire Officer. The assessment will take into consideration the environmental impact on the road verge, the potential hazard the verge would pose in the event of bush fire and the weather patterns and forecasts for that time of year.
- Approved Traffic Management Plan if required.

Permits issued pursuant to the above subsection are to state the measures that must be taken to prevent damage to native vegetation along the verge, acceptable weather conditions and other normal permit conditions. The Fire Control Officer of the area is to be advised prior to any burning occurring.

That the use of chemical sprays for bush fire hazard reduction on roadside verges within the municipality be prohibited unless approved by the Works Supervisor.

Related Documents (Legislation/Local Law/Policy/Procedure/Delegation)

Bush Fires Act 1954 [s.38(5A)]

Shire of Koorda Delegation Register - Delegation 6.7 [function 2]

Review History

Date	Council Resolution	Description of review/amendment
18/06/2025	RES: 040625	V1.0. Minor wording update.
19/07/2000		Adoption of former Policy B13 Bushfire - Roadside Burning

Use of Shire Equipment and Resources for Firefighting Purposes

Objective

To confirm the Shire of Koorda's ("the **Shire's**") commitment to the provision of any available plant, equipment, and personnel during a fire incident necessary for community safety as approved by relevant Shire representative.

Policy

For the purposes of this policy, the Chief Executive Officer (CEO), Deputy Chief Executive Officer (DCEO) or Works Supervisor (WS) are responsible and authorised to determine if the situation requires Shire resources.

Scope

The policy applies to Shire employees and volunteer bush firefighters registered with a Shire of Koorda Bush Fire Brigade.

Definitions

TERM	DEFINITION
Bush Fire Brigade Volunteers	Any person not employed as a firefighter who is contributing to firefighting operations on an active fireground and is formally registered as a volunteer firefighter in a Shire Bush Fire Brigade.
Executive Management Team (EMT)	Any person currently employed by the Shire as the CEO, DCEO or WS.
Incident Controller	A person responsible and accountable for the management of all functions across an incident.

Shire Resources

The Shire commits, in principle, resources including plant, equipment and personnel which can be used for firefighting purposes to be made available for firefighting.

The operation of this equipment is to be conducted by a Shire employee, or in the case where a Shire employee is not available, an operator who has been approved at the time of the incident by the Shire Chief Executive Officer, Deputy Chief Executive Officer, or Works Supervisor.

The Incident Controller should alert the Works Supervisor, or a member of the EMT, as soon as the need is identified for plant, equipment or personnel and seek approval for mobilisation.

Standpipes and Water Tanks

The Shire will ensure that standpipes and water tanks in strategic locations throughout the Shire are well-maintained and fit for purpose for use by Bush Fire Brigade volunteers for the purpose of extinguishing fires.

Standpipes and water tanks shall be inspected at least once per year, with a report presented at a Bushfire Advisory Committee (BFAC) meeting before the annual bushfire season, typically in August.

Roles and Responsibilities

The Shire EMT are responsible for authorising mobilisation of plant, equipment and personnel when requested to provide support during a fire incident.

Emergency Management Resource Sharing

The Great Eastern Country Zone resolved in August 2022 to endorse a Memorandum of Understanding (MoU) for emergency management purposes for the provision of mutual aid during emergencies and post incident recovery.

Related Documents (Legislation/Local Law/Policy/Procedure/Delegation)

Bush Fires Act 1954

Review History

Date	Council Resolution	Description of review/amendment
24/03/2025	RES: 040325	Adoption of Policy



Elected Members

Continuing Professional Development – Elected Members (RECOMMENDED FOR REVIEW)

Recommended for review.



Recommended for review.



Elected Member Service Recognition

Objective

To provide a framework to recognise service and commitment to the Shire of Koorda by Elected Members.

Policy

Definitions

TERM	DEFINITION
Retiring	Not being re-elected or standing down from public office.

Retiring Elected Members – Certificate and Gift

Elected Members who have served the community for at least one full four-year term of office, as determined by the Chief Executive Officer in conjunction with the President will receive;

- A certificate of service; and
- A gift.

Gifts:

- The value of the gift may be up to \$100 per year of service to a maximum of \$1,000 (for 10 or more years of service) as prescribed.
- The gift may be given as a store/service voucher or as an item, as preferred by the Elected Member.
- Cash may not be given as a gift.
- An Elected Member may decline such a gift and should advise the Chief Executive Officer or President at the earliest convenience.

Presentation of certificates, plaques and gifts:

- The gift may be presented at a suitable occasion as agreed with the Elected Member.
- The occasion will be at the discretion of Council who will give due consideration to each occasion on individual merit.
- It may occur at an ordinary meeting of Council as soon as practical following conclusion of a Councillor's term where it will be recorded in the minutes of the meeting under the President's Presentations.

Disqualified Councillors

Any Councillor who is disqualified from office under the Local Government Act 1995 shall not be eligible for recognition.

Additional Recognition

If an Elected Member's service is 12 or more years, a request shall be forwarded to the Western Australian Local Government Association (WALGA), for additional recognition of service.

Related Documents (Legislation/Local Law/Policy/Procedure/Delegation)

Local Government (Administration) Regulations 1996, Regulation 34AC
Code of Conduct for Elected Member

Review History

Review Due: March 2024

Date	Council Resolution	Description of review/amendment
28/06/2023	RES: 120623	V1.0. Re-written with addition of gift as per allowance in Local Government (Administration) Regulations 1996
Former Policy: C5 Certificate of Service		
19/07/2000		Adoption of policy (C5)



Elected Member Social Media and Communications

Objective

This policy details legislative obligations and establishes protocols for the Shire of Koorda's ("the Shire") official communications with our community, to ensure the Shire is professionally and accurately represented and to maximise a positive public perception of the Shire.

Policy

Application

This policy applies to:

- Communications initiated or responded to by the Shire with our community; and
- Council Members when making comment in either their Shire of Koorda role or in a personal capacity about matters relevant to the Shire.

Definitions

TERM	DEFINITION
Act	The <i>Local Government Act 1995</i> .
Code of Conduct	The Shire of Koorda Code of Conduct: Employees and/or the Code of Conduct for Council Members, Committee Members and Candidates.
Council	The Council of the Shire of Koorda.
Council Member	A person who is currently serving a term of office as an elected member of the Council in accordance with the Act.
Employee	A person employed by the Shire of Koorda, including contractors engaged under a contract of service.
Media	A media or news organisation including print, broadcast or online.
Official communications	Communication that has been prepared to share information via broad communication channels which may include website, social media, newsletters, advertising or media release.
Social media	A social networking channel that enables users to create and share information.
Website	A website managed by the Shire including sites to promote a particular service or function.

Official Communications

The purposes of the Shire's official communications include:

- Sharing information required by law to be publicly available.
- Sharing information that is of interest and benefit to the Community.
- Promoting Shire events and services.
- Promoting Public Notices and community consultation / engagement opportunities.
- Answering questions and responding to requests for information relevant to the role of the Shire.
- Receiving and responding to community feedback, ideas, comments, compliments and complaints.

The Shire's official communications will be consistent with relevant legislation, policies, standards and the positions adopted by the Council. Our communications will always be respectful and professional.

The Shire will use a combination of different communication modes to suit the type of information to be communicated and the requirements of the community or specific audience, including:

- Website;

- Advertising and promotional materials;
- Media releases prepared for the Shire President to promote specific Shire positions;
- Social media; and
- Community newsletters, letter drops and other modes of communications undertaken by the Shire's Administration at the discretion of the CEO.

Speaking on behalf of the Shire

The Shire President is the official spokesperson for the Shire, representing the Local Government in official communications, including; speeches, comment, print, electronic and social media.

Where the Shire President is unavailable, the Deputy President may act as the spokesperson.

The CEO may speak on behalf of the Shire, where authorised to do so by the Shire President.

The provisions of the *Local Government Act 1995* essentially direct that only the Shire President or the CEO if authorised, may speak on behalf of the Local Government. It is respectful and courteous to the office of Shire President to refrain from commenting publicly, particularly on recent decisions or contemporary issues, until such time as the Shire President has had opportunity to speak on behalf of the Shire.

Communications by Council Members and employees, whether undertaken in an authorised official capacity or as a personal communication, must not:

- bring the Shire into disrepute,
- compromise the person's effectiveness in their role with the Shire,
- imply the Shire's endorsement of personal views,
- imply the Council Member or employee is speaking on behalf of the Shire, unless authorised to do so, or
- disclose, without authorisation, confidential information.

Social media accounts or unsecured website forums must not be used to transact meetings which relate to the official business of the Shire.

Council member communications must comply with the Code of Conduct and the *Local Government (Rules of Conduct) Regulations 2007*.

Responding to Media Enquiries

All enquiries from the Media for an official Shire of Koorda comment, whether made to an individual Council Member or Employee, must be directed to the CEO or a person authorised by the CEO.

Information will be coordinated to support the Shire President or CEO (where authorised) to make an official response on behalf of the Shire.

Council Members may make comments to the media in a personal capacity – refer to clause ***"Council Member Statements on Shire Matters"*** below.

Website

The Shire will maintain an official website, as our community's on-line resource to access to the Shire's official communications.

Social Media

The Shire uses Social Media to facilitate interactive information sharing and to provide responsive feedback to our community. Social Media will not however, be used by the Shire to

communicate or respond to matters that are complex or relate to a person's or entity's private affairs.

Social media means websites and applications whereby users create or participate in online communities to share information, ideas, personal messages, photos, videos and other content.

Examples of social media platforms include:

- Social networks such as Facebook, LinkedIn and Twitter
- Media sharing networks such as Instagram, YouTube and Snapchat
- Discussion forums such as Reddit
- Content curating networks such as Pinterest
- Consumer review networks such as TripAdvisor and Yelp
- Blogging and publishing networks such as WordPress and Tumblr

The Shire may also post and contribute to Social Media hosted by others, so as to ensure that the Shire's strategic objectives are appropriately represented and promoted.

The Shire actively seeks ideas, questions and feedback from our community however, we expect participants to behave in a respectful manner. The Shire will moderate its Social Media accounts to address and where necessary delete content deemed to be:

- Offensive, abusive, defamatory, objectionable, inaccurate, false or misleading;
- Promotional, soliciting or commercial in nature;
- Unlawful or incites others to break the law;
- Information which may compromise individual or community safety or security;
- Repetitive material copied and pasted or duplicated;
- Content that promotes or opposes any person campaigning for election to the Council, appointment to official office, or any ballot;
- Content that violates intellectual property rights or the legal ownership of interests or another party; and
- Any other inappropriate content or comments at the discretion of the Shire.

Where a third party contributor to a Shire's social media account is identified as posting content which is deleted in accordance with the above, the Shire may at its complete discretion block that contributor for a specific period of time or permanently.

Shire President Social Media Official Accounts

The Shire supports the Shire President in using official social media account/s to assist the Shire President in fulfilling their role under section 2.8 of the *Local Government Act*, to speak on behalf of the Local Government. The content will be administered and moderated in accordance with this policy.

These official Shire accounts must not be used by the Shire President for personal communications.

Use of Social Media in Emergency Management and Response

The Shire will use the following channels to communicate and advise our community regarding Emergency Management:

- Social media;
- Website;
- Advertising;
- Media releases or media statements;
- Community newsletters including email newsletters;
- SMS messaging; and
- Letter drops and other modes of communications at the direction of the CEO.

Record Keeping and Freedom of Information

Official communications undertaken on behalf of the Shire, including on the Shire's Social Media accounts and third party social media accounts must be created and retained as local government records in accordance with the Shire's Record Keeping Plan and the *State Records Act 2000*. These records are also subject to the *Freedom of Information Act 1992*.

Council Member communications that relate to their role as a Council Member are subject to the requirements of the Shire's Record Keeping Plan and the *State Records Act 2000*. Council Members are responsible for transferring these records to the Shire's administration. Council Member records are also subject to the *Freedom of Information Act 1992*.

Personal Communications

Personal communications and statements made privately; in conversation, written, recorded emailed, texted or posted in personal social media, have the potential to be made public, whether intended or not.

On the basis that personal or private communications may be shared or become public at some point in the future, Council Members should ensure that their personal or private communications do not breach the requirements of this policy, the Code of Conduct and the *Local Government (Rules of Conduct) Regulations 2007*.

Council Member Statements on Shire Matters

A Council Member may choose to make a personal statement publicly on a matter related to the business of the Shire.

Any public statement made by a Council Member, whether made in a personal capacity or in their Local Government representative capacity, must:

- Clearly state that the comment or content is a personal view only, which does not necessarily represent the views of Shire;
- Be made with reasonable care and diligence;
- Be lawful, including avoiding contravention of; copyright, defamation, discrimination or harassment laws;
- Be factually correct;
- Avoid damage to the reputation of the local government;
- Not reflect adversely on a decision of the Council;
- Not reflect adversely on the character or actions of another Council Member or Employee; and
- Maintain a respectful and positive tone and not use offensive or objectionable expressions in reference to any Council Member, Employee or community member.

A Council Member who is approached by the media for a personal statement may request the assistance of the CEO.

Comments which become public and which breach this policy, the Code of Conduct or the *Local Government (Rules of Conduct) Regulations 2007*, may constitute a minor breach of the *Local Government Act 1995 [refer s.5.105]* and may be referred for investigation.

Related Documents (Legislation/Local Law/Policy/Procedure/Delegation)

Local Government Act 1995

Elected Member Code of Conduct

Local Government (Rules of Conduct) Regulations 2007

Freedom of Information Act 1992

Review History

Review Due: March 2024

Date	Council Resolution	Description of review/amendment
28/06/2023	RES: 120623	V1.0. Re-write and merge old policies (A13 & A48) as per WALGA template.
Former Policy No: A13 Media Statements/Interviews & A48 Social Media Policy		
19/07/2000		Adoption of Policy (A13)
15/06/2011	RES: 110611	Reviewed and Amended
21/05/2014		Adoption of Policy (A48)



Finance

Cash Handling

Objective

The objective of the policy is to ensure the handling of cash throughout the Shire of Koorda ("the Shire"), along with any associated risk, is minimised and all statutory financial obligations are met.

Policy

Definitions

TERM	DEFINITION
Authorised Agent	A person who has authority and wears identification connecting them to the Shire's sponsored operation or program, or a partner of the Shire at a designated site, who collects, transits and safeguards cash on the Shire's behalf.
Banking	Cash preparation and reconciliation for collection by the Shire's authorised staff or agent for depositing with the bank.
Cash	Australian notes and coins
Cash Handling	Petty cash, manual handling of cash, floats (special events, collection of money), banking preparation and reconciliation.
Designated Site	Those sites throughout the Shire that are involved in cash handling operations

Application of Policy

This policy applies to all Shire employees, authorised agents including volunteers involved with the handling of cash applicable to any Shire operation or program and any staff members authorised to dispense petty cash.

Principles

- Council must provide a secure work environment that will protect the welfare of staff and authorised agents and safeguard cash at designated sites.
- Appropriate cash receipting systems, consistent with corporate objectives, must be installed to support cash handling at designated sites.
- A standard and approved process for cash handling is to be reviewed annually and complied with at all times.
- Customers and staff will be encouraged to use transaction processes that do not require cash.
- Staff and authorised agents must be trained, authorised and delegated with the appropriate level of responsibility in all aspects of cash handling process and be aware that borrowing or taking cash from any float or till for personal benefit, however minor, is prohibited.

Security

Designated Sites

- The physical environment of each designated site must be established and maintained to minimise the risk to the Shire, staff and authorised agents.
- Each designated site must have a secure storage area for the storage of cash.
- Each designated site must have an acceptable level of security that protects staff, authorised agents and cash.

Computer Applications

- Each operator must have a unique log in and password that is used only by that operator.
- Each operator must be assigned the correct level of access, as approved and authorised by the CEO and/or Deputy CEO, for the requirements of the function performed.

- The operation of cash handling applications must conform to existing backup procedures, interface with existing corporate financial systems and assign security levels based on the operator's log in.
- Business continuity management procedures must be in place and be familiar to all operators in order to maintain normal business processes in the event of system failure.
- Staff and authorised agents must have access to cash handling applications removed on departure from the Shire or when they are no longer involved in a position that requires cash handling.

Management of Cash Handling Processes

Cash handling processes require that:

- Customers making payments in person at designated sites must be issued with a receipt from an installed Shire electronic system or an official receipt book, each such receipt to be dated and numbered in sequential order.
- All discrepancies as a result of cash handling processes, must be recorded, processed and reported.
- All Shire deposits must be recorded and reconciled to the Shire's bank account.
- All payments made to the Shire must be banked on the next banking day, unless prior arrangements have been made with the CEO or Deputy CEO.
- Cash in transit must be accounted for and transported in a secure manner.
- All cash is to be held in a locked safe, locked draw or locked petty cash box.
- Facility managers are responsible for ensuring that physical and password access to cash storage areas, safes, draws and petty cash boxes is removed when staff and authorised agents are no longer involved in a position that requires cash handling.
- Only Shire cash may be stored in the Shire's safe keeping devices at designated sites.

Consequences

This policy represents the formal policy and expected standards of the Shire.

Appropriate approvals need to be obtained prior to any deviation from the policy.

Elected Members and Employees are reminded of their obligations under their respective Code of Conducts to give full effect to the lawful policies, decisions and practices of the Shire.

Related Documents (Legislation/Local Law/Policy/Procedure/Delegation)

Local Government Act 1995

Local Government (Financial Management) Regulations 1996

Local Government Industry Award 2010

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

Shire of Koorda Employee Code of Conduct

Shire of Koorda Cash Handling Procedure

Review History

Date	Council Resolution	Description of review/amendment
24/03/2025	RES: 040325	Adoption of Policy

Objective

The objective of this policy is to:

- Provide guidance in the issue and use of corporate credit cards and purchasing cards (“**Corporate Cards**”) in order to ensure good governance.
- Reduce the risk of fraud and misuse of Corporate Cards and minimise the Shire’s financial and reputational risk.
- Fulfil all statutory requirements of the Local Government Act with respect to the use of Corporate Cards.
- Adopt best practice in developing a clear and comprehensive policy on the use of Corporate Cards.

Policy

The requirements of this policy covers all Shire employees that are issued with and/or use Corporate Cards.

This policy does not extend to Elected Members, as the Local Government Act does not make any provision for Elected Members to incur a debt, which would be the case with a Corporate Card. A Local Government can only pay allowances or reimburse expenses to a Councillor.

Advantages of Corporate Cards

The use of Corporate Cards shall only be approved if there is a demonstrated need and advantage to the Shire. These include:

- eliminating or reducing time spent on paper-based ordering and payments;
- reduction of administrative costs;
- reducing the number of payments per month;
- provision of a useful resource in an emergency situation; and
- reducing the need to carry cash on the premises.

Register

A register shall be maintained by the Deputy Chief Executive Officer of all Corporate Cards issued and kept in a secure location. The register shall include:

- Date of approval by Chief Executive Officer;
- Name of card holder;
- Card number and expiry date;
- Conditions of use of the card; and
- A review date for continuing use of the card, not exceeding 24 months.

Corporate Credit Card Authorised Users and Limits

The Shire of Koorda maintains one (1) corporate credit card facility, with three (3) individually identifiable purchase cards issued under that facility. The total credit limit for the Shire’s corporate credit card facility shall not exceed \$20,000. Any increase to this overall limit may only occur through a Council Resolution.

The authorised cardholders and their respective credit limits are as follows:

1. Chief Executive Officer - \$15,000
2. Deputy Chief Executive Officer - \$15,000
3. Works Supervisor - \$5,000

Financial Institution

The Shire's Corporate Credit Cards are to be issued by its financial institution once approved by the Chief Executive Officer.

The Financial Institution will verify the card user by requiring identification as per banking legislation policy prior to issue of the card.

Fuel Cards & Purchasing Cards

Fuel Cards

The requirement for corporate fuel cards will be determined on a case-by-case basis and approved by the Chief Executive Officer.

Fuel cards will only be used for purchasing fuel for the Shire vehicle (or hire vehicle where appropriate) to which the application relates.

All fuel card expenditure gets billed monthly on the Great Southern Fuel Supplies invoice and will be reported to Council within the list of monthly creditors payments.

Other Purchase Cards

The requirement for other purchase cards (eg; Bunnings) will be determined on a case-by-case basis and approved by the Chief Executive Officer.

Purchase Cards will only be used for purchasing items for the Shire.

All expenditure is to be reported to Council within the list of monthly creditors payments.

Policies and Procedures governing the use of Corporate Cards

The following shall be compiled with for controlling the use of Corporate Cards issued:

- An agreement shall be signed by the cardholder which sets out the cardholder's responsibilities and legal obligations when using the corporate purchasing and credit cards.
- A secure register managed by the Deputy Chief Executive Officer of all current cardholders should be kept which includes card number and expiry date of the card. Details of goods and services the cardholder has authority to purchase are outlined in the cardholder agreement.
- All new and existing cardholders shall be provided with a copy of the policies and procedures relating to the use of corporate purchasing and credit cards and shall formally sign the register to acknowledge that they have read and understood the requirements of the policy.
- When an employee misplaces their Corporate Card, they shall promptly report the matter to the Deputy Chief Executive Officer who shall immediately cancel the card.
- Corporate Cards shall not be transferred to other users.
- Use of the reward schemes, such as Fly Buys and Frequent Flyers, will not be permitted for personal gain.
- All surrendered Corporate Cards shall be destroyed by the Deputy Chief Executive Officer in the presence of another employee.
- In the event that a cardholder fails to comply with the policy's requirements, the Chief Executive Officer shall withdraw the use of the Corporate Card and take appropriate disciplinary action. All criminal/illegal acts of alleged misuse shall be reported to the Police and other relevant authorities.
- The use of Corporate Cards for any personal use whatsoever is strictly prohibited.
- Use of the Corporate Cards for purchases over the internet should be restricted to trusted secure sites.

For Fringe Benefits Tax purposes, any expenditure for entertainment must include the reason for the function, the number of people who were in attendance and the full names of any Shire staff.

Purchasing

- Corporate Cards shall only be used for purchasing goods and services on behalf of the Shire and in circumstances when the issue of a Purchase Order Number from the Shire is not accepted, appropriate or convenient.
- Fuel Cards will be issued to employees where applicable and must only be used when purchasing fuel for Shire vehicles.
- Personal expenditure is strictly prohibited.
- A Credit Card shall not be used for cash withdrawals.
- Purchases by facsimile, telephone or over the internet shall be authorised by the person and all paperwork shall be kept and verified.
- The nominated fuel card should be used in preference to a Credit Card when purchasing fuel unless it is not accepted by the retailer and then the vehicle odometer reading and fuel receipt are to be recorded at the time of purchase.
- Corporate Card purchases are to comply with the Procurement Policy for acquiring of goods and services.
- The purchase of meals in Koorda with the Corporate Credit Card is limited to hosting visiting dignitaries, Council functions and other purposes authorised in advance by the Chief Executive Officer following consultation with the Shire President.
- Meals purchased while away from Koorda are to comply with the limit value approved from year to year by Council during the budget process.

Payments and Acquittals

- The cardholder will be responsible for providing appropriate and sufficient documentary evidence of all charges, as required, on a monthly basis. Information should include a copy of the GST invoice, account number for costing purposes and an explanation as to why the expense was incurred.
- Time frames for all payment of accounts shall be monitored by the Deputy Chief Executive Officer to ensure that credit charges are minimised, and accounts are paid so as not incur a penalty or interest.
- Cardholders cannot approve expenditure incurred on their own cards, unless an approved recurring direct debit, these will be referred to the Chief Executive Officer for approval, with the Chief Executive Officer expenditure being referred to the President for approval.
- All transactions requested by Officers other than the cardholder must complete the Credit Card Authority Form, which is approved by the Chief Executive Officer.
- The signed corporate credit card statement and all supporting documentation are to be given to the Chief Executive Officer for certification, with the Chief Executive Officer Statement being referred to the President for certification.
- All transactions on Corporate Credit Cards are to be listed and form part of the monthly financial reports to Council in accordance with the requirements of *Local Government (Financial Management) Regulation 13*.

Related Documents (Legislation/Local Law/Policy/Procedure/Delegation)

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

Local Government Act 1995 – Section 6.5(a)

Local Government (Financial Management) Regulations 1996 –11

Local Government (Financial Management) Regulations 1996 – 13

Review History

Review Due: March 2024

Date	Council Resolution	Description of review/amendment
17/09/2025	RES: 190925	V1.1. Increase overall card facility limit from \$10,000 to \$20,000. Increase CEO & DCEO limit to \$15,000 and reduce WS to \$5,000.
28/06/2023	RES: 120623	V1.0. Re-write policy and include additional corporate purchasing cards.
Former Policy: F18 Corporate Credit Card Use		
17/08/2016	RES: 050816	Adoption of Policy (F18)



Objective

To provide clear and appropriate debt recovery procedures which will be undertaken by the Shire of Koorda.

To ensure effective control over all invoiced debts owed to Council whilst being sympathetic to those ratepayers and debtors suffering genuine financial hardship.

Policy

Outstanding Amounts

- All monies owed to Council are deemed to be overdue following a period of 50 days from the date of the original invoice (excluding instalments options and payment arrangements).
- At the expiration of the 50 day period Council shall issue a final notice giving the debtor a further 30 days to rectify the debt.
- At the expiration of the 30 day period, if payment has not been forthcoming, then Council will issue an overdue letter requesting payment within 14 days.
- At the expiration of the 14 day period, if payment has not been forthcoming, then council will issue a letter of intent to summons, advising of Council's ability to, in the case of rates, all legal costs will be incurred by the ratepayer and the ratepayers credit rating will be affected. Payment is requested in 7 days.
- The matter is then handed to a debt collection agency (or Fines Enforcement Registry), and all costs associated with debt collection action will be borne by the debtor.
- Prior to commencing any action to sell land under the provisions of the Local Government Act 1995, the matter is to be referred to Council for consideration.
- Interest on outstanding monies shall be calculated on a daily basis at a level set at Council's annual budget for monies outstanding for a period greater than 35 days in accordance with Section 6.13(6) of the Local Government Act.
- In cases where the owner of a leased or rented property on which municipal rates are outstanding cannot be located or refuses to settle rates owed, notices may be served on the lessee or tenant to pay to the Council the rent due under the lease/tenancy agreement as it becomes due until the amount in arrear has been paid.

That any penalty interest accrued on an outstanding rates balance of less than ten dollars be written off by Council, in accordance with the provisions of Section 6.12 of the Local Government Act 1995.

That for a rates assessment with an outstanding balance \$0 and \$1,000 that no legal action be taken against the owner. Further that the owner be advised of the outstanding amount and that they can either choose to pay the debt, or the amount will show on the next rates notice received, accruing penalty interest at the appropriate rate.

That for a rates assessment with an outstanding balance of greater than \$1,000, the matter be referred to Council's debt collecting agency for recovery action to the extent permitted under the *Local Government Act 1995* (as amended).

Arrangements to Pay Off Debt

All requests for deferment and/or payment by instalments must be made in writing; and The ratepayer must when making application for deferment or payment by instalments provide writing:

- Details to support their payment;
- Advice as to the date payment will be finalised.

Related Documents (Legislation/Local Law/Policy/Procedure/Delegation)

Local Government Act 1995

- Section 6.12 Power to defer, grant discounts, waive or write off debts
- Section 6.13 Interest on money owing to local governments
- Section 6.45 Options for payment of rates or service charges
- Section 6.49 Agreement as to payment of rates and service charges
- Section 6.50 Rates or service charges due and payable
- Section 6.51 Accrual of interest on overdue rates or service charges
- Section 6.56 Rates or service charges recoverable in court
- Section 6.60 Local government may require lessee to pay rent
- Section 6.64 Actions to be taken
- Section 6.65 Power to lease: procedure

Shire of Koorda Delegation Register

Review History

Date	Council Resolution	Description of review/amendment
16/10/2019	RES: 091019	V1.0. Rewrite new policy.
Former Policy: F14 Rates - Procedure of Collection		
31/07/2000		Adoption of Policy



Recommended for review.



Objective

To give effect to our commitment to support the whole community to meet life and circumstance challenges, the Shire of Koorda (**“the Shire”**) recognises that some situations will result in financial hardship for our ratepayers.

This Policy is intended to ensure that we offer fair, equitable, consistent and dignified support to ratepayers suffering hardship, while treating all members of the community with respect and understanding at this difficult time.

Policy

This policy applies to:

- Outstanding rates and service charges as at the date of adoption of this policy; and
- Rates and service charges levied from the 2024/25 financial year.

It is a reasonable community expectation, that those with the capacity to pay rates will continue to do so. For this reason, the Policy is not intended to provide rate relief to ratepayers who are not able to evidence financial hardship and the statutory provisions of the *Local Government Act 1995* and *Local Government (Financial Management) Regulations 1996* will apply.

Payment difficulties, hardship and vulnerability

Payment difficulties, or short-term financial hardship, occur where a change in a person's circumstances result in an inability to pay a rates or service charge debt.

Financial hardship occurs where a person is unable to pay rates and service charges without affecting their ability to meet their basic living needs, or the basic living needs of their dependants. This policy is intended to apply to all ratepayers experiencing financial hardship regardless of their status, be they a property owner, tenant, business owner etc.

Financial Hardship Criteria

While evidence of hardship will be required, we recognise that not all circumstances are alike. We will take a flexible approach to a range of individual circumstances including, but not limited to, the following situations:

- Recent unemployment or under-employment.
- Sickness or recovery from sickness.
- Low income or loss of income.
- Unanticipated circumstances such as caring for and supporting extended family.

Ratepayers are encouraged to provide any information about their individual circumstances that may be relevant for assessment. This may include demonstrating a capacity to make some payment and where possible, entering into a payment proposal. The Shire will consider all circumstances, applying the principles of fairness, integrity and confidentiality whilst complying our statutory responsibilities.

Payment Arrangements

Payment arrangements facilitated in accordance with Section 6.49 of the *Local Government Act 1999* are of an agreed frequency and amount. These arrangements will consider the following:

- That a ratepayer has made genuine effort to meet rate and service charge obligations in the past.
- The payment arrangement will establish a known end date that is realistic and achievable.
- The ratepayer will be responsible for informing the Shire of any change in circumstance that jeopardises the agreed payment schedule.

In the case of severe financial hardship, we reserve the right to consider waiving additional charges or interest, excluding the late payment interest applicable to the Emergency Services Levy.

Deferment of Rates

Deferment of rates may apply for ratepayers who have a Pensioner Card, State Concession Card or Seniors Card and Commonwealth Seniors Health Care Card registered on their property. The deferred rates balance:

- Remains as a debt on the property until paid.
- Becomes payable in full upon the passing of the pensioner or if the property is sold or if the pensioner ceases to reside in the property.
- May be paid at any time, but the concession will not apply when the rates debt is subsequently paid (deferral forfeits the right to any concession entitlement).
- Does not incur penalty interest charges.

Debt recovery

The Shire will suspend all debt recovery processes whilst negotiating a suitable payment arrangement with a debtor. Where a debtor is unable to make payments in accordance with the agreed payment plan and the debtor advises us and makes an alternative plan before defaulting on the third due payment, then the Shire will continue to suspend debt recovery processes.

Where a ratepayer has not reasonably adhered to the agreed payment plan, then for any Rates and Service Charge debts that remain outstanding on 30 June of the financial year they were raised, the Shire will offer the ratepayer one further opportunity of adhering to a payment plan that will clear the total debt by the end of the following financial year.

Rates and service charge debts that remain outstanding at the end of the following financial year after being raised, will then be subject to the rates debt recovery procedures prescribed in the *Local Government Act 1995*.

Review

The Shire will establish a mechanism for review of decisions made under this policy, and advise the applicant of their right to seek review and the procedure to be followed.

Communication and Confidentiality

The Shire will maintain confidential communications at all times and will undertake to communicate with a nominated support person or other third party at the ratepayer's request.

This policy will be advertised on the Shire's website.

The Shire will advise ratepayers of this policy and its application, when communicating in any format (i.e. verbal or written) with a ratepayer that has an outstanding rates or service charge debt.

The Shire recognise that applicants for hardship consideration are experiencing additional stressors, and may have complex needs. The Shire will provide additional time to respond to communication and will communicate in alternative formats where appropriate. The Shire will ensure all communication with applicants is clear and respectful.

Related Documents (Legislation/Local Law/Policy/Procedure/Delegation)

Local Government Act 1995

Local Government (Financial Management) Regulations 1996

Review History

Date	Council Resolution	Description of review/amendment
18/06/2025	RES: 040625	Rename policy to “Financial Hardship” and remove reference to COVID-19 provisions.
15/04/2020	RES: 040420	Adoption of Former Policy “COVID-19 Financial Hardship”



Financial Reserves and Provision for Accrued Leave (RECOMMENDED FOR REVIEW)

Recommended for review.



Objective

To enable Council to plan its support of community projects and initiatives.

Policy

The Shire of Koorda is committed to recognising the value of all community organisations and has developed a clear and powerful vision “To build a vibrant and sustainable community with shared social values, in which we can live and work in harmony with our environment”.

The Community Grants Program is allocated from within Council’s general revenue budget each year to provide financial support to community organisations that meet the objectives of the Community Grants Program (“**CGP**”).

Grants of up to \$5,000 (exc GST) are available to community organisations.

Funding Rounds

The CGP will run over two rounds, (with half of the allocated budget per round) as per the below time frames;

- **Round 1:**
Applications open on 1 July and close 31 July.
To be considered at the Public Ordinary Council Meeting in August.
Acquittal Due: 28 February.
- **Round 2:**
Applications open on 1 November and close 30 November.
To be considered at the Public Ordinary Council Meeting in December.
Acquittal Due: 25 June.

Late applications will not be accepted.

Objective of the CGP

The CGP objectives are to support projects that promote community capacity, improve social participation and inclusion as well as enhance community harmony and social cohesion.

The Shire of Koorda CGP assists community groups and Not for Profit organisations with their vital work and programmes to:

- Promote community capacity, community harmony and social cohesion;
- Encourage people and organisations to help themselves;
- Ensure fair distribution of activities and services throughout Koorda; and
- Encourage resident participation in activities which benefit the community in Koorda.

Advertising

Before and during the funding round, advertising of the CGP will commence.

The advertisements will be placed in:

- Local newspapers ‘Narkal Notes’;
- The Shire of Koorda website;
- The Shire of Koorda Facebook page; and
- Shire notice boards.

Who can apply?

Eligible groups and organisations must be:

- An incorporated Not for Profit organisation; or sub committees of organisations are eligible to apply, subject to providing a letter of support from the main organisation body; or
- An unincorporated Not for Profit organisation, applying through the auspice of a Not for Profit incorporated body.

Who cannot apply?

- An unincorporated organisation without an auspice arrangement;
- An individual;
- A commercial for-profit organisation;
- Government Agencies (including Education, Health, Transport etc);
- Organisations that currently have an application with the Quick Response Grants Program for a project that is ongoing;
- Organisations that have not provided an acquittal from a previous Community Grants Program are ineligible to apply until the required documentation has been submitted; or
- Applicants who have received funding for the same event or initiative in two consecutive years must wait at least three years before reapplying for funding for that same event or initiative.

Eligible project costs can include:

- Printing of posters/flyers;
- Advertising and promotion;
- Purchase of equipment* required for the ongoing operations of the group, e.g. shade tent, tables, chairs etc;
- Assistance towards workshops/projects that benefit the Koorda community;
- Entertainment; or
- Costs associated for public events or functions in Koorda.

**If funded equipment is sold within 2 years, the successful applicant must notify the Shire.*

What items will not be funded:

- Assistance towards Councils rates or standard user agreements;
- Assistance towards financial operating costs of the applicant e.g. rent, staff wages, utility costs, insurance, stationery etc;
- Alcohol;
- Conference attendance;
- Projects that have already commenced;
- Projects not based in the Shire of Koorda;
- Political activities;
- Projects that duplicate an existing or similar project/service within the community;
- An item benefiting an individual; or
- Any item that may cause offence to others or cause the Shire's name to be in disrepute.

Selection Criteria

Each application will be assessed against the following criteria:

- Applicant History: Has the applicant applied previously? Did the applicant adhere to the guidelines and acquittal requirements?
- Does the project meet a broader community need?
- Does the project benefit a sufficiently broad, or diverse, target group?
- Does the organisation have the capacity to undertake and manage the project?
- Does the application represent value for money?
- Collaborative community wide projects are encouraged.

The level of assistance available is limited by Council's budget allocation and its priorities. No applicant can be guaranteed funding, nor can any applicant be guaranteed to receive the full amount requested.

Public Liability Insurance and Auspicing

The Not for Profit organisations must have Public Liability Insurance and provide a copy of their current Certificate of Currency in order to be eligible for the CGP.

If your application is under auspice by another organisation you are required to provide the Public Liability Certificate of Currency of your auspice organisation.

ABN & GST

To comply with the requirements of the Federal Government's Goods and Services Tax (GST) you must advise on your application if your organisation is registered for GST. If you do not have an ABN or are not registered for GST, you are required to complete a Statement by a Supplier form and submit it with your application.

The Shire of Koorda cannot release funds to successful applicants without an ABN or signed Statement by a Supplier form.

Shire Values and Commitment

All applicants must demonstrate that the organisation or community group has a vision that is consistent with the Shire of Koorda Integrated Strategic Plan available to view on the Shire website <https://www.koorda.wa.gov.au/documents/integrated-planning-and-reporting>.

Organisations or community groups who apply to the CGP that engage in negative public comments that disparage the Shire, Councillors and/or staff may have their application denied on this basis.

How to Apply

Applicants must complete an application form, located on the Shire of Koorda website. The application must address the selection criteria provided within the application guidelines. Late applications will not be accepted for consideration. Unsuccessful applicants will be advised.

Organisations that have not provided an acquittal from previous CGP applications are ineligible to apply until the required documentation has been submitted.

Documents Required to be Provided – AT TIME OF APPLICATION

Please be aware that all documents provided are included in the Council Meeting attachments and are visible to the public. If you wish to have any information (such as contact details) remain confidential, please let the Shire Officer know once they have confirmed receipt of your application.

- ☐ A completed application form;
- ☐ Certificate of Currency showing current Public Liability;
- ☐ Letter of support by the organisation that is the auspice body for the grant (if applicable);
- ☐ Letters of support from other supporting groups (not compulsory but encouraged);
- ☐ Statement by a supplier form if you are not registered for GST; and
- ☐ Quotes for all expenditure items on the project budget.

Application Process

Step 1	Access the Shire of Koorda Community Grants Program (CGP) Guidelines to review and confirm your project/initiative falls within the guidelines.
Step 2	Complete the application form.
Step 3	Submit the application by the closing date, making sure to acquire and provide all supporting documents in the application checklist. Late applications will not be accepted. You will receive a confirmation email from a Shire Officer within 5 working days of your application being received. If you have not had confirmation, please call the Shire on 9684 1219 as soon as possible.
Step 4	Recommendations of applications received are considered at a Koorda Grants Committee Meeting, held prior to the Ordinary Council Meeting, with applications being referred to the Council for endorsement. As Council Meetings are generally open to the public, applicants are welcome to attend the meeting where applications are determined.
Step 5	Applicants are notified of the outcome via written correspondence.
Step 6	A grant agreement between the Shire of Koorda and the applicant is to be signed.
Step 7	Project is complete.
Step 8	Complete the evaluation and acquittal report by the required deadline, or within 10 days of the project being delivered to the Shire of Koorda Administration or CEO. (Applicants to ensure that all supporting documentation as per Acquittal Form is submitted)
Step 9	Payments of acquitted funds are paid to the Group/Organisation upon receipt of an invoice being sent to the Shire of Koorda.

Koorda Grants Committee

The CGP Assessment Committee shall consist of three (3) Elected Members, and one (1) Elected Member acting as a Deputy Member.

The Elected Members shall be resourced by self-nomination at the biennial "Election of Delegates and Deputy Delegates to Committees."

To ensure the Application Form is user friendly and consistently meets Shire reporting requirements, the form shall be reviewed and updated as required.

Conflicts of Interest

Councillors and Council employees involved in assessing applications for assistance must declare any financial interest, proximity interest or impartiality interest before the relevant application is considered and follow the necessary procedure regarding that declaration.

Administration of Financial Assistance

Financial assistance approvals shall be administered in accordance with the following:

- Where financial assistance is approved by Council for projects that are dependent upon funding from an outside source, e.g.: Department of Sport & Recreation; Lotterywest etc, and that funding application is unsuccessful, then the approved Council CGP funds may be accrued in the following financial year, subject to written request to the CEO.
- Where an application for accrued funding is again unsuccessful, the approved Council CGP monies shall be withdrawn and may be made available to other community organisations.
- Where funding from an outside source is approved, any CGP monies (as approved) shall be paid to the applicant, on acquittal of the project.
- Where approved financial assistance is not claimed by the acquittal due date of the year in which the grant was approved and the organisation involved has failed to provide an

explanation and request for those funds to be carried forward, the CEO shall advise the organisation that the approval is revoked and that they should then re-apply.

- Where the level of financial assistance from an outside source has been reduced below that requested by an organisation, the organisation shall be required to demonstrate its ability to meet the funding shortfall. In such circumstances the CGP Committee will reassess the viability of the project and may, if project viability is not substantiated, revoke the grant approval. Those funds may then be made available to other applicant organisations.
- Where requests for financial assistance are received outside the deadline for receipt of applications they shall not be accepted and the applicants will be advised accordingly.
- Projects that are able to demonstrate benefits to the wider community will be preferred. Those projects that can demonstrate contributions from the community or community groups will be preferred.
- Applications that have multiple funding sources/financial contributors will be preferred.
- Applications for grants received from individuals will not be accepted.
- Projects requesting funding for salary costs, administration support and recurring expenditure are ineligible for support.
- Council's decision is FINAL and applicants may not request an appeal.
- Applicants are permitted to only apply successfully for one round in each financial year.
- If the applicant does not satisfactorily acquit its grant, the applicant will be ineligible to apply for further Shire of Koorda funding and action may be taken to recover the grant funds if they have paid up front.

Shire Acknowledgement

Approved applications must acknowledge that the Shire of Koorda has provided funding towards their project/initiative as per application form.

The Shire of Koorda logo will be made available for all promotional and marketing material.

All sponsored equipment, where possible, must acknowledge the Shire of Koorda (eg; by erecting a plaque or placing an acknowledgement sticker, as provided by the Shire of Koorda), and provide supporting evidence within the acquittal.

Approved applications will be published on the Shire of Koorda Social Media, Website and relevant publications.

Advertising the success of and positive outcomes of the project may be requested and the Shire requests that cooperation is provided to enable this to happen. It is envisaged that these examples may encourage other community groups to get involved with the CGP experience.

Shire Councillors must be invited to the event/launch/first use of equipment etc.

Acquittal Process and Outcomes

As part of the acquittal process grant recipients will be required to provide supporting documentation in the form of receipts and a completed acquittal report form to the Shire of Koorda, by the deadline, or within 10 days of project completion. The acquittal form will be sent to applicants when funding applications are approved.

The acquittal shall also include a post event/initiative summary following the completion, inclusive of at least three (3) photos that the Shire can use for promotional purposes, as well as proof of acknowledgment.

Payment of the CGP funds to successful community organisations will be made once the acquittal document along with supporting documentation is provided. Payments in advance can be agreed upon written request and at the approval of the CEO. Requests for extensions may be requested and approved by the CEO in writing.

Failure to complete the acquittal by the due date of the applicable funding round will result in those funds being forfeited irrespective of whether funds have been spent or committed by the organisation. Failure to complete the acquittal will disqualify the applicant for future CGP funding.

This information is to be disseminated to the Koorda Grants Committee. The CGP is to be reported via the Shire's Annual Report.

Related Documents (Legislation/Local Law/Policy/Procedure/Delegation)

Koorda Community Grants Program (CGP) Guidelines
Koorda Community Grants Program (CGP) Application Form
Koorda Community Grants Program (CGP) Acquittal Form

Review History

Date	Council Resolution	Description of review/amendment
18/06/2025	RES: 040625	V1.1. Minor wording updates.
23/10/2023	RES: 241023	Adoption of Policy



Objective

To provide guidance for the investment of the Shire of Koorda's ("the Shire's") funds that may not be required for immediate use, taking into account legislative requirements and risk while ensuring the Shire's liquidity requirements are being met, along with a favourable rate of return.

Policy

This Policy applies to all funds (including general funds, reserve funds and other restricted funds) invested by the Shire.

Delegated Authority to Invest

The Officers authorised to make investment decisions and sign investment lodgements and withdrawals, having full delegated authority are outlined in the *Shire of Koorda Delegation: 4.3 Power to Invest and Manage Investments*.

Authorised Institutions

Investments are limited to authorised institutions, in accordance with Local Government (Financial Management) Regulations Section 19C, being:

- Authorised deposit taking institution (ADI) as defined in the Banking Act 1959 (Commonwealth) section 5 or
- Western Australian Treasury Corporation.

Authorised Investments

Authorised investments shall be limited to Australian currency (AUD)

- Term Deposit.
- Bonds guaranteed by the Commonwealth Government, or a State or Territory government.
- Fixed term up to 3 years
- Investments to be equal to or above the Shire's minimum credit rating based on Standard & Poor's classification.

Risk Management Controls

Risk management controls include:

- Delegated Authority to invest
- Documented investment procedures
- Management reporting (monthly investment reports)
- Utilisation of Standard & Poor's credit rating

Risk Profile

The following table sets out the Shire's limits for investment in any one category and as presented provides no risk mitigation via diversity. That is, the Shire relies on the conservative minimum credit rating of the investment class selected to mitigate risk rather than diversity.

Investment Type	Minimum Credit Rating*	Maximum Term	Minimum %	Maximum %
Term Deposits	AA-	3 years	0	100
Government Bonds	AA-	3 years	0	100

*Based on Standard & Poor's credit ratings

As depicted below the Standard and Poor's Corporation AA- is a conservative investment rating among the highest in obligor's capacity to meets its financial commitments

Council recognises its obligations under the "Prudent Person" rule by seeking to adhere to an investment policy with a conservative bias.

S&P RATING	INVESTMENT RISK
AAA	Extremely strong capacity to repay debt.
AA+	Very strong capacity to repay but susceptibility to long-term risks.
AA	
AA-	
A+	Strong capacity to repay debt but somewhat more susceptible to adverse effects of changes in economic conditions.
A	
BBB	Adequate capacity to repay debt however adverse economic conditions more likely to lead to weakened capacity.
BB	Speculative grade with major ongoing uncertainties.

As of January 2024, Australian authorised deposit taking institutions were allocated the following S&P credit ratings.

RANK	INSTITUTION	S&P RATING	RISK
1	ANZ	AA-	Very strong capacity to repay but susceptibility to long-term risks.
2	CBA	AA-	
3	NAB	AA-	
4	Westpac	AA-	
5	Bankwest	AA-	
6	Suncorp	A+	Strong capacity to repay debt but somewhat more susceptible to adverse economic conditions.
7	Macquarie Bank	A+	
8	HSBC	A+	
9	Citigroup	A	
10	Bendigo	BBB+	Adequate capacity to repay debt however adverse conditions more likely to lead to weakened capacity.

Prohibited Investments

In accordance with Local Government Financial management regulation 19C(2) this investment policy prohibits any investment in the following:

- Deposits with an institution except an authorised institution
- Deposits for a fixed term of more than 3 years
- Investment in bonds that are not guaranteed by the Commonwealth Government, or a State or Territory Government
- Investment in bonds with a maturity of more than 3 years
- Investment in foreign currency

Management Reporting

A report will be provided to Council within the monthly Financial Activity Statement that includes the details of the Authorised Institution, interest rate and maturity date.

Documentary evidence must be held for each investment and details thereof maintained in an Investment Register retained in the Shire's Corporate Record Keeping Systems.

Certificates must be obtained from the financial institutions and retained in the Shire's Corporate Record Keeping Systems, confirming the amounts of investments held on the Shire's behalf as at 30 June each year and reconciled to the Investment Register.

Liquidity

While the policy confirms Regulation 19C that investments cannot be for a fixed term of more than three years, operational requirements and cashflow management will mostly require investment terms of less than six months.

The Shire cash flow report is to be monitored regularly to ensure cash funds are available to meet commitments.

Maturity analysis report to be monitored at least monthly.

Any surplus cash not required for operating needs will be maintained in an interest earning account with the Shire's preferred banking provider, or with an ADI in adherence with this policy.

Related Documents (Legislation/Local Law/Policy/Procedure/Delegation)

Shire of Koorda Delegation: 4.3 Power to Invest and Manage Investments

Local Government Act 1995 – section 6.14

Local Government (Financial Management) *Regulations 1996*

The Trustees Amendment Act 1962 – Part III

Review History

Date	Council Resolution	Description of review/amendment
17/04/2024	RES: 060424	V1.0. Update policy wording.
Former Policy No: F1 Investments		
21/03/2018	RES: 050318	Amendment of Policy
17/08/2016	RES: 050816	Amendment of Policy
31/07/2000		Adoption of Policy



Purchasing Policy

Objective

The Shire of Koorda (**"the Shire"**) is committed to applying the objectives, principles and practices outlined in this Policy, to all purchasing activity and to ensuring alignment with the Shire's strategic and operational objectives.

The Shire's purchasing activities will:

- Achieve best value for money that considers sustainable benefits, such as; environmental, social and local economic factors;
- Foster economic development by maximising participation of local businesses in the delivery of goods and services;
- Use consistent, efficient and accountable purchasing processes and decision-making, including; competitive quotation processes, assessment of best value for money and sustainable procurement outcomes for all purchasing activity, including tender exempt arrangements;
- Apply fair and equitable competitive purchasing processes that engage potential suppliers impartially, honestly and consistently;
- Commit to probity and integrity, including the avoidance of bias and of perceived and actual conflicts of interest;
- Comply with the *Local Government Act 1995*, *Local Government (Functions and General) Regulations 1996*, other relevant legislation, Codes of Practice, Standards and the Shire's Policies and procedures;
- Ensure purchasing outcomes contribute to efficiencies (time and resources) for the Shire;
- Identify and manage risks arising from purchasing processes and purchasing outcomes in accordance with the Shire's Risk Management framework;
- Ensure records evidence purchasing activities in accordance with the *State Records Act 2000* and the Shire's Record Keeping Plan;
- Ensure confidentiality that protects commercial-in-confidence information and only releases information where appropriately approved.

Policy

This policy applies to all Officers purchasing goods or services on behalf of the Shire and/or using Shire funds. It documents the responsibilities attached to the making purchases on behalf of the Shire.

Ethics and Integrity

All officers shall observe the highest standards of ethics and integrity in undertaking purchasing activities and act in an honest and professional manner that supports the standing of the Shire.

The Shire's Code of Conduct apply when undertaking purchasing and decision-making.

Any actual or perceived conflicts of interest are to be identified, disclosed and appropriately managed.

Any canvassing of the Shire's Elected Members or staff is strictly prohibited on current procurement activity.

Value for Money

Value for money shall be the overarching principle governing purchasing and is determined through consideration of price, risk, qualitative and other factors to determine the most advantageous outcome to be achieved for the Shire. The Shire acknowledges that the lowest price may not always provide the best value for money.

An assessment of the best value for money outcome for any purchasing process should consider the following:

- All relevant whole of lifecycle/contract costs and benefits including; transaction costs associated with acquisition, delivery, distribution, and other costs such as, but not limited to; holding costs, consumables, deployment, training, maintenance and disposal;
- The technical merits of the goods or services being offered in terms of compliance with specifications, contractual terms and conditions and any relevant methods of assuring quality. This includes but is not limited to an assessment of compliances, the supplier's resource availability, capacity and capability, value-adds offered, warranties, guarantees, repair and replacement policies and response times, ease of inspection and maintenance, ease of after sales service, ease of communications, etc.
- The supplier's financial viability and capacity to supply without the risk of default, including the competency of the prospective suppliers in terms of managerial and technical capabilities and compliance history;
- A strong element of competition by obtaining a sufficient number of competitive quotations consistent with this Policy, where practicable;
- The safety requirements and standards associated with both the product design and the specification offered by suppliers and the evaluation of risk arising from the supply, operation and maintenance;
- Providing opportunities for local/NEWROC businesses to quote for providing goods and services;
- The environmental, economic and social benefits arising from the goods, services or works required, including consideration of these benefits in regard to the supplier's operations, in accordance with this Policy and any other relevant Shire Policy including Local Economic Benefit; and
- Analysis and management of risks and opportunities that may be associated with the purchasing activity, potential supplier/s and the goods or services required.

Authorised Officer Limits

The following Officers are authorised to sign orders on behalf of Council within the limits stated provided such proposed purchases are contained within the Budget and are within the Officer's area of activity.

Position	Amount
Chief Executive Officer	Unlimited
Deputy Chief Executive Officer	\$75,000
Works Supervisor	\$75,000
Finance Officers	\$5,000
Maintenance & Property Officer	\$5,000

Defining the Purchasing Value

The Shire will apply reasonable and consistent methodologies to assess and determine Purchasing Values, which ensure:

- The appropriate purchasing threshold and practice is applied in all purchasing activities; and
- Wherever possible, purchasing activity for the same category of supply is aggregated into single contract arrangements to achieve best value and efficiency in future purchasing activities where the requirements are able to be provided by a single supplier.

A *category of supply* can be defined as groupings of similar goods or services with common: supply and demand drivers; market characteristics; or suppliers.

Strategic Purchasing Value Assessments

The Local Government will periodically review recent past purchasing activity across its operations to identify categories of supply for which the Shire will have continuing need and which can be aggregated into single contract arrangements in order to achieve best value for money and efficiency in future purchasing activity.

The assessment of aggregated expenditure for the same category of supply capable of being supplied by a single supplier will determine the Purchasing Value threshold applicable to future purchasing activity.

Individual Purchasing Value Assessments

In any case, where there is no relevant current contract, each purchasing activity is to assess the Purchasing Value based upon the following considerations:

- Exclusive of Goods and Services Tax (GST); and
- The estimated total expenditure for the proposed supply including the value of all contract extension options and where applicable, the total cost of ownership considerations.
- The appropriate length of a contract is to be determined based on market volatility, ongoing nature of supply, historical purchasing evidence and estimated future purchasing requirements.
- Requirements must not be split to avoid purchasing or tendering thresholds [F&G Reg. 12].

The calculated estimated Purchasing Value will determine the applicable threshold and purchasing practice to be undertaken.

Table of Purchasing Thresholds and Practices

Supplier Order of Priority

The Shire will consider and apply, where applicable, the following Supplier Order of Priority:

Priority 1	Existing Contract Current contracts, including a Panel of Prequalified Suppliers (if applicable) or contracted supplier, must be used where the Shire's supply requirements can be met through the existing contract.
Priority 2	Local Suppliers Where the Purchasing Value does not exceed the tender threshold and a relevant local supplier is capable of providing the required supply, the Shire will ensure that wherever possible quotations are obtained from local suppliers permanently located within the Shire/NEWROC area.
Priority 3	Regional Suppliers Where the expected contract value does not exceed the tender threshold and a supplier located within the Wheatbelt region is capable of providing the required goods or services, the Shire shall ensure that wherever possible and appropriate, quotations are obtained from such suppliers.
Priority 4	Other Suppliers Where no existing contract are in place and or suitable local suppliers are identified, the Shire shall consider other suppliers – including those included on a WALGA Preferred Supplier Program (PSP), WA State Government Common Use Arrangement (CUA), other tender-exempt arrangements, and other suppliers.

Purchasing Thresholds

The following purchasing thresholds apply:

Purchase Value (ex GST)	Purchasing Requirements
Up to \$1,000	A purchase order or quotation are not required for purchases under the threshold for day to day maintenance and supplies from a suitable supplier in accordance with the Supplier Order of Priority detailed in the prior section. Staff are to use professional judgement and discretion to determine if prices or rates are value for money.
From \$1,001 and up to \$5,000	No quotation is required for purchases under the threshold for day to day maintenance and supplies from a suitable supplier in accordance with the Supplier Order of Priority detailed in the prior section. Staff are to use professional judgement and discretion to determine if prices or rates are value for money.
From \$5,001 and up to \$20,000	Obtain at least one (1) written quotation from a suitable supplier in accordance with the Supplier Order of Priority detailed in the prior section.
From \$20,001 and up to \$75,000	Seek at least two (2) written quotations from suitable suppliers in accordance with the Supplier Order of Priority detailed in the prior section. If purchasing from a tender exempt arrangement, such as a WALGA PSA or State CUA, a minimum of one (1) written quotation is to be obtained.
From \$75,001 and up to \$250,000	Seek at least three (3) written quotations from suitable suppliers by invitation under a formal Request for Quotation in accordance with the Supplier Order of Priority detailed in the prior section.
Over \$250,000	Tender Exempt arrangements (i.e. WALGA PSA, CUA or other tender exemption under <i>F&G Reg.11(2)</i>) require at least three (3) written responses from suppliers by invitation under a formal Request for Quotation in accordance with the Supplier Order of Priority detailed in the prior section. OR Public Tender undertaken in accordance with the <i>Local Government Act 1995</i> and relevant Shire Policy and procedures. The Tender Exempt or Public Tender purchasing decision is to be based on the supplier's response to: • A detailed specification; and • Pre-determined selection criteria that assesses all best and sustainable value considerations. The purchasing decision is to be evidenced using the Evaluation Report template retained in accordance with the Shire's Record Keeping Plan.

Purchase Value (ex GST)	Purchasing Requirements
Emergency Purchases (<i>Within Budget</i>) Refer to Clause 1.4.3	Where goods or services are required for an emergency response and are within scope of an existing contract or established Panel of Pre-qualified Supplier (if applicable), the emergency supply must be obtained from the Panel or existing contract using relevant unallocated budgeted funds. If there is no existing Panel or contract, then Supplier Order of Priority will apply wherever practicable. However, where due to the urgency of the situation; a contracted or tender exempt supplier is unable to provide the emergency supply OR compliance with this Purchasing Policy would cause unreasonable delay, the supply may be obtained from any supplier capable of providing the emergency supply. However, an emergency supply is only to be obtained to the extent necessary to facilitate the urgent emergency response and must be subject to due consideration of best value and sustainable practice. The rationale for policy non-compliance and the purchasing decision must be evidenced in accordance with the Shire's Record Keeping Plan.
Emergency Purchases (<i>No budget allocation available</i>) Refer for Clause 1.4.3	Where no relevant budget allocation is available for an emergency purchasing activity then, in accordance with s.6.8 of the <i>Local Government Act 1995</i>, the President must authorise, in writing, the necessary budget adjustment prior to the expense being incurred. The CEO is responsible for ensuring that an authorised emergency expenditure under s.6.8 is reported to the next ordinary Council Meeting. The Purchasing Practices prescribed for Emergency Purchases (within budget) above, then apply.
LGIS Services Section 9.58(6)(b) Local Government Act	The suite of LGIS insurances are established in accordance with s.9.58(6)(b) of the <i>Local Government Act 1995</i> and are provided as part of a mutual, where WALGA Member Local Governments are the owners of LGIS. Therefore, obtaining LGIS insurance services is available as a member-base service and is not defined as a purchasing activity subject to this Policy. Should Council resolve to seek quotations from alternative insurance suppliers, compliance with this Policy is required.

Other Purchasing Exemptions

In addition to the regulatory Tender exemptions for purchasing as set out in Regulation 11(2) of the of the Functions and General Regulations, the following are further exemptions where the Shire is not required to undertake a competitive purchasing process;

- Advance/Prior Payment of Services (for example: accommodation, travel services, entertainment, conferences, seminars, training courses);
- Annual Memberships/Subscriptions;
- Annual Service/Software licensing and Maintenance/Support Fees;
- Employment of temporary staff through temporary personnel service agencies (CEO approval required for any contract exceeding or extended beyond three (3) months);
- Insurance excess;

- Motor vehicle licensing and registration;
- Postage;
- Pre-employment medicals and staff medical services (for example: Annual flu immunisation program)
- Purchases from Original Equipment Manufacture (OEM's) and where warranty provisions may be voided;
- Talent acts for community events;
- Purchasing as required and determined by the CEO providing the approval is provided in writing prior to the purchase and attached to the requisition.

Disposal of Property

Provisions in the Act and Regulations

- The provisions of s.3.58 of the *Local Government Act 1995* apply to the disposal of Local Government property, which require disposal by public tender, auction or by private treaty subject to public advertising and submission requirements.
- The Functions and General Regulation 30(3)(a) prescribes that a disposition of property, other than land, that has a market value less than \$20,000 is exempt from compliance with the disposal provisions specified under s.3.58.
- Functions and General Regulation 30(3)(b) provides an exception for trade-ins, where the total value of the old asset is used for the purchase and the value of the new asset is not more than \$75,000.

Decision Making Authority

The Shire's Delegation Register (under 3.4 Disposing of Property) provides delegated authority to the CEO to; dispose of property with a market value under \$20,000 (r.30(3)(a) exemption); and disposal of property (not land or buildings) for any single project or where not part of a project but part of a single transaction, is limited to a maximum value of \$75,000 or less.

- If the disposal is under \$20,000, the conditions on the delegation require the disposal undertaken to ensure that the best value return is achieved.
- If the disposal is above \$20,000 but below \$75,000, delegated authority can be used by the CEO to determine whether to dispose of the property via public auction, tender or private treaty with public notice in accordance with the requirements of s.3.58.
- If the disposal is above \$75,000, a council decision is required to determine whether the property is disposed by public tender, auction or by private treaty subject to public advertising and submission requirements.

Process

Researching costs of the prescribed options for disposal (auction, public tender or private treaty) and the likelihood of each option providing a best value outcome should be evidenced in the officer report and recommendation to Council (or in the record of the CEO's delegated authority decision) for the selection of a preferred method of disposal.

- If the Shire intends to use an **auction** service provider, then the selection of a supplier will need to comply with the Shire's purchasing policy requirements.
- A **public tender** is not required to comply with the public tender provisions under s.3.57 and Functions and General Regulations Part 4, as a tender for disposal of property is not a tender for the supply of goods or services. However, the basic principles of tenders for supply of goods and services should also be applied to a tender for disposal of property as a matter of good practice.
- **Private treaty** disposal can only occur after giving at least 2 weeks local public notice (including the details proscribed in s.3.58(3)(a)) and considering submissions.

It should be noted that using vehicles as a trade-in is still a disposal of property that is required to comply with s.3.58 – unless the value of the new asset is not more than \$75,000 (exempt under r.30(3)(b)). Therefore, if the Shire undertakes a tender for supply of new fleet, that

includes the option for trade-in of redundant fleet vehicles, the public tender should be offered as separable portions i.e. the Shire will accept offers to out-right purchase the redundant fleet, as well as offers from fleet suppliers to trade-in redundant fleet.

Emergency Purchases

Emergency purchases are defined as the supply of goods or services associated with:

- A local emergency and the expenditure is required (within existing budget allocations) to respond to an imminent risk to public safety, or to protect or make safe property or infrastructure assets; OR
- A local emergency and the expenditure is required (with no relevant available budget allocation) to respond to an imminent risk to public safety, or to protect or make safe property or infrastructure assets in accordance with s.6.8 of the Local Government Act 1995 and Functions and General Regulation 11(2)(a); OR
- A State of Emergency declared under the Emergency Management Act 2005 and therefore, Functions and General Regulations 11(2)(aa), (ja) and (3) apply to vary the application of this policy.

Time constraints, administrative omissions and errors do not qualify for definition as an emergency purchase. Instead, every effort must be made to research and anticipate purchasing requirements in advance and to allow sufficient time for planning and scoping proposed purchases and to then obtain quotes or tenders, as applicable.

Inviting Tenders though no required to do so

The Shire may determine to invite Public Tenders, despite the estimated Purchase Value being less than the \$250,000 prescribed tender threshold, but only where an assessment determines that the purchasing requirement cannot be met through a tender exempt arrangement and the use of a public tender process will enhance; value for money, efficiency, risk mitigation and sustainable procurement benefits.

In such cases, the tender process must comply with the legislative requirements and the Shire's tendering procedures [F&G Reg.13]

Expressions of Interest

Expressions of Interest (EOI) will be considered as a prerequisite to a tender process [F&G Reg.21] where the required supply evidences one or more of the following criteria:

- Unable to sufficiently scope or specify the requirement;
- There is significant variability for how the requirement may be met;
- There is potential for suppliers to offer unique solutions and / or multiple options for how the purchasing requirement may be obtained, specified, created or delivered;
- Subject to a creative element; or
- Provides a procurement methodology that allows for the assessment of a significant number of potential tenderers leading to a shortlisting process based on non-price assessment.

All EOI processes will be based upon qualitative and other non-price information only.

Unique Nature of Supply (Sole Supplier)

The Chief Executive Officer can make an arrangement with a supplier based on the unique nature of the goods or services required or for any other reason, where it is unlikely that there is more than one potential supplier may only be approved where the:

- purchasing value is estimated to be over \$20,000; and
- purchasing requirement has been documented in a detailed specification; and
- specification has been extensively market tested and only one potential supplier has been identified as being capable of meeting the specified purchase requirement; and
- market testing process and outcomes of supplier assessments have been evidenced in records, inclusive of a rationale for why the supply is determined as unique and why quotations / tenders cannot be sourced through more than one potential supplier.

An arrangement of this nature will only be approved for a period not exceeding three (3) years. For any continuing purchasing requirement, the approval must be re-assessed before expiry, to evidence that only one potential supplier still genuinely exists.

Anti-Avoidance

The Shire will not conduct multiple purchasing activities with the intent (inadvertent or otherwise) of "splitting" the purchase value or the contract value, so that the effect is to avoid a particular purchasing threshold or the need to call a Public Tender. This includes the creation of two or more contracts or creating multiple purchase order transactions of a similar nature.

Contract Renewals, Extensions and Variations

Where a contract has been entered into as the result of a publicly invited tender process, then Functions and General Regulation 21A applies. For any other contract, the contract must not be varied unless

- The variation is necessary in order for the goods or services to be supplied and does not change the scope of the contract; or
- The variation is a renewal or extension of the term of the contract where the extension or renewal options were included in the original contract.

Upon expiry of the original contract, and after any options for renewal or extension included in the original contract have been exercised, the Shire is required to review the purchasing requirements and commence a new competitive purchasing process in accordance with this Policy.

Sustainable Procurement

The Shire is committed to implementing sustainable procurement by providing a preference to suppliers that demonstrate sustainable business practices (social advancement, environmental protection and local economic benefits).

The Shire will apply Sustainable Procurement criteria as part of the value for money assessment to ensure that wherever possible our suppliers demonstrate outcomes which contribute to improved environmental, social and local economic outcomes.

Sustainable Procurement can be demonstrated as being internally focussed (i.e. operational environmental efficiencies or employment opportunities and benefits relating to special needs), or externally focussed (i.e. initiatives such as corporate philanthropy).

Requests for Quotation and Tenders will include a request for Suppliers to provide information regarding their sustainable practices and/or demonstrate that their product or service offers enhanced sustainable benefits.

Local Economic Benefit

The Shire promotes economic development through the encouragement of competitive participation in the delivery of goods and services by local suppliers permanently located Shire/NEWROC first, and secondly, those permanently located within the Wheatbelt region. As much as practicable, the Shire will:

- consider buying practices, procedures and specifications that encourage the inclusion of local businesses and the employment of local residents;
- consider indirect benefits that have flow on benefits for local suppliers (i.e. servicing and support);
- ensure that procurement plans, and analysis is undertaken prior to develop Requests to understand local business capability and local content availability where components of goods or services may be sourced from within the District for inclusion in selection criteria;

- explore the capability of local businesses to meet requirements and ensure that Requests for Quotation and Tenders are designed to accommodate the capabilities of local businesses;
- avoid bias in the design and specifications for Requests for Quotation and Tenders – all Requests must be structured to encourage local businesses to bid;
- consider the adoption of Key Performance Indicators (KPIs) within contractual documentation that require successful Contractors to increase the number of employees from the District first; and
- provide adequate and consistent information to local suppliers.

To this extent, a weighted qualitative criterion will be included in the selection criteria for Requests for Quotation and Tenders where suppliers are located within the boundaries of the Shire, or substantially demonstrate a benefit or contribution to the local economy.

The Shire has adopted a Regional Price Preference Policy, which will be applied when undertaking all purchasing activities.

Socially Sustainable Procurement

The Shire will support the purchasing of requirements from socially sustainable suppliers such as Australian Disability Enterprises and Aboriginal businesses wherever a value for money assessment demonstrates benefit towards achieving the Shire's strategic and operational objectives.

A qualitative weighting will be used in the evaluation of Requests for Quotes and Tenders to provide advantages to socially sustainable suppliers in instances where the below tender exemptions are not exercised.

Aboriginal Businesses

Functions and General Regulation 11(2)(h) provides a tender exemption if the goods or services are supplied by a person on the Aboriginal Business Directory WA published by the Chamber of Commerce and Industry of Western Australia, or Australian Indigenous Minority Supplier Office Limited (trading as Supply Nation), where the consideration under contract is \$250,000 or less, or worth \$250,000 or less.

The Shire will first consider undertaking a quotation process with other suppliers (which may include other registered Aboriginal Businesses as noted in *F&G Reg.11(2)(h)*) to determine overall value for money for the Shire.

Where the Shire makes a determination to contract directly with an Aboriginal Business for any amount up to and including \$250,000 (ex GST), it must be satisfied through alternative means that the offer truly represents value for money.

If the contract value exceeds \$50,000 (ex GST), a formal Request for Quotation will be issued to the relevant Aboriginal business. The rationale for making the purchasing decision must be recorded in accordance with the Shire's Record Keeping Plan.

Australian Disability Enterprises

Functions and General Regulation 11(2)(i) provides a tender exemption if the goods or services are supplied by an Australian Disability Enterprise.

The Shire will first consider undertaking a quotation process with other suppliers (which may include other Australian Disability Enterprises) to determine overall value for money for the Shire.

Where the Shire makes a determination to contract directly with an Australian Disability Enterprise for any amount, including an amount over the Tender threshold of \$250,000 (ex

GST), it must be satisfied through alternative means that the offer truly represents value for money.

If the contract value exceeds \$50,000 (ex GST), a formal Request for Quotation will be issued to the relevant Aboriginal business. The rationale for making the purchasing decision must be recorded in accordance with the Shire's Record Keeping Plan.

Environmentally Sustainable Procurement

The Shire will support the purchasing of recycled and environmentally sustainable products whenever a value for money assessment demonstrates benefit toward achieving the Shire's strategic and operational objectives.

Qualitative weighted selection criteria will be used in the evaluation of Requests for Quote and Tenders to provide advantages to suppliers which:

- demonstrate policies and practices that have been implemented by the business as part of its operations;
- generate less waste material by reviewing how supplies, materials and equipment are manufactured, purchased, packaged, delivered, used, and disposed; and
- encourage waste prevention, recycling, market development and use of recycled/recyclable materials.

Records Management

Records of all tenders, quotations, panels and any relevant exemptions must be retained in compliance with the *State Records Act 2000* and the Shire's internal Records Management Policy.

All records and documents associated with the tender, quotation or panel process must be recorded and retained as defined within the *State Records Act 2000* and the Shire's Records Management Policy.

This includes:

- Tender, quotation and panel documentation
- Internal documentation
- Evaluation documentation
- Enquiry and response documentation
- Approval and award documentation
- Order forms and requisitions.

All records and documents associated with Request for Tender or Request for Quotation processes must be reviewed for completeness prior to recording on the Shire's electronic document management system.

Purchasing Policy Non-Compliance

The Purchasing Policy is mandated under the *Local Government Act 1995* and Regulation 11A of the *Local Government (Functions and General) Regulations 1996* and therefore the policy forms part of the legislative framework in which the Local Government is required to conduct business.

Where legislative or policy compliance is not reasonably able to be achieved, records must evidence the rationale and decision making processes that substantiate the non-compliance.

Purchasing activities are subject to internal and external financial and performance audits, which examine compliance with legislative requirements and the Shire's policies and procedures.

If non-compliance with; legislation, this Purchasing Policy or the Code of Conduct, is identified it must be reported to the Chief Executive Officer.

A failure to comply with legislation or policy requirements, including compliance with the Code of Conduct when undertaking purchasing activities, may be subject to investigation, with findings to be considered in context of the responsible person's training, experience, seniority and reasonable expectations for performance of their role.

Where a breach is substantiated it may be treated as:

- an opportunity for additional training to be provided;
- a disciplinary matter, which may or may not be subject to reporting requirements under the *Public Sector Management Act 1994*; or
- where the breach is also identified as potentially serious misconduct, the matter will be reported in accordance with the *Corruption, Crime and Misconduct Act 2003*.

Related Documents (Legislation/Local Law/Policy/Procedure/Delegation)

Local Government Act 1995

Local Government (Functions and General) Regulations 1996 – Part 4 & Regulation 30

State Records Act 2000

Shire of Koorda Delegation Register

Code of Conduct

Review History

Date	Council Resolution	Description of review/amendment
24/03/2025	RES: 040325	V1.1. Inclusion of treatment for assets over \$75,000. Addition of Maintenance & Property Officer as purchasing Officer. Merge former policy "F4 Tenders - Canvass of Councillors."
28/06/2023	RES: 120623	V1.0. Updating of Purchasing Thresholds, Authorised Officer Limits, Sole Supplier Limit. Removal of Pre-qualified Supplier Panels (do not currently use).
Former Policy: F16 Purchasing Policy		
20/03/2007	127.1.1-2007	Adoption of Policy (F16)
20/03/2013	RES: 080313	Amended
18/11/2015	RES: 051115	Amended
15/06/2016	RES: 050616	Amended
16/09/2020	RES: 050920	Re-written based on WALGA Template.

Governance

Appointment of an Acting Chief Executive Officer (RECOMMENDED FOR REVIEW)

Recommended for review.



Objective

The Shire of Koorda (**"the Shire"**) is committed to promoting and protecting the interests and safety of children. We have zero tolerance for child abuse.

The Shire is thereby committed to complying with the Child Safe Standards introduced by the West Australian Government, which set out the compulsory minimum standards for organisations that provide services for children and young people (or are used by children and young people), to help protect them from harm.

Everyone working at the Shire is responsible for the care and protection of children and reporting information about child abuse.

The Shire will achieve the objective by:

1. ensuring that all staff, contractors and volunteers engaged by the Shire are aware of the organisation's commitment to creating and maintaining a child safe environment that meets the Standards;
2. facilitating the prevention of child abuse within the Shire
3. establishing the framework for an organisational culture of child safety
4. outlining the responsibilities that various parties have for identifying possible occasions for child abuse, for establishing controls and procedures for preventing abuse, and for detecting abuse when it occurs
5. providing guidance to staff, volunteers and contractors as to action that should be taken where they suspect any abuse within or outside of the organisation.
6. providing a clear statement to staff, volunteers and contractors forbidding any such abuse
7. providing assurance that all suspected abuse will be reported and fully investigated.

Any person who believes a child is at immediate risk of abuse must contact the police (telephone 000).

Policy

This policy applies to all staff, contractors and volunteers and to the broad range of situations where interaction with children and young people may occur in the delivery of the Shire's services.

As stated, the Shire is committed to promoting and protecting the best interests of children involved in its programs, and to providing a child-safe and child-friendly environment for all children and young people who engage with the Shire.

The Shire is committed to complying with the Child Safe Standards introduced by the West Australian Government, which set out the compulsory minimum standards for organisations that provide services for children and young people (or are used by children and young people), to help protect them from harm.

All children, regardless of their gender, race, religious beliefs, age, disability, sexual orientation, or family or social background, have equal rights to protection from abuse. The Shire has zero tolerance for child abuse.

Everyone working at the Shire is responsible for the care and protection of the children within our care and reporting information about suspected child abuse.

Child protection is a shared responsibility between the Shire and all staff, contractors, volunteers, associates, and members of the Shire of Koorda community.

The Shire will:

- consider the opinions of children and use their opinions to develop child protection policies.
- support and respect all children, staff contractors and volunteers.
- commit to the cultural safety of children.
- recognise the additional vulnerability of children with a disability or involved in home care or the justice system.

Approach to Child Safety

In continuing to implement and promote a child-safe system of work, the Shire will:

- Develop an environment in which children feel listened to and valued, and in which their concerns are acted upon, including encouraging and allowing children to participate in decisions important to them.
- Consult with staff and other appropriate parties, including families and children.
- Assess and manage the risk of abuse to children who interact with the Shire, including through recruitment practices and online.
- Take a proactive approach to child safety, including fostering a culture of openness that encourages all staff to report any concerns of child safety and supports them in this process.
- Report suspected abuse, neglect or mistreatment promptly to the appropriate authority, whether or not the law requires reporting.
- Ensure children know the options available to them if they are concerned or feeling unsafe, and foster an environment where children are safe to raise such concerns.
- Recruit staff who are suitable to work with children and provide high quality training, supervision and professional development to staff.
- Have policies, procedures and supports in place to reflect these commitments, and review these regularly.

Related Documents (Legislation/Local Law/Policy/Procedure/Delegation)

Parliamentary Commissioner Amendment (Reportable Conduct) Act 2022

Children and Community Services Act 2004

Child Safety Child Protection Procedures (Shire of Koorda)

[Child Safety Code of Conduct](#) (Shire of Koorda)

Review History

Review Due: April 2024

Date	Council Resolution	Description of review/amendment
22/05/2024	RES: 050524	Adoption of Policy

Code of Conduct Behaviour Complaints Management

Objective

To establish, in accordance with Clause 15(2) of the *Local Government (Model Code of Conduct) Regulations 2021* and Shire of Koorda Code of Conduct for Council Members, the procedure for dealing with complaints about alleged breaches of the behaviour requirements included in Division 3 of the Shire of Koorda (**“the Shire”**) Code of Conduct for Council Members, Committee Members and Candidates.

To give effect to the Shire’s commitment to an effective, transparent, fair and accessible complaints handling process that supports high standards of behaviour of Council Members, Committee Members and Candidates.

Policy

Policy Scope

This Policy applies to complaints made in accordance with Clause 11 of the Shire Code of Conduct for Council Members, Committee Members and Candidates.

This Policy applies to Council Members, Committee Members, Candidates and any person who submits a complaint in accordance with this Policy.

Definitions

TERM	DEFINITION
Act	The <i>Local Government Act 1995</i> .
Behaviour Complaints Committee	The Committee established by the Council in accordance with s.5.8 of the Act for the purpose of dealing with Complaints. The role of the Behaviour Complaints Committee is outlined in Part 2.3 of this Policy.
Behaviour Complaints Officer	A person authorised in writing <i>[by Council resolution or by the CEO exercising delegated authority]</i> under clause 11(3) of the Code of Conduct to receive complaints and withdrawals of complaints. The role of the Behaviour Complaints Officer is addressed in Part 2.1 of this Policy.
Breach	A breach of Division 3 of the Shire of Koorda Code of Conduct for Council Members, Committee Members and Candidates.
Candidate	A candidate for election as a Council Member, whose nomination has been accepted by the Returning Officer under s.4.49 of the Act, but does not include a Council Member who has nominated for re-election. A person is a Candidate from the date on which their nomination is accepted, until the Returning Officer declares the election result in accordance with s.4.77 of the Act.
Candidate Complaint	A Complaint alleging a Breach by a Candidate. Candidate Complaints are dealt with in Part 3.2 of this Policy.
Code of Conduct	the Shire of Koorda Code of Conduct for Council Members, Committee Members and Candidates.
Committee	A committee of Council, established in accordance with s.5.8 of the Act.

Committee Member	A Council Member, employee of the Shire of Koorda or other person who has been appointed by the Council to be a member of a Committee, in accordance with s.5.10(1) of the Act. A person is a Committee Member from the date on which they are appointed, until their appointment expires or is terminated by Council resolution.
Complaint	A complaint submitted under Clause 11 of the Code of Conduct.
Complainant	A person who has submitted a Complaint in accordance with this Policy.
Complaint Assessor	A person appointed by the Behaviour Complaints Officer in accordance with Part 2.2 and Part 3.8 of this Policy.
Complaint Documents	The Complaint Form and any supporting information, evidence, or attachments provided by the Complainant.
Complaint Form	The form approved under clause 11(2)(a) of the Code of Conduct <i>[by Council resolution or by the CEO exercising delegated authority]</i> .
Council	The Council of the Shire of Koorda.
Council or Committee Meeting	A formal meeting of the Council or a Committee that is called and convened in accordance with the Act. It does not include informal meetings, such as workshops or briefings.
Council Member	A person who is currently serving a term of office as an elected member of the Council in accordance with the Act.
Finding	A finding made in accordance with clause 12(1) of the Code of Conduct as to whether the alleged Breach has or has not occurred.
Plan	A Plan that may be prepared and implemented under clause 12(4)(b) of the Code of Conduct, to address the behaviour of the person to whom the complaint relates (the Respondent), if a Finding has been made that a Breach has occurred.
Response Documents	The response provided by the Respondent to the Complaint, and includes any supporting information or evidence that is supplied.

1. Principles

1.1. Procedural fairness

The principles of procedural fairness, or natural justice, will apply when dealing with a Complaint under this Policy. In particular:

- the Respondent will be afforded a reasonable opportunity to be heard before any findings are made, or a plan implemented;
- the decision maker should be objective and impartial, with an absence of bias or the perception of bias; and
- any findings made will be based on proper and genuine consideration of the evidence.

1.2. Consistency

The application of this Policy should lead to consistency in process and outcomes. While each Complainant and Respondent will be dealt with according to their circumstances, and each Complaint considered and determined on its merits, similar circumstances will result in similar decisions.

1.3. Confidentiality

The Shire will take all reasonable steps to maintain confidentiality when dealing with the Complaint, in order to protect both the Complainant and Respondent.

Council Members, Local Government employees and contractors who have a role in handling a specific complaint will be provided with sufficient information to fulfil their role. They must manage this information securely, and must not disclose or inappropriately use this information.

Complainants will be advised of the level of confidentiality they can expect, and that breaches of confidentiality on their part may prejudice the progress of their Complaint.

1.4. Accessibility

The Shire will ensure that information on how to make a complaint, including this Policy, is available at the Shire's Administration Building and on the Shire's website. The Shire will make information available in alternative formats if requested.

Any person wishing to make a complaint may contact the Behaviour Complaints Officer if they require assistance in completing the complaint form or otherwise navigating the complaints process.

2. Roles

2.1. Behaviour Complaints Officer

The Behaviour Complaints Officer is authorised in accordance with clause 11(3) of the Code of Conduct to accept complaints and withdrawal of complaints.

The Behaviour Complaints Officer is not an advocate for the complainant or the respondent. The Behaviour Complaints Officer provides procedural information and assistance to both Complainant and Respondent.

The Behaviour Complaints Officer will liaise with and provide administrative support to a Complaint Assessor appointed under this Policy.

The Behaviour Complaints Officer will liaise with the Local Government to facilitate the calling and convening of Council or Behaviour Complaints Committee meetings if required.

In undertaking their functions, the Behaviour Complaints Officer will apply the Principles of this Policy.

2.2. Complaints Assessor

The Complaint Assessor is appointed by the Behaviour Complaints Officer in accordance with Part 3.8 of this Policy.

The Complaint Assessor is an impartial third party who will undertake the functions specified in this Policy. In undertaking their functions, the Complaint Assessor will apply the Principles of this Policy.

The Complaint Assessor will liaise with the Behaviour Complaints Officer to manage the administrative requirements of dealing with the Complaint in accordance with this Policy.

2.3. Behaviour Complaints Committee

The Behaviour Complaints Committee is a Committee of Council established in accordance with s.5.8 of the Act for the purpose of dealing with Complaints.

The Behaviour Complaints Committee is a Committee of Council Members only. The membership and purpose of the Behaviour Complaints Committee is outlined in Behaviour Complaints Committee Terms of Reference.

3. Procedure

3.1. Making a complaint

Any person may make a Complaint alleging that a Council Member, Committee Member or Candidate has behaved in a way that constitutes a breach of Division 3 of the Code of Conduct *[clause 11(1) of the Code of Conduct]*.

A Complaint must be made within one (1) month after the alleged Breach *[clause 11(2)(c) of the Code of Conduct]*.

A Complaint must be made by completing the Behaviour Complaint Form in full and providing the completed forms to the Behaviour Complaints Officer.

A Complaint must be made in accordance with the Behaviour Complaint Form and specify which requirement(s) of the Code of Conduct is alleged to have been breached.

A Complaint is required to include the name and contact details of the Complainant therefore anonymous complaints cannot be accepted.

Where a Complaint Form omits required details, the Behaviour Complaints Officer will invite the Complainant to provide this information in order for the Complaint to be progressed.

Where a Complaint is made more than 1 month after the alleged breach, the Behaviour Complaints Officer will give the Complainant written notice that the Complaint cannot be made *[clause 11(2)(c) of the Code of Conduct]*.

3.2. Candidate Complaints

A Complaint in relation to a Candidate must be made in accordance with 3.1, above, but cannot be dealt with unless the Candidate is subsequently declared elected as a Council Member.

Within 7 days after receiving a Candidate Complaint, the Behaviour Complaints Officer will provide written notice:

- To the Complainant confirming receipt, and advising of the procedure for candidate complaints; and
- To the Respondent, including a summary of the complaint, and advising of the procedure for candidate complaints.

No action will be taken until the results of the election are declared by the Returning Officer. If the respondent is elected, then the complaint will be dealt with in accordance with this Policy. Timeframes that would otherwise commence on the receipt of a Complaint will be taken to commence on the election date.

If the Respondent is not elected, the Behaviour Complaints Officer will provide the Complainant with notice that the Respondent has not been elected and that the Complaint cannot be dealt with *[clause 15(1) of the Code of Conduct]*.

3.3. Withdrawing a Complaint

A Complainant may withdraw their Complaint at any time before a Finding has been made in relation to the Complaint *[clause 14 of the Code of Conduct]*.

A Complainant may withdraw a Complaint by advising the Behaviour Complaints Officer in writing that they wish to do so.

After receiving a written withdrawal of the Complaint, the Behaviour Complaints Officer will take all necessary steps to terminate the process commenced under this Policy.

3.4. Notice to Complainant

Within 7 days after receiving a Complaint, the Behaviour Complaints Officer will provide written notice to the Complainant that:

- confirms receipt of the Complaint;
- outlines the process that will be followed and possible outcomes;
- explains the application of confidentiality to the complaint;
- includes a copy of this Policy; and
- if necessary, seeks clarifications or additional information.

If the Complaint Form indicates that the Complainant agrees to participate in Alternative Dispute Resolution, the Behaviour Complaints Officer will advise the Complainant of the process in accordance with Part 3.6 of this Policy.

3.5. Notice to Respondent

Within 14 days after receiving a Complaint, the Behaviour Complaints Officer will provide written notice to the Respondent that:

- advises that a Complaint has been made in accordance with the Code of Conduct and this Policy;
- includes a copy of the Complaint Documents;
- outlines the process that will be followed, the opportunities that will be afforded to the Respondent to be heard and the possible outcomes;
- includes a copy of this Policy; and
- if applicable, advises that further information has been requested from the Complainant and will be provided in due course.

If the Complainant has agreed to participate in Alternative Dispute Resolution, the Behaviour Complaints Officer will ask the Respondent if they are also willing to participate in accordance with Part 3.6 of this Policy.

3.6. Alternative Dispute Resolution

The Shire recognises that Alternative Dispute Resolution may support both parties reach a mutually satisfactory outcome that resolves the issues giving rise to the Complaint. Alternative Dispute Resolution requires the consent of both parties to the Complaint and may not be appropriate in all circumstances.

To commence the process, the Behaviour Complaints Officer will, as the first course of action upon receiving a complaint, offer the Complainant and the Respondent the option of Alternative Dispute Resolution. If both parties agree to participate in Alternative Dispute Resolution, the Behaviour Complaints Officer will pause the formal process.

The objective of Alternative Dispute Resolution will be to reach an agreed resolution that satisfies the Complainant that the formal process is no longer required, allowing them to withdraw the Complaint, in accordance with Part 3.3 of this Policy. For example, an offer by a Respondent to issue a voluntary apology in response to a Complaint, even in the absence of a request from the Complainant, qualifies for consideration as Alternative Dispute Resolution.

If Alternative Dispute Resolution is commenced, both the Complainant and Respondent may decline to proceed with the process at any time. The process may also be terminated on the advice of a third party who is providing assistance to the Local Government, such as a facilitator or mediator.

If Alternative Dispute Resolution is terminated or does not achieve an agreed outcome that results in the withdrawal of the Complaint, the Behaviour Complaints Officer will resume the formal process required under this Policy.

3.7. Order of Complaints

Complaints will normally be dealt with in the order in which they are received.

If more than one Complaint is received that relates to the same alleged behaviour, the Behaviour Complaints Officer may decide to progress those Complaints concurrently.

3.8. Appointment of Complaints Accessor

If Alternative Dispute Resolution is not commenced, is terminated or does not achieve an agreed outcome resulting in the withdrawal of the Complaint, the Behaviour Complaints Officer will appoint a suitably qualified and experienced Complaint Assessor, in accordance with the Shire's Purchasing Policy.

The Behaviour Complaints Officer will endeavour to appoint a Complaint Assessor within a reasonable period. The Behaviour Complaints Officer will provide written notice of the appointment to the Complainant and the Respondent.

3.9. Search of Local Government Records

The Complaint Assessor may request the Behaviour Complaints Officer to search for any relevant records in the Shire's Record Management System.

In particular, if the behaviour is alleged to have occurred at a Council or Committee Meeting, the Behaviour Complaints Officer will be requested to identify any Local Government records that provide evidence that may support a decision as to whether:

- the behaviour occurred at a Council or Committee Meeting,
- the behaviour was dealt with by the person presiding at the meeting, and/or
- the Respondent has taken remedial action in accordance with the Shire of Koorda Standing Orders Local Law 2018.

The Complaints Assessor must provide the Respondent with a copy of any records that are identified. In addition, where a clarification or additional information has been sought from the Complainant by either the Behaviour Complaints Officer or the Complaint Assessor, copies must also be provided to the Respondent.

3.10. Assessment of the Complaint

The Complaint Assessor will undertake an assessment of the Complaint in accordance with the process outlined in the Notices given under Part 3.4 and Part 3.5 of this Policy.

The Complaint Assessor must ensure that the Respondent is provided with a reasonable opportunity to be heard before forming any opinions, or drafting the Complaint Report or recommendations.

3.11. Complaint Report

The Complaint Assessor will prepare a Complaint Report that will:

- outline the process followed, including how the Respondent was provided with an opportunity to be heard;
- include the Complaint Documents, the Response Documents and any relevant Local Government Records as attachments; and
- include recommendations on each decision that may be made by the Complaints Committee; and
- include reasons for each recommendation, with reference to Part 4 of this Policy.

If the Complaint Report recommends that a Plan is prepared and implemented in accordance with clause 12(4)(b) of the Code of Conduct and Part 4.4 of this Policy, the Complaint Report must include a Proposed Plan.

The Complaint Assessor will liaise with the Behaviour Complaints Officer to include the Complaint Report in the Agenda for a meeting of the Complaints Committee. The Behaviour Complaints Officer will be responsible for preparation of an Officer Report with the Complaint

Report provided as a confidential attachment. The recommendations of the Complaint Report will be provided as the Officer Recommendations.

3.12. Complaints Committee Meeting

The Agenda will be prepared on the basis that the part of the meeting that deals with the Complaint Report will be held behind closed doors in accordance with s.5.23(2) of the Act.

The Behaviour Complaints Committee will consider the Complaint Report and attachments and give due regard to the recommendations.

In accordance with Regulation 11(d)(a) of the *Local Government (Administration) Regulations 1996*, reasons for any decision that is significantly different from the Officer Recommendation must be recorded in the meeting minutes.

If the behaviour that is the subject of the Complaint is alleged to have occurred at a Council or Committee Meeting, the Behaviour Complaints Committee will determine whether or not to dismiss the Complaint in accordance with Clause 13 of the Code of Conduct and Part 4.2 of this Policy.

If the Behaviour Complaints Committee dismisses a Complaint, the Behaviour Complaints Officer must give the Complainant and the Respondent written notice of the decision and the reasons for the decision in accordance with clause 13(2) of the Code of Conduct. This concludes the process for this Complaint.

If the Complaint is not dismissed, the Behaviour Complaints Committee will consider the Complaint and make a Finding as to whether the alleged Breach that is the subject of the Complaint has or has not occurred, in accordance with clause 12 of the Code of Conduct and Part 4.3 of this Policy.

If the Behaviour Complaints Committee finds that the alleged Breach did not occur, the Behaviour Complaints Officer must give the Complainant and the Respondent written notice of the Finding and the reasons for the Finding in accordance with clause 12(7)(a) of the Code of Conduct. This concludes the process for this Complaint.

If the Behaviour Complaints Committee finds that the alleged breach did occur, the Committee will decide whether to take no further action in accordance with clause 12(4)(a) of the Code of Conduct or prepare a plan to address the behaviour in accordance with clause 12(4)(b) of the Code of Conduct and Part 4.4 of this Policy.

If the Behaviour Complaints Committee decides to take no further action, the Behaviour Complaints Officer must give the Complainant and the Respondent written notice of this decision and the reasons for the Finding in accordance with clause 12(7)(a) of the Code of Conduct. This concludes the process for this Complaint.

If the Behaviour Complaints Committee decides to prepare a Plan, the Committee will first consult with the Respondent in accordance with clause 12(5) of the Code of Conduct. The Behaviour Complaints Committee will consider any submissions made by the Respondent before preparing and implementing a Plan.

3.13. Compliance with Plan Requirement

The Behaviour Complaints Officer will monitor the actions in timeframes set out in a Plan.

Failure to comply with a requirement included in a Plan is a minor breach under section 5.105(1) of the Act and clause 23 of the Code of Conduct.

The Behaviour Complaints Officer must provide a report advising Council of any failure to comply with a requirement included in a Plan.

4. Decision Making

4.1. Objective and Principles

All decisions made under this Policy will reflect the Policy Objectives and the Principles included in Part 1 of this Policy.

4.2. Dismissal

The Behaviour Complaints Committee must dismiss a Complaint in accordance with clause 13(1)(a) and (b) of the Code of Conduct if it is satisfied that -

- (a) the behaviour to which the Complaint relates occurred at a Council or Committee Meeting; and
- (b) either —
 - (i) the behaviour was dealt with by the person presiding at the meeting; or
 - (ii) the Respondent has taken remedial action in accordance with the Shire of Koorda Standing Orders Local Law 2018.

4.3. Finding

A Finding that the alleged breach has occurred must be based on evidence from which it may be concluded that it is more likely that the breach occurred than that it did not occur *[clause 12(3) of the Code of Conduct]*.

This may involve first considering whether the behaviour occurred, on the balance of probabilities, and then whether that behaviour constituted a breach of a requirement of Division 3 of the Code of Conduct.

4.4. Action

In deciding whether to take no further action, or prepare and implement a Plan, the Complaints Committee may consider:

- the nature and seriousness of the breach(es);
- the Respondent's submission in relation to the contravention;
- whether the Respondent has breached the Code of Conduct knowingly or carelessly;
- whether the Respondent has breached the Code of Conduct on previous occasions;
- likelihood or not of the Respondent committing further breaches of the Code of Conduct;
- personal circumstances at the time of conduct;
- need to protect the public through general deterrence and maintain public confidence in Local Government; and
- any other matters which may be regarded as contributing to or the conduct or mitigating its seriousness.

4.5. Plan Requirements

The Proposed Plan may include requirements for the Respondent to do one (1) or more of the following:

- engage in mediation;
- undertake counselling;
- undertake training;
- take other action the Complaints Committee considers appropriate (e.g. an apology).

The Proposed Plan should be designed to provide the Respondent with the opportunity and support to demonstrate the professional and ethical behaviour expected of elected representatives expressed in the Code of Conduct.

The Proposed Plan may also outline:

- the actions to be taken to address the behaviour(s);
- who is responsible for the actions;
- any assistance the Local Government will provide to assist achieve the intent of the Plan; and
- a reasonable timeframe for the Plan action(s) to be addressed by the Respondent.

Related Documents (Legislation/Local Law/Policy/Procedure/Delegation)

Local Government Act 1995

Local Government (Model Code of Conduct) Regulations 2021

Review History

Date	Council Resolution	Description of review/amendment
18/10/2023	RES: 171023	Adoption of Policy



Objective

The Shire of Koorda (**“the Shire”**) recognises that from time to time, members of the community may not be satisfied with Shire services, processes, or decisions. It is recognised that complaints can be an important tool to ensure accountability and promote continuous improvement.

This policy aims to;

- Provide guidelines for dealing with complaints received by the Shire from external persons,
- Assure the community that complaints may be made without fear of recrimination,
- Ensure that all complaints will be promptly dealt with, and will receive a response,
- Use complaints statistics to improve the effectiveness and efficiency of the Shire’s operations, and
- Ensure the Council and its employees are open and honest in its dealings with customers and where no action is proposed in response to the complaint, will provide the reasons why.

Policy

Scope

This policy applies to external complaints lodged against elected members and employees of the Shire.

Definitions

TERM	DEFINITION
Anonymous complaint	A complaint made without providing any identifying details of the sender.
Complainant	The person, organisation or their representative who has made the complaint.
Designated officer	The employee designated with the responsibility to investigate the complaint.
Receiving officer	The employee who received the complaint.

What is a complaint?

Complaints that will be dealt with under this policy include, but are not limited to, expressions of dissatisfaction regarding:

- decisions made by Council or employees,
- inappropriate behaviour of employees or elected members such as rudeness, discrimination, or harassment,
- the standard of works or services provided by Shire, and/or
- failure of Shire to comply with the Local Government Act 1995, Council policies, local laws and other laws administered by the Shire.

The following issues will not be regarded as complaints and will not be dealt with under this policy:

- requests for services,
- requests for information or explanations of policies and/or procedures,
- the lodging of a formal objection or appeal in accordance with the Local Government Act 1995 and other legislation or in accordance with Council policies or standard procedures,
- the lodging of a submission in response to an invitation for comment,
- asset maintenance related complaints/works requests – requests of this nature are to be lodged via the “Works Request” online form on the Shire’s website, and/or
- matters relating to alleged breaches of the Code of Conduct for Council Members, Committee Members and Candidates or Code of Conduct for employees – matters of this nature are to be lodged on the relevant complaint form available on the Shire’s website.

The CEO may cease review of a complaint if it:

- has previously been dealt with by the Shire,
- was lodged more than 12 months after the alleged action took place, except where a complaint alleges that an action more than 12 months previously may have caused the issue of current concern, or
- if another statutory authority could more effectively deal with the complaint, in which case an explanation will be provided along with the contact details of the appropriate organisation.

Making a complaint?

Any person or their representative may lodge a complaint.

Complaints will be accepted:

- in writing to Shire of Koorda, PO Box 20, Koorda WA 6475,
- in person at any Shire administration office, 10 Haig Street, Koorda WA 6475,
- online via the webform available at www.koorda.wa.gov.au
- by email to shire@koorda.wa.gov.au, or
- by telephone on 9684 1219.

If a verbal complaint alleges a criminal offence, corruption or other serious matter, the receiving officer is to advise the complainant that the matter must be submitted in writing.

Complaints regarding elected members, employees or Shire services are to be directed to the Chief Executive Officer (CEO). The CEO is responsible for investigation and administrative responses.

Where a complaint relates to the CEO, it is to be referred to, and dealt with by the Shire President.

Confidentiality

All complaints are treated confidentially, unless required by law or the complainant provides their permission to release information. There will be no adverse repercussions by the Shire for a complainant who, in good faith, chooses to make a complaint.

Anonymous complaints

The Shire accepts anonymous complaints, however, reserves the right to take no action except where the matter alleges a criminal offence, or poses a risk to public health or safety.

Complaint management

The following standard response times will be adhered to when dealing with complaints:

- Acknowledgement of receipt of the complaint is to be sent, in writing, within three working days.
- A formal response to the complainant will be given within 10 working days.
- Where a delay in response is expected, the complainant is to be notified prior to the expiry of the period above and provided with an estimated response timeframe. The complainant should be provided with status updates from time to time until the complaint is resolved.

When a complaint is received, the receiving officer will attempt to satisfy the complainant as soon as possible. If a resolution/response cannot be provided immediately, or on the same day, the receiving officer will issue to the complainant, a written acknowledgement of the complaint.

Complaints received will be investigated by the designated officer.

Complaint resolution

Where a complaint has been investigated and found to be justified, the designated officer will ensure that the remedy is carried out and will advise the complainant that the Shire has

substantiated the complaint and the specific action that has/will be taken by the Shire to respond to the circumstances of the complaint.

Where a complaint has been investigated and the complaint has not been substantiated, the designated officer will provide a formal response to the complainant outlining the reasons why no further action will be taken.

Complaints register

The CEO shall establish and maintain an appropriate record of all complaints. The record will provide the following:

- nature of each complaint
- services or facilities about which the complaints are made
- time taken to conclude complaint investigations
- outcomes
- trends
- other relevant information.

The designated receiving officer of any complaint shall be responsible for ensuring that all details pertaining to the complaint are recorded in the Shire's records management system.

Related Documents (Legislation/Local Law/Policy/Procedure/Delegation)

Shire of Koorda Customer Service Charter
Corruption, Crime and Misconduct Act 2003
Freedom of Information Act (WA) 1992
Local Government Act 1995
Public Interest Disclosure Act 2003
Public Sector Management Act 1994
State Administrative Tribunal Act 2004
State Records Act 2000

Review History

Date	Council Resolution	Description of review/amendment
17/04/2024	RES: 060424	Adoption of Policy

Conducting Electronic Meetings and Attendance by Electronic Means

Objective

To establish the Shire of Koorda's ("the **Shire's**") decision making framework enabling electronic attendance at in-person meetings and for the conduct of meetings by electronic means.

This policy is to be read in conjunction with the *Local Government Act 1995* ('the Act') and Regulations 14C, 14CA, 14D and 14E of the *Local Government (Administration) Regulations 1996*.

Policy

Definitions

TERM	DEFINITION
Electronic Means	The approved electronic requirements to access an in-person meeting or attend an electronic meeting, encompassing hardware and software requirements to enable instantaneous communication. The electronic means must be determined before the suitability of a location and equipment can be assessed as part of a request to attend electronically to an in-person meeting or to an electronic meeting.
Members	A council member and any other person appointed as a member of a committee under Section 5.10 of the Act.

Electronic Attendance at an In-Person Meeting

For efficiency and the avoidance of unnecessary inconvenience, Members are to submit requests for electronic attendance at the earliest opportunity, but in any case, requests must be received so that there is sufficient time for the request to be considered and the necessary technology and meeting protocols to be implemented.

A request for electronic attendance at an in-person meeting:

- Is to be provided to the President;
- Where the President is unavailable to approve a request, the request is to be considered by Council (the request is to be moved, seconded and approved);
- Where the President rejects a request, the requester may ask Council to re-consider the request; and
- The President may refer their own request to the Deputy President, or alternatively, may refer the request to Council for decision.

Note: for committees, a request for electronic attendance to an in-person committee meeting can only be approved by the President or Council (not the relevant committee). Similarly, a request for a committee to be held as an electronic meeting (outside of a declared emergency) must first be approved by Council.

Where a request **meets** the following criteria, approval will not be unreasonably withheld:

- The electronic means of instantaneous communication, and the location and equipment from which the Member seeks to attend the meeting, are determined as suitable for the Member to effectively engage in deliberations and communications throughout the meeting;
- The Member has made a declaration prior to the meeting, or that part of the meeting, that will be closed, that confidentially can be maintained. In the absence of such a declaration, the Member is prohibited from participation in the meeting, or that part of the meeting, that is closed; and
- The approval does not exceed prescribed limitations for the number of meetings attended by that Member by electronic means.

Records of requests and decisions about requests must be retained:

- Where the President makes the decision, the record is retained as a Local Government record (e.g. email communication) in accordance with the Local Government's Record Keeping Plan and protocols established by the CEO; and
- Where Council makes the decision, the decision must be recorded in the minutes.

The CEO shall ensure that necessary administrative and technological support is readily available to facilitate attendance by electronic means at any meeting, on the basis that approvals may be given at any reasonable time prior to commencement of the meeting by the President or during the meeting itself by Council for a Council meeting.

Conducting a Meeting by Electronic Means

Ordinary meetings will primarily be held as in-person meetings.

Where a declared public health or state of emergency, or associated directions, are in effect that prevent an in-person meeting being held, the President or the Council can approve a meeting to be held by electronic means:

- Meetings held by electronic means in these circumstances are not subject to, or included in, the prescribed limitation on the number of meetings held by electronic means.

Where it is otherwise considered expedient or necessary (and there is no declared emergency), the Council may resolve to authorise the meeting to be held by electronic means, subject to:

- The prescribed limitation is not exceeded on the number of electronic meetings allowed;
- The CEO has been consulted, before the electronic means by which the meeting is to be held is determined by the President or Council resolution;
- The decision has given due regard to whether the location from which each Member seeks to attend the meeting and the equipment each Member intends to use, are suitable to ensure each Member is able to effectively engage in deliberations and communications throughout the meeting; and
- Each Member has made a declaration prior to the meeting, or that part of the meeting, that is closed, that confidentially can be maintained. In the absence of such a declaration, a Member is prohibited from participation in the meeting, or that part of the meeting, that is closed.

Where a meeting is authorised to be held as an electronic meeting, the CEO must ensure details are:

- published on the Local Government's Official webpage;
- provided in the Notice of Meeting/Agenda; and
- broadly promoted to ensure community awareness, such as through social media, newsletters, on noticeboards, etc.

Participating in Meetings by Electronic Means

Presiding at Meeting

Where the President is approved to attend an in-person meeting by electronic means, the President may choose to defer to the Deputy President for the purpose of presiding at the meeting.

Conduct

Members are to be familiar with their Meeting Procedure/Standing Orders and Code of Conduct requirements, in particular, protecting confidential information and appropriate communication practices, when participating in a meeting by electronic means.

Meeting Procedures

Where provisions of a Meeting Procedures/Standing Orders are not applicable to an electronic meeting environment, the Presiding Member may need to consider modification or suspension of the inconsistent subject provisions.

External Parties Participating in Closed Meetings

Where external parties are invited to participate in a closed part of an electronic meeting (such as auditor attending an Audit Committee electronic meeting), before being approved to attend by a resolution of the meeting, they are to first confirm they have met the electronic means, location and equipment suitability requirements of this policy, including maintaining confidentiality.

Related Documents (Legislation/Local Law/Policy/Procedure/Delegation)

Local Government Act 1995

Local Government (Administration) Regulations 1996

Shire of Koorda Standing Orders Local Law 2018

Review History

Date	Council Resolution	Description of review/amendment
17/04/2024	RES: 060424	Adoption of Policy



Recommended for review.



Objective

To enforce the protection of the Shire of Koorda's ("the Shire's") Information Communication Technology and information assets from information security threats through the implementation of targeted security controls and best practice standards.

To outline the mandatory requirements to respond to a data breach at the Shire and to mitigate future breaches.

Policy

Definitions

TERM	DEFINITION
Data Breach	A data breach happens when personal information is accessed, disclosed without authorisation, or is lost. For example, when: • a USB or mobile phone that holds a individual's personal information is stolen • a database containing personal information is hacked • someone's personal information is sent to the wrong person.
ICT Resources	Electronic data exchange, via internal and external data networks, internet access, E-mail and any other electronic data transfer using Shire equipment and services.
Intangible ICT Asset	The Shire's intellectual property, typically data which is owned or held by the Shire and may have a value to others.
Personal Information	Personal information includes a broad range of information, or an opinion, that could identify an individual. What is personal information will vary, depending on whether a person can be identified or is reasonably identifiable in the circumstances.

Cyber Security

In order to protect ICT and information assets from attack by unauthorised parties ensuring that the confidentiality, integrity and availability of the Shire's information, the following policy has been adopted. The Shire will:

- Implement access controls over all systems and networks to prevent unauthorised access to Shire's ICT and information assets;
- Undertake regular information security audits and testing in order to prevent and allow remediation of
 - The potential for illegal access by unauthorised parties;
 - Loss or compromise of Shire owned ICT and information assets;
 - Potential disruption of the Shire's business activities;
- Proactively maintain systems in a secure state in response to evolving threats to the organisation;
- Monitor and report on suspected and attempted breaches and remedies applied;
- Source insurance cover to protect against any threats;
- Develop and Maintain Management Practices as required to provide direction to Council and the Shire's officers regarding the implementation of this policy in the workplace.

Data Breach

In alignment with State Government reforms regarding personal privacy protections and the accountability of information sharing, this policy seeks to formalise the Shire's commitment to the secure handling of personal information it collects and provide clear direction as to the actions that will be taken in the unlikely event of a data breach occurring.

The Privacy Amendment (Notifiable Data Breaches) Act 2017 established a Notifiable Data Breaches scheme in Australia which requires organisations covered by the *Australian Privacy Act 1988* (the Act) to notify any individuals likely to be at risk of serious harm by a data breach.

As required by the Act, This Data Breach Response Policy and Procedure outlines definitions, sets out the procedure and clear lines of authority for Shire staff in the event that the Shire experiences a data breach, or suspects that a data breach has occurred.

Not all data breaches require notification. The Notifiable Data Breaches (NDB) scheme only requires organisations to notify when there is a data breach that is likely to result in serious harm to any individual to whom the information relates.

Data Breach Response (DBR) Team

The following roles make up the Data Breach Response Team:

- Chief Executive Officer
- Deputy Chief Executive Officer
- Payroll/Governance Officer
- IT Consultants (as required)

Data Breach Procedure

If any Shire staff member suspects or becomes aware of a data breach, this procedure activated and should be followed.

- **Step 1: Contain Data Breach and complete preliminary ASSESSMENT**

The first step is to contain the data breach and complete the preliminary assessment;

- The DBR Team is notified immediately of a suspected data breach when known and the reporting person provides updates as requested.
- DBR Team takes responsibility for the successful containment of the data breach by the IT Consultants.
- DBR Team takes responsibility for preliminary assessment process and ensures information is clearly documented and evidence is preserved:
 - the date, time, duration and location of the breach,
 - the type of personal information involved in the breach,
 - how the breach was discovered and by whom,
 - the cause and extent of the breach,
 - a list of affected individuals, or possible affected individuals,
 - the risk of serious harm to the affected individuals, and
 - other risks to the Shire.
- A DBR Team meeting is convened (regardless of outcome of preliminary assessment).

- **Step 2: EVALUATION of a suspected Data Breach**

The second step is to evaluate the suspected data breach based on the information and evidence available;

- Results of the preliminary assessment are reported to the DBR Team at the meeting that is minuted.
- DBR Team review the information and evidence presented. In principle, if the;
 - data breach is confirmed to have taken place,
 - there is unauthorised access to or unauthorised disclosure of personal information, or a loss of personal information, that the Shire holds,
 - this is likely to result in serious harm to one or more individuals, and
 - the Shire hasn't been able to prevent the likely risk of serious harm with remedial action.

(Then the Data Breach is confirmed, and Steps 3 & 4 of this procedure should be completed).

Further information on determining data breaches is available on the [Office of the Australian Information Commissioner website](#).

- DBR Team assesses risks and priorities,
- keep appropriate records of the suspected breach and actions of the DBR Team, including steps taken to rectify the situation and the decisions made.

- **Step 3: NOTIFICATION of a confirmed Data Breach**

The third step is the notification of affected individuals and government agencies;

- Confirm the notification list;
 - Individuals affected,
 - Shire of Koorda stakeholders (IT Consultants, Executive Management Team, Elected Members)
 - Office of the Australian Information Commissioner
 - Shire Insurers
 - WALGA
 - WA Police
 - Other organisations as required
- Draft and agree to the notification messages.
- Send the notification messages through most appropriate medium (letter, email, etc).

- **Step 4: Lessons Learnt/Future Data Breach PREVENTION**

The last step is to prevent further data breaches;

- Fully investigate the cause of the breach.
- Take action to ensure further data breaches do not occur;
 - update security and response plan if necessary,
 - make appropriate changes to policies and procedures if necessary,
 - revise staff training practices if necessary,
 - consider the option of an audit to ensure necessary outcomes are affected.
- Report outcomes and recommendations to Shire of Koorda stakeholders (IT Consultants, Executive Management Team, Elected Members)

- **Record Keeping**

Records should be maintained throughout the Data Breach Response process including responses from individuals and organisations that were notified.

Related Documents (Legislation/Local Law/Policy/Procedure/Delegation)

ISO 27001 Specification for Information Security Management Systems
Privacy Act 1998

Review History

Date	Council Resolution	Description of review/amendment
24/03/2025	RES: 040325	V1.0 Adoption of Policy. Introduced new policy as part of Audit Recommendations and as required as part of introduction of the Privacy and Responsible Information Sharing Bill 2024 (PRIS).



Objective

- To ensure with regular reviews that policies remain up to date and relevant and that new policies or changes to existing policies are correctly recorded and approved.
- To enable the effective and efficient management of Council resources, and to assist staff and Council to achieve an equitable decision-making process.
- To enable the community to be aware of the reasoning behind administrative and Council decisions; and to be familiar with the philosophy behind individual decisions.

Policy

Definitions

TERM	DEFINITION
Policy	A principle or value which represents Council's view on a matter and determines the way in which a matter is dealt with. Policies will generally only be developed if they will further the achievement of the Shire's strategic goals or contribute to the fulfilment of mandatory obligations. They are intended to give guidance to staff on what is permissible when dealing with certain matters. They guide the discretionary part of Council's decision making and form an essential step in the delegation of the Shire's powers and duties.
Management Practice	A series of actions conducted in a certain order or manner to perform a task. Management practices represent the strategies and actions by which a policy is implemented and may detail the steps and processes to be observed by staff. Management practices are a function of management and are subject to review at any time according to circumstances, to ensure that policies are being implemented in a correct, efficient and effective manner.

Policy Manual overview

Users should be mindful of the fact that, in simple terms:

- Policy provides what can be done;
- Procedures provide for how to do it;
- Delegation provides for who can do it.

It is important to note that the Shire's adopted policies have been made to facilitate:

- Consistency and equity in decision making;
- Promptness in responding to customer needs; and
- Operational efficiency.

Policies are determined by Council and may be amended or waived according to circumstances.

This power is conveyed to Council in section 2.7(2)(b) of the *Local Government Act 1995*. Policies cannot be made in relation to those powers and duties given directly to the CEO by the Act.

The objectives of the Council's Policy Manual are:

- to provide Council with a formal written record of all policy decisions;

- to provide the staff with clear direction to enable them to respond to issues and act in accordance with Council's general direction;
- to enable Councillors to adequately handle enquiries from electors without undue reference to the staff or the Shire;
- 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 electors to obtain immediate advice on matters of Council Policy.
- Policies are to relate to issues of an on-going nature; policy decisions on single issues are not to be recorded in the manual.

Policies should not be confused with management practices or operational procedures, which are determined by the CEO, as a mechanism for good management, and implementation of council policies.

Policy Manual Changes

Policies should be developed, reviewed or amended to ensure community expectations, current trends and circumstances have been considered.

At a minimum, Council will conduct a complete review of all policies at least every two years. It is suggested the review takes places in the March, following each October election year.

A copy of the Policy Manual, together with details of variations as they occur, shall be distributed to all Councillors and appropriate staff. The manuals are to remain the property of the Shire.

Changes to Council Policy shall be made only on;

- The outcome of the scheduled review; or
- An agenda item clearly setting out details of the proposed amendment.

Related Documents (Legislation/Local Law/Policy/Procedure/Delegation)

Local Government Act 1995, s2.7(2)(b)

Review History

Review Due: March 2024

Date	Council Resolution	Description of review/amendment
28/06/2023	RES: 120623	V1.0. Policy amended to include further back ground and definition between policies, procedures and delegations.
Former Policy: A15 Policy Change and Review		
19/07/2000		Adoption of Policy (A15)
15/06/2011	RES: 110611	Amended
19/03/2016	RES: 130314	Amended

Recommended for review.



Objective

This policy outlines the Shire of Koorda's ("the Shire's") principles and commitments for information management and data governance.

It defines the roles and responsibilities to ensure compliance with the State Records Act 2000 ("Act") and alignment with the Shire of Koorda's Recordkeeping Plan ("RKP").

The Shire is committed to modern, integrated and automated recording keeping practices that support transparency, continuity of service, legislative compliance and effective decision making.

Policy

This policy applies to all records created, received or maintained in the course of Shire business by Elected Members, Employees and third-party service providers acting on behalf of the Shire.

Definitions

TERM	DEFINITION
Business Systems	The organised collections of hardware, software, supplies, policies, procedures and people, which store, process and provide access to data and information.
Data	Raw information that can be used to create meaningful insights, reference or analysis.
Employee	Any person who works for the shire, including those directly employed by the shire, contractors and agency staff. This definition covers all individuals who are responsible for creating, managing, and maintaining records in accordance with the State Records Act 2000.
General Disposal Authority (GDA) for Local Government	Outlines the length of time different categories of local government records be held and the recommended disposal action.
General Disposal Authority (GDA) for Source Records	Enables the Shire to legally destroy source records that have been successfully digitised in accordance with the Digitisation Specification from the State Records Office of Western Australia.
Record	Information or a document that relates to; • Business processes, transactions, or decisions, and • Supports planning or decision making, has historical value or can be used as evidence. A record can exist as: • A Digital Record • A Physical Record • An Artefact.
Record - Digital	A record that exists in and is only accessible through technological means. Digital records must be protected through digital security access controls and comprise of all versions and drafts for auditing purposes. Examples of digital records include: • Digital correspondence such as emails and instant messages

	• Videos, images and pictorial files • Audio files • Database records • Electronic documentation • Physical records that have undergone digitisation.
Record - Physical	A record that exists physically but can undergo digitisation to become a digital record. Examples of physical records include: • Physical documents (mail, correspondence, applications) • Drawings, pictorial or graphic works; and • Maps, plans, diagrams or graphs.
Record - Artefact	A physical record which cannot be digitised as the process will impact the records integrity and authenticity. Examples of artefacts include: • Paintings, artwork, sculptures • Significant historical photographs and maps • Records which have the Shire's seal affixed; and • Any physical object that meets the definition of a record but cannot be digitised.
Record Keeping	Creating and maintaining complete, accurate and reliable evidence of business transactions in the form of recorded information.
Record Keeping Plan (RKP)	Governs how government records are created, maintained, destroyed or permanently preserved as State archives.
Records Management Systems	The business systems which capture, maintain and provide access to records in accordance with the State Records Act 2000.
State Records Commission	An independent body established under the State Records Act 2000 to: monitor the operation of, and compliance with, the Act and the government agencies Recordkeeping Plan; inquire into breaches or potential breaches of the Act; and report to Parliament.

Record Creation and Capture

The Shire recognises records as vital assets. All individuals covered by this policy must ensure that complete, accurate and reliable records are created and captured in approved systems to support accountability and informed decision making.

Recordkeeping Systems

The Shire maintains both physical and electronic record systems, with Altus ECM as its primary electronic content management system. Ongoing digitisation of physical records reflects the Shire's commitment to a modern and efficient record keeping environment.

All high-risk or high-value information assets should be identified in an Information Asset Register (IAR), which should be maintained to support government, investment decisions and compliance.

All physical records should be digitised and meet prescribed standards. Digitised records are treated as the official version upon conversion. Officers are authorised to dispose of source records in accordance with the General Disposal Authority for Source Records.

Access to and Sharing of Information and Records

Internal

Records are corporate resources and must be accessed and used in line with the Shire's policies and Code of Conducts. Elected Member access is governed by Section 5.92 of the *Local Government Act 1995* and requires CEO determination where relevance must be demonstrated.

External

Public access to information is governed by the *Freedom of Information Act 1992*. Applications and requests are managed by the Governance Officer, and compliance applies to all records regardless of storage location (eg; email folders, shared/personal drives).

Privacy and Responsible Information Sharing (PRIS)

The Shire acknowledged the forthcoming *Privacy and Responsible Information Sharing Act* and commits to developing policies that support privacy protection, secure data handling and responsible information sharing across all functions.

Retention, Disposal and Destruction

The retention and disposal of records must comply with the applicable General Disposal Authority (GDA) and be executed by authorised officers, including the CEO, Deputy CEO, following recommendation from the Records or Governance Officer.

Communication and Training

The Shire shall ensure all employees receive induction and ongoing training in records management, including use of the ECM system and data governance protocols. The Executive Management Team is responsible for promoting awareness of this policy and ensuring compliance at all organisation levels.

Training/responsibilities for Elected Members should be included in their induction manual.

Roles and Responsibilities

Role	Responsibility
Chief Executive Officer (CEO)	Ensure that compliant records management systems and processes are in place, consistent with the Act, this policy and the Shire's RKP.
Executive Management Team	Oversee employee induction and ensure records under their direction are captured and maintained appropriately.
Employees and Contractors	Create, retain and record business information in accordance with statutory requirements and Shire policy.
Elected Members	Maintain records of communications and transactions relevant to their duties. Forward all such records to the Governance Officer for appropriate capture.

In accordance with the State Records Commission, records of Elected Members must be retained when they relate to Council accountability or the discharge of official functions, irrespective of format or origin.

The State Government's guidance advice for [Local Government Elected Members' Records Management](#) should be referred to for further clarification.

Related Documents (Legislation/Local Law/Policy/Procedure/Delegation)

State Records Act 2000

Local Government Act 1995

Freedom of Information Act 1992

Evidence Act 1906

Electronic Transactions Act 2011

Privacy Act 1988

General Retention and Disposal Authority for Local Government Information

General Disposal Authority for Source Records

Shire of Koorda Record Keeping Plan

Shire of Koorda Employee Code of Conduct

Shire of Koorda Code of Conduct for council members, committee members and candidates

[Local Government Elected Members' Records Guidance: Records Management Advice](#)

Review History

Date	Council Resolution	Description of review/amendment
18/06/2025	RES: 040625	V1.0. Policy re-written.
Former Policy No: A2 Record Keeping		
20/02/2008	107.1.6-2008	Adoption of Policy (A2)
21/04/2010	RES: 110410	Policy Amended



Objective

To ensure that appropriate internal controls are implemented in order to:

1. Fulfil the Shire of Koorda's ("the Shire's") statutory obligations under the:
 - Local Government Act 1995;
 - Financial Management Act 2006;
 - Local Government (Audit) Regulations 1996;
 - Local Government (Miscellaneous Provisions) Act 1960;
 - Local Government (Financial Management) Regulations 1996; and
 - Planning and Development Act 2005, sections 214(2), (3) and (5).
2. Ensure that the Shire's activities are conducted in an efficient, compliant, transparent, and an effective risk management manner that is compliant with its policies and procedures; and
3. Ensure that the Shire's assets are safe from loss due to fraud and/or mismanagement.

Policy

Scope

This policy is intended to provide clear direction to all Members, Executive Managers, and Employees to ensure that the Shire is effectively managed and that its resources are not misused or misappropriated.

Definitions

TERM	DEFINITION
Act	<i>Local Government Act 1995.</i>
CEO	Chief Executive Officer.
Council	The local government, responsible for making decisions in formal meetings held under the auspices of Part 5 of the <i>Local Government Act 1995</i> and under the <i>Shire's Standing Orders Local Law 2018</i> .
Detective Controls	An accounting term that refers to a type of internal control intended to find problems within the Shire's processes.
Employees	Employees, contractors, and volunteers of the Shire as per the Work Health and Safety legislation (WHS) and regulations.
Executive Management Team (EMT)	CEO, Deputy CEO and Works Supervisor.
Internal Control	Broadly defined as a process supported by the Shire's policies, procedures and practices which collectively provide a reasonable assurance regarding the achievement of objectives in the following categories: • Effectiveness and efficiency of operations; • Reliability and accuracy of financial data; • Compliance with policies, procedures, legislation and regulations. It recognises that a 'system' of internal control extends far beyond those matters which relate solely to the financial matters of the Shire.

ISP Documents	Integrated Strategic Planning documents are a combination of the Shire's: • Strategic Resourcing Plan (incorporating the Asset Management Plan and Long-Term Financial Plan); • Integrated Strategic Plan (incorporating the Strategic Community Plan and Corporate Business Plan); and the • Workforce Plan.
LGIS	Local Government Insurance Scheme.
Member	In relation to a council or committee, a Council member in the Act; Elected Member; or Councillor; or a member of the committee.
Preventative Action	A system to eliminate any cause(s) that would create a potential hazard or undesirable situation. Changes can be made or implemented to address an issue, hazard, or weakness in a system. Preventive action can also include ways to improve an organization's workflow or situation.
Preventative Controls	Attempt to prevent or deter undesirable acts from occurring. They are proactive controls, designed to prevent a loss, error, or omission.
Regulations	<i>Local Government (Administration) Regulations 1996</i> <i>Local Government (Financial Management) Regulations 1996</i>
Shire	The Shire of Koorda.
Shire President	A President elected by the Council from amongst the Councillors.

Policy Statement

The purpose of internal control is to provide assurance that the internal risks faced by the Shire are minimised or contained to acceptable levels in accordance with the Risk Tables contained within the Shire's Risk Management Strategy.

Council ensures that the CEO is delegated responsibility for the day-to-day operation and financial management of the Shire.

The CEO ensures that appropriate and efficient internal controls are in place covering:

- Staffing and segregation of duties;
- Information technology;
- Documented procedures and processes covering the recording, reporting and authorisation of transactions;
- Monitoring performance and adherence; and
- Legislative activities.

Key Focus Areas

A comprehensive and appropriate system of internal control will include policies and procedures that provide a framework that ensures:

- Strategic Plan objectives are monitored and reported in an efficient and orderly manner;
- Reporting information is accurate and reliable to facilitate sound decision making;
- Policies and procedures are followed;
- Compliance with the relevant legislation and regulations applicable to Local Government;
- Assets are secured and protected from unauthorised use;
- Records are complete, accurate, secure and reliable; and
- Risks are identified, assessed and mitigated where possible.

Internal Control

Effective Internal Control is achieved through the following steps:

- **Establishing an Appropriate Control Environment**

It is the responsibility of all Members and Employees to comply with the Internal Control Policy, practices and procedures.

Members and Employees will value and be aware of the importance of internal control practices and organisational structure through:

- The existence and compliance with the Codes of Conduct;
- Adherence to the Values documented in the Strategic Community Plan;
- Members and Employees being appropriately trained to effectively perform their role; and
- Defined use of information technology as detailed in contracts, induction manuals, and/or the Code of Conduct.

- **Assessments of Risks**

The Shire shall follow a pro-active risk management approach that includes regular review and identification of the risks that exist within the Shire's activities in accordance with the Shire's Risk Management Policy and Strategy.

- **Implementation of Control activities**

Control activities may include:

- Preventative control measures such as training programs, improvement of and thorough review of contract conditions; regular review of policies and procedures, and security to avoid undesirable events from occurring;
- Detective control measures such as audits, review, and reconciliation processes to detect and subsequently correct undesirable events that have already occurred; and
- Directive processes such as Business Continuity and Disaster Recovery Plans, insurance, education, and disciplinary procedures to encourage continuity and mitigation of risk.

- **Monitoring and Review Activities**

Management systems and internal activities need to be monitored to assess the quality of their performance over time. This may include:

- An internal audit program that reviews and monitors the Shire's activities;
- A Risk Register that is monitored with risks having a rating of catastrophic or major being reviewed on a regular basis to ensure that relevant treatment plans are implemented and work effectively;
- Regular monitoring of the objectives and activities contained within the Shire's ISP documents, to ensure desired outcomes are being achieved;
- Risk Management reviews undertaken regularly by the EMT or LGIS; and
- Completion of an annual Compliance Audit Return.

Outcomes

The following measures can be used as indicators to determine if the operating internal control environment is functioning successfully:

- Equitable, efficient and effective use of resources (people, equipment and funds);
- Minimise discrepancies, anomalies and irregularities, or prompt detection and correction if they occur;
- Assets are used only for authorised purposes and are not subject to improper removal or sale;
- All financial and non-financial data, records, databases and other material are complete and accurate, protected from loss or damage and capable of being readily accessed to continue the smooth operation of the Shire's business; and
- The nature and impact of inherent and residual risks have been identified, assessed and contained to an acceptable level.

Roles and Responsibilities

- **Council**

Council is responsible for the Internal Control Policy.

- **Chief Executive Officer (CEO)**

The CEO is accountable to Council for the development and implementation of appropriate systems to achieve accountability and integrity, to provide support for the development and implementation of appropriate systems and to report to the Council on internal control effectiveness.

The CEO is expected to promote a best practice approach in support of effective business practices and properly functioning controls.

- **Employees**

Employees are responsible for conducting their duties in accordance with internal control policies, procedures and practices of the Shire. They are also responsible for reporting to Management instances where they consider that internal control procedures are inadequate or are not being met.

Related Documents (Legislation/Local Law/Policy/Procedure/Delegation)

Local Government Act 1995

Local Government (Financial Management) Regulations 1996

Local Government (Audit) Regulations 1996

Financial Management Act 2006

Records Management Act 2000

Shire of Koorda "G - Risk Management Policy"

Shire of Koorda Risk Management Framework

Shire of Koorda Code of Conducts

Review History

Date	Council Resolution	Description of review/amendment
17/04/2024	RES: 060424	Adoption of Policy

Recommended for review.



Objective

To provide guidance to the Shire of Koorda (“**the Shire**”) for the collection, storage and use of personal information.

Policy

Scope

This policy applies to all Employees and Elected Members of the Shire.

Definitions

TERM	DEFINITION
Personal Information	Information or an opinion, whether true or not, whose identity is apparent or can reasonably be ascertained from the information or opinion.
Business Purposes	For purposes associated with the day to day business of the Shire of Koorda.

Use of Personal Information

Any personal information collected by the Shire will only be used for the purpose for which it has been collected, or for a purpose you would reasonably expect in carrying out the Shire’s activities and functions, including:

- To maintain the assessment record (rates) and other records of local government nature;
- To provide you with information about the Shire’s services and facilities;
- To determine and provide appropriate services and facilities;
- To administer and manage processes such as applications for permits, animal ownership, billing and collection of levies and charges, and development proposals.

Protection of Personal Information

The Shire will take reasonable steps to ensure that your personal information is not disclosed to third parties except in the following circumstances:

- To undertake market research for the Shire in which case the supplier is prohibited from using your personal information except to provide these services to the Shire of Koorda.
- If, on an application by a person for information under the Freedom of Information Act 1992, the Shire (or the Western Australian Information Commissioner on appeal), adjudges that disclosure of that personal information would on balance be in the public interest.
- As requested by a court order.
- As otherwise required or authorised by law.
- In order to complete the purpose or function for which the information was provided, which includes when submissions are provided as part of a report (or an attachment to a report) that is presented to Council for decision.
- For collecting monies owed to the Shire.
- In the recovering of outstanding library materials or monies, through a contracted debt collection agency.
- For property enquiries subject to the conditions set out in this policy.
- The release of rates record or electoral information in accordance with sections 5.94(m)(s) of the Local Government Act 1995, but subject to the restrictions in 5.95(8) of that Act relating to silent electors and the conditions in r29B of the Local Government (Administration) Regulations 1996 including that a statutory declaration or otherwise, satisfies that the information will not be used for a commercial purpose.
- Otherwise, only with the consent, express or implied, of the customer or stakeholder.

Access to your own Personal Information

A person's right to access their own personal information held by a local government is dealt with by the Freedom of Information Act 1992. The Shire may deal with requests for access to people's own information, where the request is limited and specific in scope.

For example, a request for building permits issued in relation to a property owned by the applicant. The Shire reserves the right to charge a reasonable fee for the costs associated with providing such information.

Property Enquiries

Property information will generally only be provided to the current owner of a property with adequate proof of identity. Property information may be provided to an agent where written authorisation from the current owner is provided. Property information will not be provided to prospective purchasers or their agents unless an electronic advice of sale (EAS) is provided to the Shire via Landgate and that sale requires property information to satisfy a condition.

Related Documents (Legislation/Local Law/Policy/Procedure/Delegation)

Local Government Act 1995

Freedom of Information Act 1992

Public Interest Disclosure Act 2003

Review History

Date	Council Resolution	Description of review/amendment
24/03/2025	RES: 040325	V1.0. Adoption of Policy following introduction of PRIS.

Recommended for review.



Shire of Koorda Dress Code for Australian Citizenship Ceremonies

Objective

This Policy outlines the Shire of Koorda's dress code expectations for conferees and guests attending Shire of Koorda Australian Citizenship Ceremonies.

Policy

Citizenship Ceremonies are an important event where conferees publicly declare their commitment to Australia.

Therefore, it is expected that the Councillors and staff will dress in formal or smart casual attire.

It is also recommended that conferees and their guests are dressed in formal or smart casual clothing to reflect the significance of the ceremony.

National or traditional costume is also acceptable.

Related Documents (Legislation/Local Law/Policy/Procedure/Delegation)

Australian Citizenship Act 2007

Australian Citizenship Regulation 2016

Australian Citizenship Ceremonies Code

Review History

Review Due: March 2024

Date	Council Resolution	Description of review/amendment
28/06/2023	RES: 120623	V1.0. Re-branded with major policy review and update.
18/03/2020	RES: 090320	Adoption of Policy

Use of the Shire of Koorda Common Seal/Executing of Legal Documents

Objective

To satisfy the legal requirements regarding the execution and validation of documents and Contracts in accordance with section (s.) 9.49A and 9.49B of the *Local Government Act 1995*.

Policy

The Shire President (**President**) and Chief Executive Officer (**CEO**) are authorised to sign and/or affix the common seal to the following documents, where such documents result from the following transactions:

- Where land is disposed of pursuant to s. 3.58 of the Local Government Act 1995 (as amended);
- Where land is acquired pursuant to s. 3.55 and s. 3.59 of the Local Government Act 1995 (as amended);
- In respect of leases of land and licence to occupy municipal property where approved by Council;
- In respect of leases for the purchase of plant and equipment approved by Council;
- In respect of borrowings approved by Council;
- In respect of easements and legal agreements over land for the purpose of drainage or conditions arising from subdivision of land and planning approvals;
- In respect of withdrawal of caveats and surrender of easements where the CEO considers that Council's interests have been satisfied;
- In respect of contracts of employment approved by Council;
- In respect of documents of a ceremonial nature, where the affixing of the common seal is for prosperity and not a legal requirement;
- In respect of agreements required for funding of Council works and services considered with the resolution of Council or requiring renewal of the agreement for funding currently provided;
- In respect of the adoption of local laws; and
- Any document stating that the common seal of the Shire is to be affixed.

In relation to the above, in the absence of the President and/or CEO, as the case may be, the Deputy President and the Acting or Deputy CEO are authorised to affix the common seal.

The procedure to be adopted for the use of the common seal is as follows:

- The CEO is responsible for the security and proper use of the common seal.
- The common seal is not to be affixed to any documents except as authorised by Council.
- The common seal is to be affixed to a document in the presence of:
 - The Shire President, or in his/her absence, the Deputy President; and
 - The CEO or Acting/Deputy CEO, as the case may be;
- Each of whom is to sign the document to attest that the common seal was so affixed.
- Details of all transactions where the common seal has been affixed must be recorded in a register kept by the CEO.
- The register is to record:
 - The date on which the common seal was affixed;
 - The nature of the document; and
 - The parties to any agreement to which the common seal was affixed.

The wording to accompany the application of the common seal to be as follows:

- "The common seal of the Shire of Koorda was hereto affixed by the Authority of Council."; or
- "The common seal of the Shire of Koorda was affixed by authority of a resolution of Council in the presence of the Shire President and the Chief Executive Officer."

Authority is provided to the CEO or the person acting in the position of CEO to sign contracts, deeds and other documents that do not require the affixing of the common seal.

Related Documents (Legislation/Local Law/Policy/Procedure/Delegation)

Local Government Act 1995, s9.49A and s9.49B

Review History

Review Due: March 2024

Date	Council Resolution	Description of review/amendment
28/06/2023	RES: 120623	V1.0. Re-branded with major policy review and update.
22/06/2021	RES: 020621	Adoption of Policy



Property, Planning & Land

Fencing Contributions - Shire Owned Properties

Objective

This policy applies to fencing between property owned by the Shire of Koorda (**“the Shire”**) and adjoining property.

To provide for the processes in dealing with fencing between property owned by the Shire and adjoining properties.

Policy

The Shire may contribute to the cost of a dividing fence between its freehold property and an adjoining property. The Shire will not contribute to the cost of a dividing fence between Crown land managed by the Shire and adjoining property.

The Shire will not contribute towards the cost of a fence where private property abuts a:

- Road, road reserve, laneway, right of way or walkway,
- Drainage reserve,
- Natural reserve or tree reserve, or
- Public park or reserve, including ovals.

The Shire will not contribute to the cost of gates installed in a fence.

The Shire contribution will be limited to 50% of the cost of erecting an original fence or replacing a deteriorated existing dividing fence, with a like for like principle to apply.

A request from an owner for the Shire to share in the cost of erecting an original fence or replacing a deteriorated existing dividing fence must be made in writing by the owner setting out:

- The reason for the request;
- The total length of the proposed new fence that adjoins Shire property;
- The material(s) to be used in the making of the fence together with - if other than a standard material dividing fence - brochures or a sketch detailing the height, design, materials proposed and a quotation (or estimated cost) of the portion adjoining Shire property.

Note: Dividing fences or walls acting as dividing fences made from materials other than standard fence materials such as ‘HardiFence®’, ‘Colorbond®’, timber picket may require development approval.

Where the Shire and the owner agree on the terms of the agreement, it shall be documented and signed by both parties. The agreement is to include the type of fence, the cost sharing arrangements and which party will arrange the erection.

Where it has been agreed that the Shire will arrange the fence erection, the Shire will follow the Shire’s “F - Purchasing Policy.” The adjoining owner’s contribution will be required to be paid to the Shire prior to accepting the most suitable quotation, the Shire not being obligated to accept the lowest quotation.

Where it has been agreed that the owner will arrange the fence erection, the Shire’s contribution is subject to the Shire having agreed to a quotation obtained by the owner - or the owner’s selection if more than one quotation. The Shire is required to pay the owner within 14 days of the Shire being satisfied the new fence has been installed to an acceptable standard and is in accordance with the Residential Design Codes.

In cases of financial hardship or where the adjoining owner is the holder of a Pensioner Concession Card, the Shire may agree to erect or replace a fence and have the owner's share of the cost paid by instalments.

The Shire will not contribute to the cost of a dividing fence between property owned as freehold by the Shire and adjoining property if a new or existing development proposes a change in fencing material and the fence was in an acceptable and functional condition prior to any works on the site.

Related Documents (Legislation/Local Law/Policy/Procedure/Delegation)

Dividing Fences Act 1954

Residential Design Codes (R-Codes)

Review History

Date	Council Resolution	Description of review/amendment
24/03/2025	RES: 040325	V1.0. Adoption of new policy as per Council Resolution: 230225.



Works and Assets

Access Road Construction and Road Reserve Closure

Objective

To establish a clear and consistent process for the Shire of Koorda (“**the Shire**”) to:

- Assess and manage requests for the construction of new access roads on unconstructed road reserves; and
- Consider the closure of unused or unnecessary road reserves.

This policy aims to ensure decisions are made in accordance with legislative requirements, support fair land use outcomes, and protect the Shire’s financial and operational resources.

Policy

Road Construction Requests

The Shire acknowledges that some properties may not have constructed road access and that landowners may request the Shire to construct access roads. This policy provides a consistent decision-making framework to manage such requests, ensuring fair treatment, financial sustainability, and minimal environmental and community impact.

The Shire has no legal obligation to construct roads on unconstructed road reserves.

The construction of new roads will be considered on a case-by-case basis, subject to this policy and the discretion of Council.

Eligibility

A request may be considered where:

- The property adjoins a gazetted but unconstructed road reserve.
- The purpose of the road is to provide legal and physical access to a bona fide lot not currently served by a constructed public road.
- There is no alternative reasonable access arrangement (e.g. via an adjoining lot under the same ownership).

Requirements of the Applicant

If Council supports the request in principle, the applicant must:

- Enter into a formal written agreement with the Shire covering all terms of the road construction.
- Pay all costs associated with the planning, approval, construction, and naming of the road, including but not limited to:
 - Survey and design
 - Environmental and flora/fauna clearances
 - Construction to the Shire’s minimum specifications
 - Fencing along the newly constructed boundary
 - Administrative fees and road naming
- Coordinate and manage the construction to Shire-approved standards under the supervision or inspection of the Shire’s Works Supervisor.
- Install a gate (if required) to the specifications of the Shire and comply with the *Local Government (Uniform Local Provisions) Regulations 1996*.
- Accept responsibility for the ongoing maintenance of the road and gate, where access is primarily private in nature (e.g. dead-end roads serving a single property).
- Obtain written consent from the owners of all properties directly adjoining the proposed road reserve confirming their support for the construction.

Assessment Criteria

Each application will be assessed based on:

- The extent of community benefit and future public utility of the proposed road.
- Environmental impacts, including vegetation clearance requirements.
- Financial implications for the Shire and its long-term asset management responsibilities.
- Alignment with strategic planning priorities and future land use plans.

Planning Considerations

- Council may require that any future subdivision or sale of land be conditional upon demonstrated constructed road access.
- This aligns with the broader principles applied by other local governments, such as the requirement for “legal and constructed access” before approving development or subdivision applications.

Closure of Unused Road Reserves

The Shire may consider closure of a road reserve where:

- The reserve is unconstructed and not required for current or future access.
- No lawful access to any property would be compromised.
- Closure is supported by adjoining landowners and relevant agencies.
- The closure aligns with Shire strategic and asset management objectives.

Pre-Closure Considerations

Prior to proposing a closure, the below should be assessed:

- Emergency or utility access needs.
- Impact on access to crown land, nature reserves or heritage areas.
- Potential to repurpose the reserve for public or environmental use.

Process for Road Closure

1. Road Closure Initiated: Council wish to start the process or a request is received.
2. Council Resolution: Council must formally resolve to consider the closure.
3. Public Notice: The proposed closure must be advertised in a newspaper circulating in the district, giving a period of notice to provide submissions. The submission period must be at least 35 days after the notice was publicised in the local newspaper. (Additional public notice can be published on the Shire’s Website, Facebook Page or Notice Board).
4. Agency Referrals: Notification should be sent to relevant agencies, including, but not limited to:
 - Landgate
 - WA Planning Commission (WAPC)
 - Department of Planning, Lands and Heritage (DPLH)
 - Department of Water and Environmental Regulation (DWER)
 - Department of Primary Industries and Regional Development (DPIRD)
 - Environmental Protection Authority (EPA)
 - Main Roads WA (MRWA)
 - Water Corporation
 - Western Power
 - Telstra
 - Public Transport Authority (PTA)
 - Department of Energy, Mines, Industry Regulation and Safety (DMIRS)
5. Affected Landholder Referrals: Notice should also be sent to adjacent or nearby landowners.
6. Council Consideration: Council reviews all submissions and resolves whether to proceed.

7. Submission to Minister: If endorsed, a formal request is sent to the Minister for Lands with all supporting documentation (plans of road to be closed, copies of advice to service agencies, copy of Council Minutes, copies of any submissions, any other relevant information).
8. Ministerial Decision: The Minister determine the outcome. If approved, the land may be amalgamated or disposed of. (Landgate to determine sale of closed unused road reserve).

If the road closure is not initiated by Council, any associated costs for the closure request should be met by the applicant.

Related Documents (Legislation/Local Law/Policy/Procedure/Delegation)

Land Administration Act 1997

Planning and Development Act 2005

Local Government (Uniform Local Provisions) Regulations 1996

Review History

Date	Council Resolution	Description of review/amendment
18/06/2025	RES: 040625	V1.0. Creation of new policy for future requests for construction of access roads as per RES: 151024. Addition of policy for closing unused road reserves.



Objective

The policy provides the framework for the sustainable management of the Shire of Koorda's ("the Shire's") asset portfolio and assisting the Shire in compliance with the provisions of the State Government's Integrated Planning and Reporting framework by having and integrated approach to planning for the future.

Policy

This Policy is intended to provide clear direction on the Shire's expectations for the sustainable management of its assets and applies to elected members, employees and contractors/consultants engaged by the Shire.

Definitions

TERM	DEFINITION
Asset	A physical component of a facility which has value, enables a service to be provided and has an economic life of greater than 12 months. Asset Class Groupings of assets of similar nature and use in a local government's operations. Local Government asset classes include land, buildings, infrastructure, plant and equipment, information technology and other assets.
Asset Management	The combination of management, financial, economic, engineering and other practices applied to physical assets with the objective of providing the required level of service in the most cost effective manner.
Asset Management Plan	A plan developed for one or more assets that combines technical and financial management processes to provide a specified level of service.
Asset Management Strategy	One or more documents that outlines how the local government's asset portfolio will meet the service delivery needs of its communities into the future, enabling the local government's asset management policies to be achieved and ensuring that asset management is established as part of the local government's Integrated Plan.
Level of Service	The defined service quality for a particular activity (i.e. road maintenance) or service area (i.e. street lighting) against which service performance can be measured. Service levels usually relate to quality, quantity, reliability, responsiveness, environmental considerations, acceptability and cost.
Lifecycle Cost	The total cost of an asset throughout its life including costs for planning, design, construction, acquisition, operation, maintenance, rehabilitation and disposal.

The Shire will ensure assets supporting the delivery of services to the community are managed responsibly and cost effectively over their lifecycle and take into consideration community expectations for levels of service (time, quality and value for money).

This policy encourages an organisation wide approach and commitment to achieving these policy goals. The policy is supported by accurate and current financial details of assets being included within the Strategic Resourcing Plan. The Shire's assets are physical items within the boundaries of the local government and under its control.

They include but are not limited to the following asset classes:

- Transport – Road and path networks (including Car Parks and street furniture)
- Property – Buildings
- General assets – Parks, ovals and reserves, Plant & Equipment and Furniture & Equipment

Asset Management Plans are to be reviewed and updated as required.

An Asset Management Strategy will describe how this Policy will be applied within the Shire and outline the details to be included within Asset Management Plans.

In order to implement this Policy, the Shire commits to the following principles:

- Systematic and appropriate asset management practices be implemented including a continuous improvement approach to asset management.
- Impacts on the Strategic Community Plan's Diversified Economy, Connected Communities, Protected Natural Environment, Sustainable Built Environment and Effective Civic Leadership goals be considered in asset management and asset operational processes; asset management plans be informed through community consultation, financial planning and workforce planning.
- Asset renewals included in adopted Strategic Resourcing Plan (comprising asset management plan and long term financial plan) be considered when forming the annual budget estimates.
- Service levels be identified for all major asset classes in consultation with the community.
- Asset renewal plans be prioritised based on level of service and ability of the current assets to provide the desired level of service.
- An asset inspection program be developed to ensure agreed service levels are maintained and to ensure assets are managed, valued and depreciated in accordance with appropriate asset management practices and applicable Australian Accounting Standards.
- Life cycle costs be considered in decisions relating to new services and assets as well as upgrading of existing services and assets.
- Major assets be regularly reviewed to assess their ongoing relevance and contribution to community need.
- Asset management roles, responsibilities and reporting frameworks will be defined.
- Assets may be rationalised where the level of service requirement falls to a sufficiently low level.
- Training in asset and financial management be offered for elected members and relevant staff.

Related Documents (Legislation/Local Law/Policy/Procedure/Delegation)

Local Government Act 1995

Local Government (Administration) Regulations 1996

WA Department of Local Government: Integrated Planning and Reporting Framework and Guidelines, October 2010.

WA Department of Local Government: Asset Management Framework and Guidelines, May 2011.

Institute of Public Works Engineering Australia, IPWEA, International Infrastructure Management Manual.

Review History

Date	Council Resolution	Description of review/amendment
18/10/2023	RES: 171023	Adoption of Policy.

Consumption of Alcohol on Shire Property

Objective

To describe the conditions to be observed regarding the consumption of alcohol in and on public reserves and Shire of Koorda (“**Shire**”) owned facilities.

Policy

Scope

This Policy applies to all property and facilities, owned, vested, or under the care, control or maintenance of the Shire.

Policy Statement

This policy aims to achieve the following outcomes for the consumption and sale of alcohol at Shire owned and managed property:

- Safe consumption of alcohol,
- Responsible service of alcohol, and
- Minimise harm and alcohol related damaged and violence.

Conditions

Members of the public and organisations who wish to consume, supply, or sell alcohol on reserves managed by the Shire and in Shire owned facilities are to observe the following conditions:

- An application must be made to the Shire by submission of a ‘[Application to Consume Alcohol on Shire Property](#)’ at least 14 days prior to the event date.
 - If it is the intention of the applicant to sell liquor to any person the age of 18 years or over (including the exchange for value, either directly or indirectly) a permit must first be obtained from Racing, Gaming and Liquor (www.rgl.wa.gov.au) and a copy of this permit is provided to the Shire prior to the approved event.
- The permit holder listed on the ‘[Application to Consume Alcohol on Shire Property](#)’ is responsible for the safety and wellbeing of all people involved in the event and managing the activity to ensure other users and residents are not impacted. The permit holder must ensure;
 - All relevant insurances required for the booking are obtained;
 - Only invited guests or bona fide members of the applicant's group, organisation or club will consume liquor on the premises;
 - Alcohol is not to be supplied, made available to or consumed by any person under the age of 18 years;
 - Alcohol consumption, for which this permit relates, is restricted to the premises hired only and is not to be consumed outside such premises and the hirer must comply with the provisions of the Liquor Licensing Act 1988 (and other applicable legislation, Council Policies or agreed arrangements). (**Advice Note: Consumption on public open space or a reserve area may constitute an offence**); and
 - Compliance with the Shire's hiring arrangements for the premises for which this permit relates including, but not limited to the hired premises being vacated in a clean and tidy condition as soon as practicable after this permit time expires and a copy of this permit being available for inspection during the times for which the permit applies.
- Alcohol consumption is not to exceed six hours in any one day, must not commence prior to 11am and must cease before the following times:
 - Monday – Thursday 10.00pm,
 - Friday and Saturday 12.00am (midnight), and
 - Sunday 9.00pm.
- Any extension or variation to these hours requires the approval of the Officer in Charge of Police and the Chief Executive Officer of the Shire.

- Events that are high risk, and/or events where the organisers have previously breached hire conditions (including damage to Shire property) may have their permits refused or be asked to provide additional information (such as risk management plans, evidence of crowd controllers etc.) before a permit is granted.
- For any perceived high-risk event, applications to consume alcohol should be forwarded to the local Police station for input before approval is considered.
- Depending on the nature and location of the event or function, the Shire may also place additional terms and conditions on the 'Application to Consume Alcohol on Shire Property'.
- Where the event is on Crown land managed by the Shire an application may be revoked if:
 - The event is not in accordance with the Reserve Purpose e.g., a facility subject to a community lease is hired for a Christmas party.
 - The event is not facilitated by the lessee e.g., the premises are hired to a third party.

Related Documents (Legislation/Local Law/Policy/Procedure/Delegation)

Liquor Control Act 1988

Liquor Licensing Act 1988

Liquor Control Regulations 1989

Shire of Koorda Local Government Property Local Law 2018

Health Act 1911

Health (Public Building) Regulations 1992

Food Act 2008

Food Regulations 2009

Review History

Date	Council Resolution	Description of review/amendment
17/04/2024	RES: 060424	V1.0. Update policy wording.
Former Policy No: A32 Approval to use and sale of liquor		
19/07/2000		Adoption of Policy

Material Supply & Royalties

Objective

To minimise inconvenience to the Shire of Koorda ("the Shire") landholders in ensuring reinstatement of excavated areas, and to ensure landholders are compensated for materials (eg; gravel or sand) obtained from private pits.

Policy

Material Supplies and Pit Rehabilitation

Where road materials are required for Roadworks, the Shire is to approach the landowner concerned, preferably at least one month prior to the time when the works are due to commence with a request for the material. This notice is necessary to enable the landowner time to make any domestic arrangements necessary in relation to stock etc.

Permission is to be obtained in writing stating any requested conditions. All borrow pits opened on private property are to be regenerated at the end of useful life. All care is to be taken to ensure that the least amount of inconvenience is caused to the landowner as possible.

Royalty Payments

A royalty payment will be paid to landholders throughout the Shire per cubic metre of material obtained from their pit, at the rate prescribed in the annual budget each year.

Related Documents (Legislation/Local Law/Policy/Procedure/Delegation)

Nil

Review History

Date	Council Resolution	Description of review/amendment
24/03/2025	RES: 040325	V1.0. Merge policy P9 and P11 and update.
Former Policy: W5 Gravel Supplies & W6 Royalty Payments		
19/09/2001		Adoption of Policy (W5)
19/09/2001		Adoption of Policy (W6)
15/06/2011	RES: 110611	Amendment to Policy

Plant and Equipment Replacement

Objective

To ensure that the Shire of Koorda (**“the Shire”**) maintains a plant and equipment fleet that is efficient and safe, with replacement occurring at time intervals delivering the lowest whole of life cost.

This policy aims to provide clear guidelines relating to the replacement period for the Shire’s plant and equipment fleet.

Policy

The Council shall be presented, each year, with an updated draft of the 10-year plant replacement program for Council’s consideration and adoption.

The first year of the Plant Replacement Program shall constitute the draft program for consideration in that year’s draft budget document.

The annual consideration of plant and equipment replacement shall ensure that the Shire’s fleet of plant and equipment are applicable to meet the Shire’s budgeted construction and maintenance programs for all assets. This shall also involve consideration of new technology, process and materials as well as the ongoing balance of the Shire’s ownership versus external hire.

Shire officers shall make all effort to rationalise and minimise the funding requirements for plant and equipment replacement while still aiming to provide the best quality, most effective fleets at the lowest whole of life cost.

Plant and equipment fleet purchases should endeavour to be structured around a replacement program intended to maintain consistent annual expenditure, avoiding excessive or insufficient levels in the Plant Reserve.

The acquisition of new plant in addition to the current fleet is subject to Council discretion and Officers should prepare a business case to be presented for consideration and approval.

Shire officers shall maximise the utilisation of plant and equipment through relocation, reallocation and consider disposal of underutilised plant and equipment.

As a general guide the Plant Replacement Program provides for the following changeover:

CATEGORY	DESCRIPTION	PREFERRED REPLACEMENT PERIOD
Light Plant	Tractors, slasher/mowers, cherry picker, excavator, road sweeper	15 years
Medium Plant	Bobcat	10 years
Heavy Plant	Graders, Loaders, Rollers	10 years
Trucks	All trucks; 3T, Prime Movers	10 years
Buses	Buses	10 years
Trailers	Side Tippers, Semi-Trailers	20 years
Executive Vehicles	Utilities or 4x4	1 year
Roadworks Utes	Team Leader and Roadworks Crew 4x4 utilities.	2 years
Gardener Utes	Garden Crew, Maintenance Officer 4x2 utilities.	4 years

Related Documents (Legislation/Local Law/Policy/Procedure/Delegation)

Shire of Koorda Strategic Resourcing Plan

Shire of Koorda “W - Asset Management” Policy

Review History

Date	Council Resolution	Description of review/amendment
18/06/2025	RES: 040625	V1.0. Re-write existing policy and outline preferred replacement periods in line with current practices.
Former Policy: A43 Plant, Equipment and Vehicle Purchases		
15/06/2011	RES: 2011-110611	Adoption of Policy



Elected Members

Elected Member Entitlements

Objective

The Shire of Koorda's ("the Shire's") Elected Members are required to carry out certain functions and responsibilities under the *Local Government Act 1995* (the Act). In order to assist in the facilitation of their roles there are entitlements that they must/or may be provided with in order to be effective in their role.

The objective of this policy is to provide a clear outline and guidance for the support and payment of all entitlements, including meeting/attendance fees, allowances, and conference and training expenses to elected members.

This policy is made pursuant to section 5.98 of the *Local Government Act 1995*, and is to be read in conjunction with the *Local Government (Administration) Regulations 1996* and applicable determinations of the Salaries and Allowances Tribunal.

Policy

For the purposes of this policy, 'elected member' has the same meaning as 'councillor' under the *Local Government Act 1995*.

In recognition of the complexity and demands on Elected Members in undertaking their role, the Shire is committed to ensuring adequate funding is included in the Annual Budget so that elected members are provided with appropriate facilities, equipment, material and information to support them in performing their duties of office and to enable attendance at Conferences or Professional Development training that has relevance to that role.

Payment of Fees and Allowances

To detail the amount of fees and allowances to be paid to Elected Members and the conditions under which those fees and allowances shall be paid. The following points apply to sections 1.1, 1.2 and 1.3;

- The amount to be paid will be determined by Council within the applicable ranges set by the Salaries and Allowances Tribunal, as published in the *Government Gazette*, and adopted through the Annual Budget.
- Payments will be made in three equal instalments on completion of each four-month term. (July – October, November – February and March – June).
- Any taxation liability arising from the payment of meeting allowances is the responsibility of each elected member.

1.1. Annual Meeting Attendance Fees in lieu of Council Meeting and Committee Meeting Attendance Fees:

In lieu of paying the President and Councillors a meeting attendance fee for each prescribed meeting, the Shire will pay an amount within the range set by the Salaries and Allowances Tribunal through a determination published in the *Government Gazette* from time to time that may be paid annually for Meeting Attendance Fees for the President and Councillors.

1.2. Annual Local Government Allowances – President and Deputy:

The Shire will pay an Annual Allowance within the range set by the Salaries and Allowances Tribunal through a determination published in the *Government Gazette* from time to time that may be paid to the President and Deputy President.

1.3. Annual Allowance for ICT Expenses:

The Shire will pay an Annual Allowance for ICT expenses as set by the Salaries and Allowances Tribunal through a determination published in the *Government Gazette* from time to time that may be paid to Elected Members.

Note: ICT expenses means –

- (i) rental charges in relation to one telephone and one facsimile machine, as prescribed by regulation 31(1)(a) of the *Local Government (Administration) Regulations 1996* (Regulations); or
- (ii) any other expenses that relate to information and communications technology (for example, telephone call charges and internet service provider fees) and that are a kind of expense prescribed by regulation 32(1) of the Regulations.

Reimbursement of Expenses

Reimbursement of reasonable meal expenses will be processed monthly upon receipt of the claim form and receipts. Expense claims must be on a Travel Expenses Claim Form and submitted to the CEO or Deputy CEO for approval.

2.1. Travel Costs

Elected members attending meetings or representing the Shire at meetings or events outside of the Shire of Koorda are encouraged to use a Shire vehicle.

Reimbursement of travel costs are subject to the costs being adequately evidenced by providing the CEO or Deputy CEO with the reason for travel, date, mileage, from and to locations, an appropriate receipt, and (if required) evidence that the CEO or Council has approved the attendance.

Elected members who incur travel costs while using their privately owned vehicle, pursuant to Regulation 31(1)(b) of the *Local Government (Administration) Regulations 1996*, are entitled to be reimbursed for travel expenses incurred because of the member's attendance at a Council meeting, or a meeting of a committee of which they are a member.

The extent to which an Elected Member can be reimbursed for reasonable travel costs is as determined by the Salaries and Allowances Tribunal. This is particularly relevant if an Elected Member resides or works outside of the Shire area.

In accordance with Regulation 32(1) of the *Local Government (Administration) Regulations*, the Council has approved the additional circumstances for when reasonable travel costs incurred may be reimbursed.

- Attendance at meetings, briefings, workshops, presentations, deputations, ceremonies, functions, training, on-site inspections in connection with Elected Members duties or as an authorised Council representative.

Subject to any requirements under Council's "*Attendance at Events*" or "*Continuing Professional Development - Elected Members*" Policies.

Travel costs incurred are to be calculated in accordance with the Salaries and Allowances Tribunal determination.

For the purposes of this policy *travel costs* include parking fees (not parking fines).

All claims are to be entered onto the Shire's register.

2.2. Meals

Occasionally Councillors may attend meetings, training or conferences outside the Shire of Koorda and, depending on the distance and time of day, may require overnight accommodation and meals.

Accommodation and registrations must be pre-approved by Council and booked through the Administration Office.

2.3. Child Care Costs

Child care costs incurred by an Elected Member must be reimbursed where required by Regulation 31 of the *Local Government (Administration) Regulations 1996*, and may be reimbursed in other authorised circumstances under Regulation 32 of the *Local Government (Administration) Regulations 1996*, subject to Council approval.

Reimbursement will be in accordance with the Salaries and Allowances Tribunal determination.

For the purpose of this section the number of hours claimed shall be limited to the actual length of the meeting, with a nominal time allowance for networking opportunities and travel to and from the place of care.

Reimbursement of child care costs will be processed upon receipt of the claim form and receipts which must include detail of the date, number of hours, rate and function/meeting attended.

Child care costs will only be paid upon evidence of out-of-pocket expenses.

Access to the Shire Administration Centre, Administration Support and Equipment

3.1. Access to Administration Centre

Elected Members may have access to a suitable space within the Administration Centre area as allocated by the CEO.

3.2. Access to Administration Support

The Shire President may have access to secretarial support including photocopying, drafting official Shire business related responses and for following up on outstanding matters with the CEO.

Elected Members will have access to;

- Office space during business hours when available.
- Internet and telephone facilities within the Administration Office area.

3.3. Equipment

All elected members following their election will be issued with a computer device as determined most appropriate by the CEO, Deputy CEO and the Shire's ICT department at the commencement of their initial term. Elected Members are to utilise their Shire provided device for Shire purposes only.

A Councillor email address will be created in the form of Councillor.Name@koorda.wa.gov.au. All emails received and sent through the Councillor.Name@koorda.wa.gov.au email accounts are captured in the Shire's Email Archive System and all information on Shire issued equipment is subject to Freedom of Information requests. Elected members should refer to Council Policy "*G – Information and Records Management*" which sets out principles and commitments for information management and data governance and defines the roles and responsibilities to ensure compliance with the *State Records Act 2000* and alignment with the Shire of Koorda's Recordkeeping Plan.

Elected members should refer to Council Policy "*A - Internet, Email Usage and Access to IT Systems*" which sets out the conditions for acceptable use of the Shire's information and communication technology facilities. The Shire's ICT facilities include

but are not limited to the Shire's network, computer systems, access to the internet and email, corporate systems and corporate hardware.

The Shire will purchase and install antivirus software and any other program considered necessary to assist elected members in performing their functions as an elected member. Any costs associated with upgrades or additional requirements over and above the standard equipment being offered should be met by the Elected Member.

The device will remain the property of, and be insured by, the Shire. Maintenance and support for the device will be provided by the Shire's ICT department. All requests for assistance are to be directed to Administration Office in the first instance. All devices will be reviewed four years after their date of purchase to determine if/when replacement is required.

In the event of damage or loss, elected members are to mitigate against any further damage and notify the Shire as soon as possible.

Pending operational requirements, elected members may have the option to purchase their device at the end of their term.

If an elected member resigns mid-term, they must hand back their device to the Shire.

Prior to retention, the device is to be provided to the Shire's ICT Officer to erase, update and remove Shire related information and management systems.

3.4. Stationery and Other Items

- Name Badge. (Two for the President)
- Business Cards. (If requested)
- Shire of Koorda branded shirt.

3.5. Documentation

Access to the following publications will be provided to Elected Members either via the website hub or online publications (printed copies only available on request):

- Primary Return (newly elected Council Members – to be lodged within three months of the start day)
- Annual Return and Related Party Disclosure (to be lodged by Elected Members no later than 31 August in any year)
- Integrated Strategic Plan (Incorporating Strategic Community & Corporate Business Plan), Workforce Plan and associated documents.
- Strategic Resourcing Plan (Combined Long Term Financial & Asset Management Plans)
- Shire of Koorda Annual Report
- Shire of Koorda Local Laws (including Meeting Procedures)
- Standing Orders
- Local Planning Scheme
- Policy Manual
- Register of Delegations of Power or Duty
- Elected Member Code of Conduct
- Council Agendas and Minutes
- Councillor's Manual by WA Local Government Association (WALGA)
- Annual Budget

Elected Member Insurance

The Shire may take out Insurance Policies that cover Elected Members. For more detail on the Annual Insurance scope and cover relevant to Elected Members, please contact the CEO.

Related Documents (Legislation/Local Law/Policy/Procedure/Delegation)

Local Government Act 1995

Local Government (Administration) Regulations

Salaries and Allowances Act 1975 – Salaries and Allowances Determination (Local Government)

Annual Insurance Certificate

Review History

Date	Council Resolution	Description of review/amendment
DD/MM/YY	RES:	V1.1. Minor amendments to ensure policy references comply with the Local Government Act 1995 and subsidiary legislation.
28/06/2023	RES: 120623	V1.0. Merged and re-wrote old policies.
Former Policy No: C1 Councillor Information Requirements, C2 Presidential Allowance, C2(1) Deputy Presidential Allowance & C3 Payments to Councillors.		
19/07/2000		Adoption of Policy (C1)
16/05/2007	159.1.1-2007	Amended
19/03/2014	RES: 130314	Amended
19/07/2000		Adoption of Policy (C2)
20/10/2010	RES: 191010	Amended
19/10/2005		Adoption of Policy (C2{1})
16/05/2007	159.1.1-2007	Amended
21/05/2008	154.1.2-2008	Amended
20/05/2009	RES: 040509	Amended
20/10/2010	RES: 191010	Amended
20/04/2011	RES: 110411	Amended
19/07/2000		Adoption of Policy (C3)
16/05/2007	159.1.1-2007	Amended
21/05/2008	154.2.5(&6)-2008	Amended
20/05/2009	RES: 13(&14)0509	Amended
21/04/2010	RES: 170410	Amended
20/04/2011	RES: 160410	Amended
15/06/2011	RES: 110611	Amended
18/03/2015	RES: 1303015	Amended

Finance

Donations and Requests to Waiver fees

Objective

For good public relations and to be selective about which requests are debated in Council.

Policy

Council make the following donations or subscriptions on an annual basis if requested;

- \$1,000 – Koorda P&C Christmas Tree Function and Koorda Awards Ceremony
- \$500 – Koorda & Districts Agricultural Society (Acquisition Prize)
- \$50 – Koorda Primary School Annual Book Award
- \$50 – Cadoux Primary School Annual Book Award
- \$50 – Kalannie Primary School Annual Book Award
- \$50 – Wyalkatchem Senior High School Annual Book Award
- Seniors Function – Council to host a luncheon or similar function every year (around WA Seniors' Week or Christmas) as decided
- Australia Day – Council to host an annual "Meet & Greet" combined with Australia Day Event
- Other as Council determines

Council set aside a financial allocation in their annual budget estimates to fund requests for donations within parameters to be determined and review their "donation list" annually.

The following groups or functions are allowed in Shire Public Buildings/Equipment on a donation/waiver basis:

- Koorda P&C – Halloween Ball at the Koorda Memorial Hall
- Koorda Ag Society – Annual Agricultural Show at the Koorda Recreation Ground
- Koorda Primary School – Koorda Community Bus for arranged school activities for up to 1000km per financial year as their contribution towards community bus hire.

Note: hirer to meet fuel costs.

Community groups which seek a donation in excess of \$500 must make a submission to Council prior to 30 March to ensure their application is considered in the draft budget.

As per delegation 4.2 *Defer, Grant Discounts, Waive or Write off Debts*, the CEO may authorise a discount or waiver charges on venue hire fees as listed in the Schedule of Fees & Charges.

Related Documents (Legislation/Local Law/Policy/Procedure/Delegation)

Local Government Act s6.12

Shire of Koorda Delegation 4.2 Defer, Grant Discounts, Waive or Write off Debts

Review History

Review Due: March 2024

Date	Council Resolution	Description of review/amendment
DD/MM/YY	RES:	V1.1. Minor updates to align to current events.
28/06/2023	RES: 120623	V1.0. Merge policy F8 and P12 and update.
Former Policy: F8 Donations/Requests/Waivers and P12 Community Bus		
31/07/2000		Adoption of Policy (F8)
16/05/2007	159.1.1-2007	Amended
17/12/2007	91.8.1-2008	Amended
21/07/2010	RES: 090710	Amended
15/06/2011	RES: 110611	Amended
20/03/2013	RES: 080313	Amended
19/03/2014	RES: 130314	Amended
18/03/2015	RES: 130315	Amended
20/07/2005		Adoption of Policy (P12)
20/02/2008	110.11.1-2008	Amended
15/06/2011	RES: 110611	Amended



Finance

Financial Reserves and Provision for Accrued Leave

Objective

To provide a strategic framework for the establishment and utilisation of Financial (cash-backed) Reserves and to remain a debt-free Shire.

Policy

Scope

This Policy applies to all cash-backed reserves. Reserves are funds retained to help meet future needs and mitigate financial pressures during challenging economic times, as well as facilitate planning for major works in the future. Reserves are an important funding strategy to help balance the current needs with the future needs of the community.

Reserves are typically created as long-term savings plans for future major expenditure which cannot be managed in a single budgetary year. The use of reserves is restricted by the *Local Government Act 1995* (“**Act**”) and the *Local Government (Financial Management) Regulations 1996* (“**Regulations**”), and each reserve is required to be established with a clearly defined purpose.

Shire of Koorda Reserves

In accordance with Council resolutions in relation to each reserve account, the purpose for which the reserves are set aside are as follows:

RESERVE NAME	PURPOSE
Leave	To fund annual, long service, accrued holiday and sick leave requirements.
Plant	To ensure plant purchases are funded from funds set aside and the use of those funds determined by a ten year Forward Plan, which is reviewed annually. The intent is that at least the annual plant depreciation component is set aside.
Road	To assist future road works difficult to fund on an annual basis including acts of nature.
Council Building	To fund the major asset category the Shire owns and allow some management of the various building requirements.
Recreation	To fund future upgrading, renovations and general requirements.
IT & Administration	To fund future technology that will require future updating.
Sewerage	To fund upgrading and replacement of the town sewerage treatment plant.
Community Bus	To fund the changeover of costs of the community bus.
Waste Management	To fund future refuse development.

Reserves will be established for known or predicted liabilities, or where it is prudent to set aside funds for specific purpose expenditure in future years in an aim to remain a debt free Shire.

Council will support the establishment of reserves in the following categories:

- Minimising in any one year the financial impact of major asset purchases or other significant non-recurrent expenditure.
- Risk mitigation and strategic opportunities that minimise the impact on the Shire’s operations in any one year from unanticipated financial risks and provide funds to take advantage of opportunities that arise that are aligned to strategic directions.
- Provide for a known liability listed in the Strategic Resourcing Plan (SRP) (*incorporating the Long-Term Financial Plan and Asset Management Plan*) or is predicted to be incurred

beyond the period of the SRP and is of a magnitude warranting accumulation over the extended period.

Reserves will be managed as follows:

- To comply with requirements of legislation or other contractual requirements, inline with Shire of Koorda Policy "F - Investments."
- Interest earned on deposits in reserves shall be aggregated into the specific Reserve, to maximise the growth in the balance.
- When the purpose for a specific reserve is complete, any residual funds will be considered to be applied towards another purpose in the Annual Budget or in accordance with the requirements of Section 6.11(2) of the *Local Government Act 1995*.
- All transfers to and from reserves shall be reflected in the Annual Budget or as determined by Council.

Provision for Leave Liability

To ensure nil or minimal impact on Council's annual operating budget, the Executive Management Team is to confirm that the correct level of funding is allocated to Council's Leave Reserve to cover the current liability with relation to Long Service Leave and Annual Leave.

All Staff Leave Entitlements/Council Liability shall be recognised in accordance with relevant Employment Awards or Employment Contracts, and that all such liability to Council shall be calculated on an annual basis and recorded in accordance with the latest applicable Accounting Standards, or advice received from the Department of Local Government, Sport & Cultural Industries.

Related Documents (Legislation/Local Law/Policy/Procedure/Delegation)

Local Government Act 1995

- Section 6.2(4)(e) - Reserve particulars to be disclosed in the Annual Report
- Section 6.11 - Establishment and changes in purpose or use of a reserve
- Section 6.38 - Service charges to be placed in reserve

Local Government (Financial Management) Regulations 1996

- Regulation 17 - Reserve title and reserve purpose
- Regulation 18 - Public notice to change use of reserve not required
- Regulation 27(g) - Disclosure within the notes to the Annual Budget disclosures
- Regulation 38 - Disclosure within the notes to the Annual Financial Report

Shire of Koorda Policy "F - Investments"

Shire of Koorda Strategic Resourcing Plan

Shire of Koorda Integrated Strategic Plan

Shire of Koorda Annual Budget

Review History

Date	Council Resolution	Description of review/amendment
DD/MM/YY	RES:	V1.1. Remove reference to reserves no longer used as per RES: 221125 (NRM, TV & Medical Practitioner).
24/03/2025	RES: 040325	V1.0. Merged Former Policies F5 & F12 and updated policy wording.
Former Policy: F5 Establishment of Reserve Accounts & F12 Provision for Accrued Leave (Long Service/Annual/Sick)		
31/07/2000		Adoption of Policy (F5)
31/07/2000		Adoption of Policy (F5)
15/06/2011	RES: 110611	Amendment to Policy

Governance & Compliance

Appointment of an Acting Chief Executive Officer

Objective

To establish policy, in accordance with Section 5.39C of the Local Government Act 1995 ('the Act'), that details the Shire of Koorda's processes for appointing an Acting or Temporary Chief Executive Officer (CEO) for periods of less than 12 months of planned or unplanned leave or an interim vacancy in the substantive office.

Policy

This policy applies to the statutory position of Chief Executive Officer (CEO) of the Shire of Koorda.

Definitions

TERM	DEFINITION
Acting CEO	Means a person employed or appointed to fulfil the statutory position of CEO during a period where the substantive CEO remains employed, but is on planned or unplanned leave.
Temporary CEO	Means a person employed or appointed to fulfil the statutory position of CEO for the period of time between the end of the substantive CEO's employment and the appointment and commencement of a newly appointed substantive CEO.

1. Approval of Leave

- The Council is to approve the taking of leave by the Chief Executive Officer for periods of between one (1) to six (6) weeks, and the accompanying requirement to appoint an Acting Chief Executive Officer.
- Leave by the CEO for any reason of at least two (2) days to be reported (with rationale) to the next Ordinary Council Meeting.
- The Shire President is to be notified as soon as practical when the CEO takes leave of no more than one day (such as Rostered Days Off and Personal Leave).

2. Acting or Temporary CEO Requirements and Qualifications

- When the CEO is on planned or unplanned leave, or the CEO's employment with the Local Government has ended, an Acting or Temporary CEO is to be appointed in accordance with this Policy to fulfil the functions of CEO as detailed in Section 5.41 of the *Local Government Act 1995*, and other duties as set out in the Act and associated Regulations.
- Through this policy and in accordance with section 5.36(2)(a) of the Act, the Council determines that employee appointed to the substantive position Deputy CEO is considered suitably qualified to perform the role of Acting or Temporary CEO.
- A person appointed to act in the position of Deputy CEO is not included in the determination set out in subclause 2(b) above.

3. Appointment of an Acting CEO - planned or unplanned leave for periods up to 6 weeks

- The CEO is authorised to appoint the Deputy CEO in writing as Acting CEO, where the CEO is on planned or unplanned leave for periods not exceeding 6 weeks, subject to the CEO's consideration of the Deputy CEO's performance, availability, operational requirements and where appropriate, the equitable access to the professional development opportunity.
- The CEO must appoint an Acting CEO for any leave periods greater than 5 days and less than 6 weeks.
- The CEO is to immediately advise all Council Members when and for what period of time the Deputy CEO is appointed as Acting CEO.

- d) Council may, by resolution, extend an Acting CEO period beyond 6 weeks if the substantive CEO remains unavailable or unable to perform their functions and duties.

4. Appointment of an Acting CEO - for extended leave periods greater than 6 weeks but less than 12 months.

- a) This clause applies to the following periods of extended leave:
- Substantive CEO's Extended Planned Leave which may include accumulated annual leave, long service leave or personal leave; and
 - Substantive CEO's Extended Unplanned Leave which may include any disruption to the substantive CEO's ability to continuously perform their functions and duties.
- b) The Council will, by resolution, appoint an Acting CEO for periods greater than 6 weeks but less than 12 months, as follows:
- Appoint one employee, or multiple employees for separate defined periods, as Acting CEO to ensure the CEO position is filled continuously for the period of extended leave; or
 - Conduct an external recruitment process in accordance with clause 5(a)(iii).
- c) The President (or in their absence the Deputy President) will liaise with the CEO, or in their unplanned absence the Governance Officer to coordinate Council reports and resolutions necessary to facilitate an Acting CEO appointment.
- d) Subject to Council's resolution, the President (or in their absence the Deputy President) will execute in writing the Acting CEO appointment with administrative assistance from the Governance Officer.

5. Appoint Temporary CEO – Substantive Vacancy

- a) In the event that the substantive CEO's employment with the Shire of Koorda is ending, the Council when determining to appoint a Temporary CEO may either:
- by resolution, appoint Deputy CEO as the Temporary CEO for the period of time until the substantive CEO has been recruited and commences their employment with the Local Government; or
 - by resolution, appoint the Deputy CEO as the interim Temporary CEO for the period of time until an external recruitment process for a Temporary CEO can be completed; or
 - following an external recruitment process in accordance with the principles of merit and equity prescribed in section 5.40 of the Act, appoint a Temporary CEO for the period of time until the substantive CEO has been recruited and commences employment with the Local Government.
- b) The President (or in their absence the Deputy President) will liaise with an Administration Officer to coordinate Council reports and resolutions necessary to facilitate a Temporary CEO appointment.
- c) The President (or in their absence the Deputy President) is authorised to execute in writing the appointment of a Temporary CEO in accordance with Councils resolution/s, with administrative assistance from the Governance Officer.

6. Remuneration and conditions of Acting or Temporary CEO

- a) Unless Council otherwise resolves, an employee appointed as Acting CEO shall be remunerated at no less than 85% of the cash component only of the substantive CEO's total reward package.
- b) Council will determine by resolution, the remuneration and benefits to be offered to a Temporary CEO when entering into a contract in accordance with the requirements of Sections 5.39(1) and (2)(a) of the Act.
- c) Subject to relevant advice, the Council retains the right to terminate or change, by resolution, any Acting or Temporary CEO appointment.

Related Documents (Legislation/Local Law/Policy/Procedure/Delegation)

Local Government Act 1995, Section 5.36, 5.39C & 5.40

Review History

Date	Council Resolution	Description of review/amendment
DD/MM/YY	RES:	V1.1. Approval of Leave procedure amended.
18/10/2023	RES: 171023	Policy re-write to include; appointments for more than 6 weeks but less than 12 months, qualification requires and remuneration and conditions.
19/05/2021	RES: 050521	Adoption of Policy



Governance

Council Meeting System

Objective

This policy establishes the requirements and standards for the Shire of Koorda (**“the Shire”**) Council Meetings and Committee Meetings which apply in accordance with Part 5 of the Local Government Act 1995 (**“the Act”**) and the Shire of Koorda Standing Orders Local Law 2018 (**“Standing Orders”**).

Policy

Standing Orders

The Shire of Koorda Standing Orders apply to Council meeting procedures and nothing in this policy overrides those Standing Orders.

Council Meetings

Meeting frequency and starting time

In accordance with Regulation 12 of the Local Government (Administration) Regulations 1996 the Chief Executive Officer is to present an Item to Council no later than December each year requesting Council confirm the dates for the Ordinary Council Meetings **and Committee Meetings** for the following year.

Council meetings will typically be held the third Wednesday of the month (excluding January where no meeting is typically held).

Council meetings normally commence at 5.00pm to afford an opportunity for most members of the public to attend after work, with November and December meetings normally commencing at 6.00pm to afford the opportunity for members to attend during the harvest period.

Any change to the meeting details must be published on the local government’s official website as soon as practicable after the change is made.

Dress Code for Council Meetings

As agreed by Council Members, the dress code for Elected Members attending Council Meetings, is business formal.

Recording of Council Meetings

Section 58 of the Local Government Amendment Act 2023 (the Amendment Act) inserts a new section 5.23A into the Local Government Act 1995 (the Act) covering electronic broadcasting (livestreaming) and video and audio recording of council meetings.

Section 5.23A(2) of the Act is a power that allows regulations to be made that may require, regulate, or otherwise make provision for any of the following matters:

- Electronic broadcasting of council meetings
- Making or retaining recordings of council meetings
- Making recordings of council meetings publicly available
- Provision, or otherwise making available, recordings of council meetings.

The requirements for livestreaming and recording of council meetings are aimed at increasing transparency and accountability in local government. This reform will also increase access to council meetings.

The Shire of Koorda is a Class 4 local government and is required to record Council Meetings.

Technology Requirements

Technical specifications for broadcasting and recording council meetings are not prescribed to allow local governments flexibility to use equipment that best meets their needs.

The minimum requirement is that recordings are of a standard that enable people to effectively listen to council meeting proceedings.

Electronic and Remote Attendance

Where a council member attends a council meeting remotely by electronic means, the minimum requirement is for an audio broadcast of that council member.

Recording Requirements

Regulation 14I of the Administration Regulations requires class 4 local governments to make and retain audio recordings of council meetings, at a minimum. In accordance with the *State Records Act 2000*, local governments should retain recordings of meetings for a period of 5 years.

Recordings of council meetings must be published on the local government's website or another external website with a link placed on the local government's website. The recording must be published within 14 days of the meeting taking place.

Meetings at Locations that are not the usual Meeting Place

If a meeting is held outside of the council's usual meeting place, the minimum requirement for all classes of local government is for an audio recording to be made.

If a local government regularly holds council meetings at different meeting locations where recording technology is not installed, appropriate portable recording technology should be utilised to ensure that meetings can be recorded with sufficient quality.

Portable recording technology can also be used for improvised recordings in the case of technological failure.

Recording Technology Failure

If technology failure prevents a council meeting (or part of a meeting) from being recorded, the meeting may still proceed if the local government does everything reasonably practicable to make an improvised recording of the meeting.

The quality of the improvised recording must be of a quality sufficient to effectively watch and listen to the deliberations of the council meeting.

If a council meeting is recorded by improvised recording, the local government must publish a notice on the local government's website stating the following:

- that it was not possible for a recording of the meeting or part of the meeting to be made by means of the local government's recording technology (with an explanation of why that was the case)
- that the improvised recording was made by means other than the local government's recording technology
- the means by which the improvised recording was made (for example, the technology used)
- any deficiencies in the improvised recording (with an explanation of the reasons for those deficiencies).

If a local government was unable to make an improvised recording, the local government must publish a notice on the local government's website stating the following:

- that it was not possible for a recording of the meeting or part of the meeting to be made by means of the local government's recording technology (with an explanation of why that was the case)
- that no improvised recording was made
- that it was not reasonably practicable for the local government to make any improvised recording (with an explanation of why that was the case).

Closed Proceedings (meetings behind closed doors)

Local governments must not publish recordings of closed proceedings of council meetings where confidential matters are deliberated by council (see section 5.23(2) of the Act).

As a minimum standard for all classes of local governments, audio recordings of closed proceedings of a council meeting are required under regulation 14I(2)(a)(ii) of the Administration Regulations.

Public Access and Notices

Regulation 14J of the Administration Regulations requires a local government to take reasonable steps to notify members of the public in attendance at a council meeting, that a recording of the meeting will be made.

The notice must be provided in advance of the meeting taking place. In practice, this may take the form of a sign or notice at the entrance to the council chamber. Presiding members may also wish to notify members of the public in their announcements at the beginning of a meeting.

In the case of recordings, members of the public need to be heard if they are participating in the meeting (for example, public question time).

Defamation

Section 9.57A of the Act provides local governments with protections from liability for defamation in relation to broadcasts of council meetings.

Regulation 14K of the Administration Regulations provides a defamation protection for local governments in relation to the recording requirements.

As a further practical safeguard, it is recommended that local governments do not provide the option for members of the public to provide comments in relation to recordings (for example, turning off comments in the settings options for the recording platform).

Public Question Time

As per Clause 5.7 of Standing Orders, other procedures for question time for the public are included below;

- (1) Questions asked by the public are to relate to the business of the Council and are not to be in the form of a statement or a personal opinion.
- (2) Unless determined otherwise under the Regulations, the procedure for the asking of and responding to questions raised by members of the public at a meeting shall be as follows—
 - (a) a member of the public who raises a question during question time is to state their name and address;
 - (b) it is preferred that questions be submitted in writing in which case they will be read out by the CEO but questions may be asked orally;
 - (c) questions are to be answered by the Presiding Member or employee nominated by the Presiding Member;

- (d) questions may be taken on notice, at the determination of the Presiding Member, and the Presiding Member may determine that any complex question requiring research be answered only in writing;
 - (e) no discussion of a question or answer is to take place by Council unless the Presiding Member has given permission to do so; and
 - (f) when a question is taken on notice under subclause (d), a response is to be given to the member of the public in writing, and a copy is to be included in the agenda of the next meeting of the Council or Committee as the case requires.
- (3) The Presiding Member may reject any question that may be deemed offensive towards, or reflect adversely upon, the character of any member of the Council or employee of the local government.
 - (4) Where a response to a question is given at a meeting, a summary of the question and the response is to be included in the minutes of the meeting.
 - (5) There is to be no public question time in meetings of Committees other than a Committee to which the Council has delegated a power or duty, or which is open to the public.
 - (6) A member of the public shall have two minutes to submit a question.
 - (7) The Council, by resolution, may agree to extend public question time.

Guests

The Shire President and Chief Executive Officer may approve guests to meet with Councillors after Council meetings and/or to join Councillors for supper. It is the responsibility of Councillors to advise the Chief Executive Officer and Shire President of those people who they wish to be invited from time to time.

Officers' Reports

In the interest of providing prompt decision-making, officer reports from any department may be presented at the next available meeting. It is critical that reports prepared by officers for Council contain adequate information on which the Council can make an informed decision.

Principles

Reports prepared by officers for Council's consideration are to:

- Be according to law;
- Take account of any State or Council Policy;
- Have regard to the current Strategic Community Plan and Corporate Business Plan, and any other relevant Shire strategic documents;
- Have regard to the Shire's Risk Management Framework;
- Be balanced and objective;
- Be technically correct;
- Be properly researched using relevant information and data;
- Ensure procedural fairness;
- Include options, consequences and associated impacts where appropriate; and
- Include expert opinion or advice where necessary.

Recommendations

Recommendations prepared by officers for Council's consideration are to:

- Be clear and unambiguous;
- Be implementable;
- Be professional and ethical;
- Not expose Council to unreasonable risk or liability;
- Have regard for the interests of the applicant/submitter as well as the wider community; and
- Include the administrative actions to enable implementation of Council's decision.

Alternate Motions or amendments to Officers' Recommendation

Councillors are required to provide the Chief Executive Officer written alternate motions or amendments to officers' recommendations they intend to move either prior to or at the meeting.

Councillors are encouraged to provide suggested alternatives to officer recommendations to the appropriate Author or CEO at least 24 hours in advance of the relevant Council meeting. This is to ensure that the terminology being proposed in the alternative recommendation is consistent and clear, as well as to ensure the legality of any proposed amendments.

A copy of the proposed amendment, with reasons, is to be circulated to all other Councillors, CEO and any other relevant staff.

Order of business

The order of business for Council meetings is prescribed in Clause 4.3 of Standing Orders.

CEO Matters - Meeting Attendance

When Council is considering matters regarding the Chief Executive Officers employment, contract, performance, or other matters in relation to the Chief Executive Officer, all staff and any visitors are to be requested to leave the meeting.

Late Reports

Late reports are generally discouraged as insufficient time is afforded to Councillors and the public to study the item and gauge community response.

The Chief Executive Officer may approve the inclusion of a late report if the matter is considered to be of an urgent nature and satisfactory notification to Councillors and broader consultation (if required) has been achieved.

New Business of an Urgent Nature

New business of an urgent nature is generally discouraged as it fails to provide Council Officers with any opportunity to research and report on the matter.

It also fails to allow adequate opportunity for Councillors to consult the community on the matter. Standing Orders Clause 4.12 provides guidance when it may be appropriate to introduce new business of an urgent nature.

Councillors are encouraged to submit in writing and advise staff of items of new business of an urgent nature they wish to introduce to the meeting, so that Councillors and staff receive notice of any such subject to be discussed.

Special Council Meetings

When required, a Special Meeting of Council may be called by President or by at least one third of the councillors. The CEO will convene the special meeting and arrange public notice if the meeting is to be open to the public. A special meeting requires that:

- Public notice be given and it must specify the purpose of the meeting; and
- It must only deal with the item of business as set out in the notice of the meeting.

Although special meetings of council are to be open to members of the public, if in the opinion of the CEO it is not practicable to advertise the details of the meeting in the newspaper, then a public notice providing the details and purpose of the meeting must be given by whatever means the CEO considers to be practicable (e.g. display on notice boards, at public library, on council website).

Dress Code for Special Council Meetings

As agreed by Council Members, the dress code for Elected Members attending Special Council Meetings, is business formal.

Committees

Under section 5.8 of the Act, Councils are able to form committees to assist with its functions.

Committee members can include elected members, employees and members of the public in a variety of combinations.

Committees can operate with council delegated decision-making powers or solely on an advisory basis.

Advisory committees where members are drawn from both council and the community give the community a significant opportunity to provide input into the council's decision-making meeting process.

The tenure of Committee Membership is determined as per section 5.11 of the Act. Generally, Committee Membership is determined biennially, at the first Council Meeting following the Local Government Ordinary Elections, or as determined in section 5.11.

Council is required to appoint, by absolute majority, the Presiding Member / Deputy Presiding Member for each committee, which may occur at the time Council appoints the Committee Membership.

The Committee functions, membership and meeting schedule will be determined in the Committee Terms of Reference.

The following "Core" Committees shall be operated by Council;

- **Audit, Risk & Improvement Committee;**
- Behavioural Complaints Committee;
- Building, Recreation and Town Planning Committee;
- CEO Performance Review Committee;
- Governance Committee;
- Koorda Awards Committee;
- Koorda Grants Committee; and
- Works Committee.

Each "Core" Committee shall comprise of three (3) Elected Members who will form the Committee and one (1) Elected Member who will be a Deputy Member.

To ensure independence of the Audit, Risk & Improvement Committee (ARIC), both the Presiding Member and Deputy Presiding member must be an independent person and cannot be a council member of any local government.

During CEO Recruitment, Council may appoint a "CEO Recruitment Committee/Panel" which generally has no minimum or maximum membership and is open to all Elected Members. The CEO Recruitment Committee/Panel is generally disbanded once the CEO Recruitment process has concluded.

CEO Recruitment and Performance Reviews shall be in line with the adopted "Shire of Koorda Standards for CEO Recruitment, Performance and Termination 2021."

The following Advisory Committees shall also be operated by Council;

- Local Emergency Management committee; and
- Bush Fire Advisory Committee.

Annual General Meeting of Electors

A general meeting of the electors of a district is to be held once every financial year. A general meeting is to be held on a day selected by the local government but not more than 56 days after

the local government accepts the Annual Report for the previous financial year. The matters to be discussed at the general electors' meetings are to be those prescribed in the Local Government Act 1995 and associated Regulations.

Note: In accordance with Section 1.4 of the Local Government Act 1995 an elector is defined as: "elector, in relation to a district or ward, means a person who is eligible to be enrolled to vote at elections for the district or ward;" and as depicted in section 5.26 of the Act also includes ratepayers.

Date and Location of Meeting

It is a requirement of the Shire to prepare an annual report (Section 5.53), accept the report (Section 5.54), advertise its availability (Section 5.55) and hold an Annual General Meeting of Electors (AGM) within 56 days of accepting the annual report (Section 5.27). The meetings are held once a year at one of the Council Chambers of the Shire of Koorda or another suitable location.

The annual report is to be accepted (by absolute majority), by the local government no later than 31 December after that financial year. The CEO is then responsible for giving local public notice of the availability of the annual report as soon as practicable after the report has been accepted (Section 5.55) and must publish the report on the local government's official website within 14 days after acceptance (Section 5.55A).

Attendance and Participation

The Annual General Meeting of Electors is a less formal meeting than a Council meeting. On arrival, those attending and participating in the meeting will be requested to record their names and addresses and to confirm their status as an elector as they enter to confirm they are an eligible elector for minute taking purposes.

Any member of the public is welcome to attend the meeting but will only be permitted to participate as an elector if they have confirmed that they are eligible to vote in the Shire of Koorda local government elections.

Meeting Procedure

The Shire President is to preside at the electors' meeting, if not available the Shire Deputy President may preside according to Section 5.30.

In line with Section 5.27(3) of the Act and regulation 15 of the Local Government (Administration) Regulations 1996, the matters to be discussed at a general electors' meeting are, firstly, the contents of the annual report for the previous financial year and then any other general business.

The following procedures will normally apply to the meeting:

1. Opening of meeting.
2. Record of attendance.
3. Presentation of Annual Report inclusive of Audited Financial Statements
 - i. Questions from electors on items relating to the Annual Report.
4. General Business.
 - i. Questions from electors on items relating to other matters.
5. Closure.

Voting

Only electors are entitled to move motions and vote at the meeting. The mover is allowed to speak for a maximum of five minutes, then the seconder can speak for a maximum of five minutes. Both the mover and seconder of a motion must state their name and address prior to moving or seconding a motion. Voting will only take place after a motion that has been moved and seconded has been provided in writing to the administration in full. As stipulated in

Regulation 17 of the Local Government (Administration) Regulations 1996 voting provisions at an electors' meeting are as follows:

- Each elector at the meeting is entitled to one vote on each matter to be decided, but does not have to vote;
- All decisions are to be made by a Simple Majority vote; and
- Voting is to be conducted by a show of hands, ensuring that no voter's vote is secret.

Decisions made at an Electors AGM

In accordance with Section 5.33 of the Act all decisions made at the electors' meeting are to be considered at the next Ordinary Council Meeting or if not practicable

- At the first Ordinary Council Meeting after that meeting; or
- At a Special Meeting called for that purpose.

If at a meeting of the Council a local government makes a decision in response to a decision made at an electors' meeting, the reasons for the decision is to be recorded in the minutes of the Council meeting.

Related Documents (Legislation/Local Law/Policy/Procedure/Delegation)

Local Government Act 1995

Local Government (Administration) Regulations 1996

State Records Act 2000

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

Review History

Date	Council Resolution	Description of review/amendment
DD/MM/YY	RES:	V1.2. 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.
18/06/2025	RES: 040625	V1.1. Minor updates to Committees section. Inclusion of requirements and explanatory notes following introduction of audio recordings at Council Meetings.
18/10/2023	RES: 171023	V1.0. Merged and re-wrote old policies.
Former Policy: A1 Administrative Structure & Organisational Chart, A22 Public Question Time, A24 Electors Meeting Date, A25 Procedure at Electors Meeting & A47 Meeting Attendance - CEO Matters		
19/07/2000		Adoption of Policy (A1)
18/04/2007	146.1.1-2007	Amended
19/09/2007	43.1.5-2008	Amended
21/10/2009	RES: 210009	Amended
15/06/2011	RES: 110611	Amended
20/03/2013	RES: 080313	Amended
18/03/2015	RES: 130315	Amended
21/03/2018	RES: 050318	Amended
19/07/2000		Adoption of Policy (A22)
19/07/2000		Adoption of Policy (A24)
15/06/2011	RES: 110611	Amended
19/07/2000		Adoption of Policy (A25)
20/11/2013	RES: 041113	Adoption of Policy (A47)

Governance & Compliance

Installation and Use of CCTV on Shire Property

Objective

To establish a governance framework for the installation, operation, and access to Closed Circuit Television (CCTV) systems on Shire-owned and managed property, ensuring a balance between public safety, privacy rights, and responsible surveillance.

Policy

This policy applies to all CCTV systems installed or operated by the Shire of Koorda (“**Shire**”) on Shire-owned or managed property.

Definitions

TERM	DEFINITION
Authorised Person	A person appointed by the Chief Executive Officer (CEO) of the Shire, to perform functions under this Policy.
CEO	The Chief Executive Officer of the Shire.
CCTV	Closed Circuit Television System and specifically includes the use of video surveillance cameras to capture and transmit video to a private recording device.
Data	Any isolated audio, video or images recorded on the CCTV system.
Operational requirement	Situations where there is immediate risk to safety, evidentiary need, asset-protection, or incident response.
Public Place	Any building or land owned or managed by the Shire where the public have access.
WAPOL	The West Australian Police and/or any sworn officer of the West Australian Police force.
Workplace	Any building or land where Shire employees work but excludes any portion of that building or land that is a Public Place.

Installation

Public Places

- CCTV may be installed in Public Places where:
 - recurrent anti-social or criminal behaviour has been identified; or
 - installation may be a proactive measure to minimise damage to Council facilities; or
 - there is handling of cash or other customer transactions; or
 - short term Operational requirement may make it useful.
- All CCTV in Public Places must be approved by Council prior to installation.
- CCTV will not be installed in Public Places that are used solely for private activities such as changerooms and toilets or the swimming pool area.

Workplace

- CCTV may be used in a Workplace for:
 - security of staff, assets, and information; or
 - health and safety monitoring.
- All CCTV in Workplaces must be approved by the CEO prior to installation and within budget allocations.
- Employees will be informed of CCTV installation and its purpose.
- Workplace surveillance will be overt and not used for continuous performance monitoring unless part of a lawful investigation.

Leased premises

Tenants or other parties with exclusive possession of Shire-owned or managed premises:

- Are responsible for the installation, operation and maintenance of their own CCTV unless otherwise agreed by the Shire; and
- Will notify the Shire when they install and operate CCTV in their leased premises, including by informing the Shire at annual property inspections that the CCTV is operational.

CCTV in investigations

Notwithstanding anything else in this Policy, where the CEO has authorised an investigation into unlawful conduct or misconduct by any person, including a member of the public or an employee, the CEO may also authorise the installation and access of CCTV in any Public Place or Workplace, but such use is limited to the purpose of that investigation.

Access

Public Access

- The release or viewing of recorded footage and still photographs to the WA Police is permitted if part of a current complaint with incident report number and an approved search warrant.
- Authorised persons may be permitted live access or access to recorded footage in a public place for a valid operational requirement, with such access to be logged and details retained by the Shire.
- Public Place CCTV access shall not be accessed by a member of the public or the media, unless:
 - It is provided in accordance with a court order; or
 - With the express consent of the CEO in exceptional and emergency circumstances.

Workplace

- Authorised persons may be permitted access to recorded footage of a Workplace CCTV for valid operational requirements, with such access to be logged and details retained by the Shire.
- No person is to be permitted access to live footage of a Workplace CCTV, other than for the purposes of an investigation that has been authorised by the CEO into unlawful conduct or misconduct.
- Workplace CCTV access shall not be accessed by the police or member of the public, unless it is provided in accordance with a court order.

Data storage

Recorded data will be managed according to the Shire's Recordkeeping Plan and State Records Act.

Related Documents (Legislation/Local Law/Policy/Procedure/Delegation)

Security and Related Activities (Control) Act 1996

Security and Related Activities (Control) Regulations 1997

Privacy and Responsible Information Sharing Act 2024

Surveillance Devices Act 1998

Criminal Investigation Act 2006

Freedom of Information Act 1992

State Records Act 2000

Western Australian State CCTV Strategy (adopted 2015)

United Nations Universal Declaration of Human Rights

General Retention and Disposal Authority for Local Government: 24/34413

Review History

Date	Council Resolution	Description of review/amendment
	RES:	V1.0. Adoption of Policy



Governance & Compliance

Legal Representation for Elected Members and Employees

Objective

This policy provides guidance in determining when it is appropriate for the Shire of Koorda (“the Shire”) to pay the cost of legal representation.

The Shire is committed to protecting the interests of Elected Members and employees (including past members and former employees) in seeking legal advice or where they become involved in civil legal proceedings in the course of their official duties.

Policy

This policy applies to –

- elected members, external committee members and employees of the Shire, including volunteers and trainees;
- contractors, consultants and suppliers who provide goods or services to the Shire; and
- members of the public who may have business or other dealings with the Shire.

In each case, the Elected Member or Employee must refer the matter to the Local Government Insurance Scheme for assessment under the Management Liability Insurance (Elected Members and Employees Liability) cover in respect of claims against them personally for any alleged wrongful acts arising out of their official duties. Should the cover not provide representation, the conditions of this policy apply.

Definitions

TERM	DEFINITION
Approved Lawyer	• A ‘certified practitioner’ under the <i>Legal Practice Act 2008</i>; • From a law firm on WALGA’s preferred supplier panel for legal service, unless the Council considers that this is not appropriate – for example where there is or may be a conflict of interest or insufficient expertise; and • Approved in writing by the Council or the Chief Executive Officer under delegated authority.
Elected Member of Employee	A person who is, or was, a commissioner, Elected Member, an external committee member or employee of the Shire.
Legal Proceedings	Civil, criminal or investigative proceedings.
Legal Representation	The provision of legal services, to or on behalf of an Elected Member or employee, by an approved lawyer that are in respect of: • A matter or matters arising from the performance of the functions of an Elected Member or employee; and • Legal proceedings involving an Elected Member or employee that have been, or is to commenced.
Legal Representation Costs	The costs, including fees and disbursements, properly incurred in providing legal representation.
Legal Services	Advice, representation or documentation that is provided by an approved lawyer.
Payment	Means the Shire paying the costs of legal representation by either: • A direct payment to the approved lawyer (or relevant firm); or

1. General Principles

1.1. The Shire may approve the legal representation costs of an Elected Member or employee if the following criteria are satisfied:

- a) The legal representation costs must relate to a matter that arises from the performance, by the Elected Member or employee in the course of their duties.
- b) The legal representation costs must be in respect of legal proceedings that have been, or may be, commenced;
- c) In performing his or her functions, to which the legal representation relates, the Council Member or employee must have acted in good faith, and must not have acted unlawfully or in a way that constitutes improper conduct; and
- d) The legal representation costs must not relate to a matter that is of a personal or private nature.

1.2. In each case it will be necessary to determine whether assistance with legal representation costs is justified through the provision for the good government of the Shire's people and its district.

2. Application for financial assistance

2.1. If the criteria in item 1.1 of this policy are satisfied, the Shire may approve the payment of legal representation costs as follows:

- a) Where proceedings are brought against an Elected Member or employee in connection with his or her functions – for example, an action for defamation or negligence arising out of a decision made or action taken by the Elected Member or employee; or
- b) To enable proceedings to be commenced and/or maintained by an Elected Member or employee to permit him or her to carry out his or her functions - for example where an Elected Member or employee seeks to take action to obtain a restraining order against a person using threatening behaviour to the Elected Member or employee; or
- c) Where exceptional circumstances are involved – for example, where a person or organisation is compromising the confidence within the community by publicly making adverse personal comments in relation to an Elected Member or employee.

3. Application for payment

3.1. An Elected Member or employee seeking assistance under this policy is required to make an application, in writing, to the Chief Executive Officer (or in the case of the Chief Executive Officer, in writing to the Deputy CEO).

3.2. The written application for payment of legal representation costs is to give details of the following:

- a) The matter for which legal representation is requested;
- b) How the matter relates to the functions of the Elected Member or employee;
- c) The legal firm nominated to provide the legal representation;
- d) The nature of legal representation to be sought (such as advice, representation in court, preparation of a document etc);
- e) An estimated cost of the legal representation; and
- f) Why it is in the interests of the Shire for payment to be made.

3.3. As far as possible, the application is to be made before commencement of the legal representation to which the application relates.

3.4. The application is to be accompanied by a signed written statement by the applicant that:

- a) They have read, and understands, the terms of the policy;
- b) Acknowledges that any approval of legal representation costs is conditional on the repayment provisions of clause 6 and any other conditions to which the approval is subject;

- c) Undertakes to repay to the Shire any legal representation costs in accordance with the provisions of clause 6; and
- d) Has acted in good faith, and has not acted unlawfully or in a way that constitutes improper conduct in relation to the matter to which the application relates.

4. Legal representation costs – Limit

4.1. The Council in approving an application in accordance with this policy shall set a limit on the legal representation costs to be paid based on the estimated costs in the application.

4.2. An Elected Member or employee may make a further application to the Council in respect of the same matter.

5. Council's powers

5.1. The Council may:

- a) Refuse;
- b) Grant; or
- c) Grant subject to conditions.

5.2. In addition to the limit on legal representation costs set under clause 4.1, conditions under clause 5.1 may include, but are not restricted to, a requirement to enter into a formal agreement, including a security agreement, relating to the payment, and repayment, of legal representation costs.

5.3. In assessing an application, the Council may have regard to any insurance benefits that may be available to the applicant under the Shire's Elected Members or employees insurance policy or its equivalent.

5.4. The Council may, subject to clause 5.5, determine that an Elected Member or employee whose application for legal representation costs has been approved has, in respect of the matter for which legal representation costs were approved:

- a) Not acted in good faith, or has acted unlawfully or in a way that constitutes improper conduct; or
- b) Given false or misleading information in respect of the application.

5.5. A determination under clause 5.4 may be made by Council only on the basis of, and consistent with, the findings of a court, tribunal or inquiry.

5.6. Where the Council makes a determination under clause 5.4, it may also determine that all or part of the legal representation costs paid by the Shire, are to be repaid by the Elected Member or employee in accordance with clause 6.

6. Repayment of legal representation costs

6.1 A Council Member or employee whose legal representation costs have been paid by the Shire is to repay the Shire –

- a) All or part of those costs – in accordance with a determination by the Council under clause 5.6; or
- b) As much of those costs as are available to be paid by way of off-set – where the Elected Member or employee receives monies paid for costs, damages, or settlement, in respect of the matter for which the Shire paid the legal representation costs.

Related Documents (Legislation/Local Law/Policy/Procedure/Delegation)

Local Government Act 1995

Legal Practice Act 2008

Review History

Date	Council Resolution	Description of review/amendment
	RES:	V1.0. Adoption of Policy



Governance & Compliance

Legislative Compliance

Objective

To ensure that the Shire of Koorda (**“the Shire”**) upholds its commitment to meet a high level of compliance with legislative requirements applying to local government and takes any necessary action to rectify any breach as soon as reasonably possible.

Policy

Background

Many principles of good governance make reference to ensuring appropriate policies, procedures and processes are in place for local governments to comply with both the letter and the spirit of the law.

The Shire has an obligation to ensure that legislative requirements are complied with. The community and those working at the Shire have an expectation that the Shire will comply with applicable legislation and that the Shire will take all appropriate measures to ensure that expectation is met.

Regulation 14 of the *Local Government (Audit) Regulations 1996* requires local governments to carry out a compliance audit for the period 1 January to 31 December in each year. The Compliance Audit is structured by the **Department of Local Government, Industry Regulation and Safety (LGIRS)** and relates to key provisions of the Local Government Act 1995.

Regulation 17 of the *Local Government (Audit) Regulations 1996* requires the CEO to review of the appropriateness and effectiveness of systems and procedures **in relation to; financial management, legislative compliance and risk management, not less than once in every 4 financial years and report to the Audit, Risk and Improvement Committee the results of that review.**

Policy Statement

The Shire will have appropriate processes and structures in place to ensure that legislative requirements are achievable and are integrated into the operations of the local government.

These processes and structures will aim to:

- Develop and maintain a system for identifying legislation applicable to the Local Government's activities;
- Assign responsibilities for ensuring that regulatory obligations are fully considered and implemented;
- Provide relevant and appropriate training for staff, elected members, volunteers and other applicable people in the legislative and regulatory requirements affecting them;
- Provide necessary resources to identify and remain up-to-date with new legislation;
- Establish a mechanism for recording and reporting non-compliance;
- Review instances where there may have been non-compliance and report through risk management processes to mitigate against future occurrences;
- Review audit reports, incident reports, complaints and other information to assess how the systems of compliance can be improved;
- Ensure audits are performed to assess compliance;
- Requires necessary action to rectify any identified breach as soon as reasonably possible; and
- Establish an internal audit function to provide an independent and objective evaluation of the Local Government's internal procedures and controls.

Roles and Responsibilities

Elected Members and Committee Members

Councillors and Committee members have a responsibility to be aware of and to abide by legislation applicable to their role.

Executive Management Team

The Executive Management Team should ensure that directions relating to compliance are clear, unambiguous and applicable legal requirements for each activity they are responsible for administering are identified. All staff are to be given the opportunity to be regularly informed, briefed, updated and/or trained about key legal requirements relative to their position description, utilising available resources to accomplish this.

Employees

Employees have a duty to seek information and guidance on legislative requirements applicable to their area of work and to comply with the legislation. Employees shall report through their supervisors to Senior Management any areas of non-compliance they become aware of.

Implementation of Legislation

The Local Government will have procedures in place to ensure that when legislation changes, steps are taken to ensure future actions comply with the amended legislation and changes are appropriately communicated to all required personnel.

Legislation Compliance Procedures

- **Identifying current legislation**
 - Electronic versions of legislation
The Shire accesses up to date electronic versions of legislation through the Western Australian State Law Publisher website at www.slp.wa.gov.au.
- **Identifying new or amended legislation**
 - Western Australian Government Gazette
The Shire accesses the Government Gazette via the State Law Publisher website.
 - Department of Local Government, Industry Regulation and Safety (LGIRS)
The Shire receives regular circulars from LGIRS on any new or amended legislation. Such advice is received and processed through the Shire's Records Department and is distributed to relevant Shire officers.
 - Department of Planning
The Shire receives Planning Bulletins from the Department of Planning regarding any new or amended legislation. Such advice is received and processed through the Shire's Records Department and is distributed to the relevant Shire officers for implementation.
 - Australian Local Governments Association (ALGA)
The Shire receives regular issues of the ALGA News. Such information is received and processed through the Shire's Records Department and distributed by Records staff to the relevant Shire officers for information.
 - Western Australian Local Government Association (WALGA)
The Shire receives regular issues of the Local Government News from WALGA. Such information is received and processed through the Shire's Records Department and distributed to the relevant Shire officers for information.
- **Obtaining advice on legislative provisions**

The Shire will obtain advice on matters of legislation and compliance where necessary. Contact can be made with **LGIRS**, WALGA or the relevant initiating government department for advice.

- **Informing Council of legislative changes**

If appropriate, the Chief Executive Officer will, on receipt of advice of legislative amendments, advise the Council on new or amended legislation.

The Shire's format for all reports to Council meetings provides that all reports have headings "**Statutory Implications**" and "**Policy Implications**" which shall detail the current sections of any Act, Regulation or other legislation and any current Policy that is relevant to the report before Council.

- **Review of incidents of complaints of non-compliance**

The Shire shall review all incidents and complaints of non-compliance in accordance with Council Policies and Documents. (Code of Conducts, Complaints Policy/Procedure, and where applicable Public Interest Disclosure)

Such reviews will assess compliance with legislation, standards, policies and procedures that are applicable.

- **Reporting of non-compliance**

All instances of non-compliance shall be reported immediately to the relevant Supervisor/Manager. The Supervisor/Manager shall determine the appropriate response and, if necessary, report the matter to the Chief Executive Officer.

The Chief Executive Officer may investigate any reports of significant non-compliance and if necessary, report the non-compliance to the Council and/or **LGIRS**.

The Chief Executive Officer will then take the necessary steps to improve compliance systems.

Related Documents (Legislation/Local Law/Policy/Procedure/Delegation)

Local Government (Audit) Regulations 1996

Local Government (Financial Management) Regulations 1996

Review History

Date	Council Resolution	Description of review/amendment
DD/MM/YY	RES:	V1.1. 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 <i>Local Government (Audit) Regulations 1996</i> – updated requirement for review of financial management, legislative compliance and risk management no less than every 3 years to once in 4 financial years.
28/06/2023	RES: 120623	V1.0. Adoption of Policy following recommendation from 2023 Review of Financial Management, Risk Management, Legislative Compliance and Internal Controls.

Works and Assets

Roadside Advertising Signage

Objective

To control roadside advertising signage within Shire of Koorda (“**Shire**”) managed road reserves.

While the Shire is mindful that effective signage is important for businesses, it aims to ensure that such advertising does not pose a safety hazard to road users and does not adversely impact on the visual amenity of the roadside environment and surrounding areas.

Policy

This policy does not cover electoral campaign signage.

Definitions

TERM	DEFINITION
Chief Executive Officer (CEO)	The Chief Executive Officer for the Shire of Koorda.
Freestanding sign	A sign not permanently attached to a structure or fixed to the ground and includes “A-frame” or “Sandwich Boards” signs consisting of 2 sign boards attached to each other by hinges or other means up to 1m ² (per side)
Roadside Advertising Sign	A sign or a banner within a road reserve which is authorised by the Shire, installed and maintained to Shire standards by the applicant.
Roadside Advertising Signs Permit and Shire Permit	A Permit issued by the Shire to authorise the permit holder to install and maintain Roadside Advertising Signage on Shire maintained land.
Shire	The Shire of Koorda.
Street Name sign	As per Shire of Koorda Style Guide . (white background with maroon lettering (Pantone 7640C), shows name and the Shire logo).
Temporary Community Signs	Promotional signs or banners may be erected for a short period leading up to and during community and not-for-profit events and activities.

Roadside Advertising

Roadside advertising shall not be permitted within Shire road reserves except in accordance with this Policy.

Moving or rotating billboard sign components are not permitted.

No vehicle with a sign upon or inside, adapted and exhibited primarily to facilitate advertising is to park for any lengthy period of time (as determined by the CEO) on any road reserve, with the exception of being parked at the owner’s residence or with the consent of the CEO.

An application fee shall be determined by Council on an annual basis within the fees and charges schedule.

Freestanding Signs

There shall be no more than one freestanding sign that relates to a specific activity or business placed on any road reserve.

Freestanding signs should:

- a) Not exceed 1m in height;
- b) Not exceed an area of 1m² on any side;
- c) No more than two (2) total signs per business placed on roadsides directing to location;
- d) Signs either existing or new that have not been approved by the Shire will be removed;
- e) Sign owners responsible to ensure signs are kept in good condition and are stable in windy conditions. Damaged or collapsed signs will be removed by the Shire;
- f) Any sheet metal components shall be protected by a frame, with all components free of sharp edges and protrusions; and
- g) Freestanding Signs shall be subject to regular inspection to ensure they have not become dislodged.

Existing Signage

The owners of Roadside Advertising Signs and Freestanding Signs existing at the time of adoption of this policy are required to make application within thirty (30) days to the Shire for the sign to remain. Such applications will be treated as new applications and should be processed within ten (10) working days.

New Signs

Applications for the installation of new or replacement Roadside Advertising Signs and Freestanding Signs shall be made to the Shire. The proposal will be assessed in accordance with this Policy.

Prohibited Signs

In accordance with the *Road Traffic Code 2000*, Regulation 297(5) a person shall not erect, establish, place, maintain or display, on a road, anything that:

- a) Is a false representation of, or a colourable imitation of, a traffic sign or traffic-control signal.
- b) Interferes with the effectiveness of, or of any part of, a traffic sign or traffic-control signal.
- c) Prevents an approaching driver from clearly distinguishing the whole, or part, of a traffic sign or traffic-control signal.
- d) Distracts a driver's attention from a traffic sign or traffic-control signal.
- e) Not being a traffic sign, displays a word or direction ordinarily associated with a traffic sign.

Temporary Community Signs

Temporary Community Signs, promotional signs or banners may be erected for a period leading up to and during events and activities at locations approved by the Chief Executive Officer.

Events and activities eligible to erect Temporary Community Signs may include:

- a) Community activities including community fete, fair or festival,
- b) Charitable functions,
- c) Sporting events,
- d) Public institution open day,
- e) Public exhibitions or public interest events,
- f) Community or religious celebrations or events,
- g) Community and visitor messages, greetings and service club information.

Approval is not required for a temporary community sign which neither exceeds 500mm in height nor 0.5m² in area.

Events and activities eligible to erect Temporary Community Signs are determined at the Chief Executive Officer's absolute discretion.

Trailer-mounted variable message boards (VMBs) are excluded for use as Temporary Community Signs. A Shire Permit is required for the use of VMBs.

Applications for Signs

Applications for the erection and maintenance of Roadside Advertising Signs and Freestanding Signs will be considered following submission to Shire administration.

Applications will be considered by Shire administration and maybe accepted, accepted with conditions, amended or refused. Following determination applicants will be advised accordingly.

Signs are not to detract from the visual amenity of scenic vistas and landscapes. A formal visual impact assessment report may be requested from the applicant as part of the assessment process.

Business or service or facility advertising and promotional signs may be erected in Information Bays developed and maintained for that purpose subject to the approval of the Shire or its agent responsible for managing the Information Bay.

The content of any sign shall not, in the opinion of the Chief Executive Officer, be objectionable, misleading or offensive or in breach of the Trade Practices Act or other legislation.

General Safety and Efficiency

The general approval criteria for the display of advertising devices within the boundaries of, or visible from roads are intended to ensure that:

- a) A high level of safety for road users is maintained,
- b) Traffic efficiency is assured.

An advertising sign may be considered a traffic hazard if it interferes with road safety or traffic efficiency; or if it:

- a) Interferes with the effectiveness of traffic control devices (e.g. traffic signals, stop or give way signs), or
- b) Distracts a driver at a critical time (high demand, decision making areas), or
- c) Obscures a driver's view of a road hazard (e.g. curves, traffic Stopping Sight Distance), or
- d) Gives instructions to traffic to "stop", "halt" or other (give way, merge, turn), or
- e) Imitates a traffic control device, or
- f) Is a dangerous obstruction to road or other infrastructure, traffic, pedestrians, cyclists or other road users, or
- g) Is in an area where there are several devices and the cumulative effect of those devices may be potentially hazardous, distracting or demanding

To maintain safety and efficiency for road users, the following two main areas should be controlled for proposed advertising devices:

- a) The lateral placement of the advertising device to ensure the device does not become a hazard for errant vehicles, and to ensure the effectiveness of official traffic signs.
- b) The longitudinal placement of the advertising device to minimise the driver distraction, and control the demand placed on a driver.

Design, Construction and Maintenance

Non-portable, free-standing business signs shall not exceed an overall height of 6.0 m above the ground.

The minimum allowable clearance beneath a non-portable sign is 2.6 m where the structure overhangs a footway, and 2.2 m elsewhere.

Vegetation shall not be removed or trimmed to locate a business sign or to improve visibility to any business sign.

Removal of graffiti and rectification of any sign damage, on any part of the sign structure, shall be completed promptly by the applicant.

Damage to Shire Infrastructure

If in the Shire's opinion, the construction of a Roadside Advertising Sign and Freestanding Signs resulted in damage to any of the Shire's assets such as the roadway surface or pavement, kerb, footpath, verges, signage, vegetation or the like, the Shire may order the applicant to effect repairs. If the applicant fails to repair the damage within the time stipulated by the notice. The Shire may do so and all costs, including administrative costs and administrative on costs will be payable by the applicant.

Insurance Requirements

As a part of the approval process the applicant shall ensure that the following indemnity and insurance requirements are arranged and that copies of the relevant insurance documents are made available, either at the time of application or in accordance with any subsequent conditions of approval:

The owner of a Roadside Advertising Sign and Freestanding Signs located within a Shire road reserve shall, in respect to that sign, effect and maintain a \$20M public liability insurance policy which covers claims in respect of:

- a) Loss of, or damage to, or loss of use of, any real or personal property;
- b) The personal injury, disease or illness to, or death of any person; and
- c) Arising out of the erection, or existence or operation of the Roadside Advertising Signs and Freestanding Signs.

Costs and Maintenance

Unless otherwise directed, all signs are to be erected and maintained by the applicant at the expense of the applicant.

The Shire reserves the right to remove without notice signs that are badly damaged, dangerous, offensive or any sign considered by the Chief Executive Officer to be inappropriate. In this instance the Shire will endeavour to contact the original applicant to advise that the sign has been removed.

Related Documents (Legislation/Local Law/Policy/Procedure/Delegation)

Local Government Act 1995

[Shire of Koorda Style Guide](#)

Review History

Date	Council Resolution	Description of review/amendment
	RES:	Adoption of Policy

Administration

Chief Executive Officer Performance Review Policy

Objective

To ensure compliance with the Local Government (Administration) Amendment Regulations 2021 (**CEO Standard Regulations**) which requires the Shire of Koorda (**“the Shire”**) and the Chief Executive Officer (**CEO**) to agree and set out in a written document the process by which the CEO's performance will be reviewed.

This Policy is to set out the CEO performance review process in a consistent, transparent manner and to provide overall guidance for process.

This Policy is applicable to the review of the CEO's performance in accordance with section 5.38 of the Local Government Act 1995 and the CEO Standards.

Policy

Performance Review Panel

The Council authorises the Shire's CEO Performance Review Committee to have oversight of the Annual CEO Performance Review Process. The CEO Review Committee will consist of the President, Deputy President and an elected Member authorised by Council.

The primary functions of the CEO Performance Review Committee are:

- Review the results of the performance review process and remuneration review and provide a recommendation to Council on these; and,
- Discuss possible KPIs and measurements with the consultant and the CEO for reporting to Council.

Appointment of Consultant

The consultant shall be a suitably qualified and experienced consultant to assist with the conduct of the performance review process in an independent manner.

The appointed consultant shall, as a minimum, undertake the following as part of the performance review process:

- Prepare and distribute an electronic questionnaire to all current Elected Members to provide feedback on the extent to which the CEO is considered to have achieved the KPI's and measurements that applied during the review period;
- Prepare and distribute an electronic questionnaire to the CEO to provide a self-assessment on the extent to which they have achieved the KPI's and measurements that applied during the review period;
- Ensure the CEO's response of their perceptions of performance (an acquittal) shall be provided along with the electronic survey instrument to Elected Members.
- Conduct an interview (preferably in-person) with each elected member to determine, but not limited to, the following:
 - the CEO's responsibilities during the review period;
 - the extent to which the CEO has modelled the Shire's values and Code of Conduct during the review period;
 - the organisation's performance during the review period; and
 - suggested KPI's for the upcoming review period.
- Conduct a review of the CEO's remuneration package in line with the Salaries and Allowance Tribunal (SAT) determinations;
- Convene and attend at least one meeting between the consultant and the CEO to discuss the feedback received;

- Convene and attend at least one meeting between the consultant and the President to discuss the feedback received;
- Provide to the President and the CEO an Annual Performance Review report incorporating the results of the review exercise; and
- Conduct a review of the CEO's KPI's and recommend draft KPI's and measurements for the upcoming review period in discussion with the CEO and the President.

Administrative support

Administrative support for the process will be provided as necessary.

Performance Review Outcomes

Within one month of the conclusion of the performance review process, the performance review findings and recommendations will be presented as a confidential report (in accordance with section 5.23 of the Act) for endorsement by Council.

Related Documents (Legislation/Local Law/Policy/Procedure/Delegation)

Local Government Act 1995, section 5.38

Local Government (Administration) Amendment Regulations 2021 (CEO Standard Regulations)

Review History

Date	Council Resolution	Description of review/amendment
DD/MM/YY	RES:	V1.1. Removed timing around appointment of consultant as dependent on commencement of CEO employment contract.
28/06/2023	RES: 120623	V1.0. Re-branded with major policy review and update.
30/08/2022	RES: 110822	Re-written as per CEO Standard Regulations.
Former Policy No: A21 CEO Performance Review		
19/07/2000		Adoption of policy (C21)
15/06/2011	RES: 110611	Amended

Administration

Elected Member and Chief Executive Officer Attendance at Events

Objective

To establish the requirements around the attendance at events where tickets are offered to Shire of Koorda (“**Shire**”) Elected Members or the Chief Executive Officer.

The purpose of this policy is to enable Elected Members and the Chief Executive Officer to attend Events as representatives of the Shire without restricting their participation in the Council decision making process.

Section 5.90A of the Local Government Act 1995 (the Act) requires that local governments must adopt an “Attendance at Events” policy as part of the Local Government’s Gifts Framework to ensure transparency and accountability in decision-making.

Policy

This policy applies to Elected Members and the Chief Executive Officer in respect of their acceptance of invitations to Events where it is offered at a discounted rate, free of charge, or as part of a sponsorship agreement.

The acceptance of this benefit (if not paid for by the local government) is considered a gift and is subject to the disclosure of interest provisions unless the Event is detailed or is expressly approved under this policy.

Elected Members and the Chief Executive Officer are not required to disclose interests in relation to gifts or Event invitations from the following entities:

- Western Australian Local Government Association (WALGA).
- Local Government Professionals Australia WA (LG Pro).
- Australian Local Government Association (ALGA).
- A department of the public service.
- A government department of another State, a Territory or the Commonwealth.
- A local government or regional local government.

In accordance with Section 5.87A and 5.87B of the Act, Elected Members and the Chief Executive Officer are not required to disclose an interest in a gift where the gift was not received by the person in their capacity as an Elected Member or Chief Executive Officer, and where the gift is one that the person would reasonably have received irrespective of holding that role.

Definitions

TERM	DEFINITION
Act	<i>Local Government Act 1995.</i>
Donor	Giver of a gift.
Event	Has the meaning given to it under the <i>Local Government Act 1995</i>. Note: Section 5.90A (1) of the Act states the following: event includes the following: (a) a concert; (b) a conference; (c) a function; (d) a sporting event; (e) an occasion of a kind prescribed for the purposes of this definition

Gift	Has the meaning given to it under the <i>Local Government Act 1995</i>. Note: Section 5.57 of the Act states the following: gift means: (a) a conferral of a financial benefit (including a disposition of property) made by 1 person in favour of another person unless adequate consideration in money or money's worth passes from the person in whose favour the conferral is made to the person who makes the conferral; or (b) a travel contribution. For the purposes of the above definition: • travel includes accommodation incidental to a journey; • travel contribution means a financial or other contribution made by 1 person to travel undertaken by another person.
Gift Framework	The provisions of the <i>Local Government Act 1995</i> being sections 5.87A and 5.87B that set out the legislative framework.

Pre-Approved Events

Acceptance and subsequent use of a ticket by an Elected Member or Chief Executive Officer for an Event is deemed a Pre-Approved Event (will not create an interest to disclose) under the following circumstances:

- Where the Elected Member or Chief Executive Officer is attending an event in an official capacity, such as:
 - performing a speaking role or some other welcoming role
 - participating as a member of a discussion panel or judging panel
 - presenting at the event as part of the event program
 - representing the Shire at a sponsorship acknowledgement event or award ceremony to enable the Shire to fulfil its role, and exercise its rights and benefits, as a sponsor
 - representing the Shire at an event;
 - where it is considered helpful to enable assessment of any potential impact on the surrounding or greater community; or
 - where it is considered desirable to build and/or maintain social networks with business and or community representatives or groups.
 - presenting awards or prizes to others on behalf of the Shire;
 - attending an exhibition or display.
- Where the ticket is offered by:
 - the Western Australian Local Government Association (WALGA)
 - the Local Government Professionals Australia WA (LG Pro)
 - the Australian Local Government Association (ALGA)
 - a department of the public service
 - a government department of another State, a Territory or the Commonwealth
 - a State or Federal Member of Parliament, other than for party political events or fundraisers
 - a local government or regional local government
 - major professional or industry association(s) relevant to local government activities
 - a stakeholder partner of the Shire
 - a civic/ arts / cultural / business or community organisation within the Shire.
 - educational institutions
 - a not-for-profit organisation.

Approval Process

All invitations to Events for an Elected Member or Chief Executive Officer must be in writing and addressed to the Shire.

Invitations incurring a cost to the Shire will be subject to budgetary considerations.

Where an invitation or ticket to an Event is received that is not a Pre-Approved Event, approval to attend and accept may be requested as follows:

- for Elected Member acceptance and attendance, approval by the Chief Executive Officer; and
- for Chief Executive Officer acceptance and attendance, approval by the President.

Requests for approval are to be forwarded to the CEO for processing.

Where an Elected Member or the Chief Executive Officer request has been approved and there is a fee associated with attending the Event, then the cost, including the attendance of the Elected Members accompanying person where requested, will be paid for by the Shire subject to budget.

Distribution of Event Tickets

Where tickets are given to the Shire as opposed to an Elected Member or the Chief Executive Officer directly, the Chief Executive Officer may allocate the tickets as they see fit if attendance is deemed to satisfy the approval criteria detailed within this policy.

Where the provision of complimentary tickets or a benefit exists under a current sponsorship agreement or arrangement between the Shire and a third party, the management and allocation of tickets or benefits (unless expressly stated) shall be determined by the Chief Executive Officer and disclosed in accordance with this policy.

The Chief Executive Officer may allocate a ticket to an Elected Member where the purpose of attendance is to enable the Elected Member to perform their role as a community representative and to network and liaise with community individuals / groups within the district.

Disclosure Requirements

- Elected Members and the Chief Executive Officer are statutorily obligated to disclose the receipt and acceptance of an Event invitation (as a gift), in accordance with Section 5.87A and 5.87B, and the Shire's Gift Register will be updated accordingly. A Pre-Approved Event does not void this obligation.
- Invitation to Events that are not a Pre-Approved Event as listed in this policy, must be disclosed at a meeting of Council, in accordance with the declaration of interest provisions of the Local Government Act 1995.
- Invitations to Events valued at \$300 and over (or the cumulative value of \$300 and over within a 12 month period) are considered gifts for the purposes of the Gift Framework and must be disclosed, however declarations of interest (at a meeting of Council) are not required if the Event is listed in this policy as a Pre-Approved Event.
- Where attendance by an Elected Member or the Chief Executive Officer at an Event where a member of the public is required to pay is in the interests of the Shire (such as for their professional development or to undertake a function as an Elected Member or CEO), the Shire may pay for the cost of the Event. The declaration of interest (at a meeting of Council) or Gift disclosure provisions do not apply.
- If the Shire does not pay for the Elected Member or Chief Executive Officer's attendance at an Event, it would be classified as a 'gift' unless the contribution by the Elected Member or Chief Executive Officer to the Event (such as by way of presenting a paper or speaking engagement) is reasonably considered to outweigh the value of registration or other benefit given to the Elected Member or Chief Executive Officer.

- Acceptance of reasonable and modest hospitality by an Elected Member or Chief Executive Officer at an unpaid or free Event run by a local community group where the Elected Member or Chief Executive Officer attends the Event in his or her capacity as an Elected Member or Chief Executive Officer would not generally be classified as a 'gift' where the contribution by the Council Member or Chief Executive Officer to the Event is reasonably considered to outweigh the value of the hospitality.
- If the Event is a free Event to the public, then no action is required.
- If the Event is ticketed and the Elected Member or Chief Executive Officer pays the full ticketed price and does not seek reimbursement, then no action is required.
- If the Event is ticketed and the Elected Member or Chief Executive Officer pays a discounted rate or is provided with a free ticket, then the recipient must adhere to the gift and declaration of interest provisions.

Exemptions

The requirements of this policy do not apply to any training or conference event attended by an Elected Member in accordance with the Shire's "EM - Continuing Professional Development - Elected Members" Policy, or any training or conference event for the professional development of the Chief Executive Officer that are paid for by the Shire.

The requirements of this policy do not apply where an Elected Member or the Chief Executive Officer is the Shire's representative on a board or external organisation where the Elected Member or the Chief Executive Officer is required to attend an event for the purposes of fulfilling their role on the board or external organisation.

Non-Approved Events

The following factors will be considered in determining attendance approval at a non-Pre-Approved Event.

- The donor providing the invitation or ticket to the Event (for example, is the donor a person who is undertaking or seeking to undertake an activity involving a Council discretion).
- The location of the Event in relation to the Shire and any additional travel costs.
- The role that the Elected Member or Chief Executive Officer will have when attending the Event (participant, observer, presenter) and the value of their contribution.
- Whether the Event is sponsored by the Shire.
- The benefit to the Shire of an Elected Member or the Chief Executive Officer attending.
- Available allocated funds.
- The number of Shire representatives already approved to attend.
- Fair distribution of attendance opportunities for all Elected Members and the Chief Executive Officer.

Reimbursements

An Elected Member who chooses to receive reimbursement of expenses in accordance with this policy must submit the request to the Chief Executive Officer together with supporting documentation.

Requests for reimbursement must be received within three (3) calendar months after the month in which the expenses were incurred.

Dispute Resolution

Any disputes in regard to this policy will be referred to the Chief Executive Officer in the first instance. In the event that the Elected Member and the Chief Executive Officer cannot reach an agreement, the matter will be reported to Council for consideration.

Related Documents (Legislation/Local Law/Policy/Procedure/Delegation)

Local Government Act 1995

Local Government (Administration) Regulations 1996

Shire of Koorda Gift Register

EM - Continuing Professional Development – Elected Members Policy

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

Disclosure of Interest

Review History

Date	Council Resolution	Description of review/amendment
DD/MM/YY	RES:	V1.1. Updated policy. Removed reference to Employees (operational).
28/06/2023	RES: 120623	V1.0. Minor wording and formatting updates.
Former Policy: A26 - Elected Member, CEO and Employee Attendance at Events		
18/03/2020	RES: 060320	Adoption of Policy (A26)



Elected Members

Continuing Professional Development – Elected Members

Objective

To ensure that Elected Members of the Shire of Koorda (“**the Shire**”) meet and comply with the prescribed professional development requirements under the *Local Government Act 1995*, and to further encourage participation in other conferences and training specifically designed to enhance skills and knowledge relating to roles and responsibilities, as an Elected Member of the Shire.

Policy

The Shire recognises the importance of providing Elected Members with the knowledge and resources that will enable them to fulfil their role in accordance with statutory compliance and community expectations and make educated and informed decisions.

Compulsory Elected Member Training

Pursuant to the Local Government (Administration) Regulations 1996, Elected Members must complete “Council Member Essentials” course consisting of five modules:

- a) Understanding Local Government;
- b) Conflicts of Interest;
- c) Serving on Council;
- d) Meeting Procedures and Debating; and
- e) Understanding Financial Report and Budgets.

All units and associated costs will be paid for by the Shire and must be completed **within 12 months of being elected**. The training is valid for a period of five years.

It is Council's preference that the training is undertaken via the eLearning method which is the more cost-efficient form of delivery. It is acknowledged however that there may be Elected Members who prefer to receive training face-to-face and/or opportunities to attend training which is being delivered in the region or in the Perth metropolitan area.

Exemptions

A Councillor is exempt from the requirement in Section 5.126(1) of the *Local Government Act 1995* if;

- The Councillor passed either of the following courses within the period of five years ending immediately before the day on which the Councillor is elected:
 - Council Member Essentials;
 - 52756WA Diploma of Local Government (Elected Member); or
- The Councillor passed the course titled LGASS00002 Elected Member Skill Set before 1 July 2019 and within a period of five years ending immediately before the day on which the Councillor is elected.

Continuing Professional Development

The professional development of Elected Members is an important activity of the Shire to ensure that its decision making is of the highest standard and is the product of informed and ethical debate by well trained and committed Elected Members acting in the best interest of all of the community.

Elected Members are encouraged to nominate to attend other conferences or training opportunities to enhance and broaden their knowledge of local government issues to support the community.

Eligible Formal Training Events

The formal training events to which this policy applies is limited to those conducted by, or organised by, any of the following organisations or individuals:

- The West Australian Local Government Association (WALGA);
- Local Government Professionals WA;
- **Registered training organisations (RTO)** offering training which directly related to the role and responsibilities of Elected Members;
- Information sessions organised by the Department of Local Government, Sport and Cultural Industries; or
- Seminars, training and/or information sessions provided by individuals with a demonstrably strong knowledge of local government in Western Australia.

The following are examples of other conferences or training opportunities as described above:

- National General Assembly of Local Government;
- WA Local Government Week;
- Special “one off” conferences sponsored by WALGA or the Department of Local Government, Sport and Cultural Industries on important local government issues;
- Annual conferences of major professions of local government;
- The Annual Road Congress;
- Conferences which advance the development of Elected Members in their role as Councillors; or
- Conferences of organisations on which an Elected Member has been elected or appointed as a delegate.

Procedures

Approval of Professional Development

Considerations for approval of the training or professional development activity include:

- The costs of attendance including registration, travel and accommodation, if required;
- The Budget provisions allowed and the uncommitted or unspent funds remaining;
- Any justification provided by the applicant when the training is submitted for approval;
- The benefits to the Shire of the person attending;
- Identified skills gaps of elected members both individually and has a collective;
- Alignment to the Shire’s Strategic Objectives; and
- The number of Shire representatives already approved to attend.

Consideration of attendance at training or professional development courses, other than the online Council Member Essentials, which are deemed to be approved, are to be assessed as follows:

- Events for the Shire President must be **approved by Council**, in conjunction with the CEO; and
- Events for Councillors must be **approved by the Council, in conjunction with the CEO.**

Travel Arrangements

All booking arrangements for other conferences and training for Elected Members are coordinated through the **Administration Office**. Elected Members should note that the *Local Government Act 1995* precludes an Elected Member to pre-spend Shire funds.

Any airline travel for an Elected Member is to be booked at economy level and booking arrangements are to be reviewed upon any improved discount offer being identified. Any upgrade to Business Class is permissible provided the Council member funds the difference in cost.

Other than to amend departure times, tickets provided to representatives of the Shire shall not be exchanged, downgraded or rebated. Tickets or bookings may not be altered to include personal travel that is not part of the scheduled conference itinerary.

The proposed duration of another conference or training attendance together with travel time and planned supplementary pre or post conference activities relevant to the Shire will be notified to Council or the Chief Executive Officer for confirmation and/or amendment prior to the delegate's departure for the other conference or training.

Expenses

Expenses relating to other conferences and training as approved, will be paid direct by the Shire.

Expenses may include the following items:

- Air fare;
- Travel insurance;
- Conference registration;
- Copy of conference proceedings;
- Room accommodation up to the value/cost of \$300 per night; and
- Reasonable meals costs if these are not provided during the course of the conference.

Incidental expenses include:

- Travel to and from the conference venue; and
- Travel to and from all airport destinations.

General Conditions

Accommodation will be booked, where practicable, at the associated venue or, if unavailable, at premises in close proximity to the venue. Depending on the commencement time of the training/professional development bookings will include accommodation the night before. Except in extenuating circumstances, accommodation will not generally be provided the night following the training/professional development. Such instances will require the approval of Council prior to booking.

If a Councillor attending training/professional development extends the period of time away or deviates from the travel arrangements for private purposes the Councillor will be responsible for the full cost associated with that extended stay and/or variation to travel arrangements for private purposes.

Attendance by Councillors at interstate or international training and professional development opportunities that incurs any cost to the Shire requires a resolution of Council.

No more than two Councillors may attend the same interstate training and development opportunity unless the training is mandatory or universal to the functions of a Councillor.

Attendance at an interstate training and development opportunity is not permitted within three months of the date of expiry of a Councillor's current term of office.

Nothing in this Policy prevents Council from approving additional funding for Councillor Training & Continuing Professional Development, subject to a resolution of Council.

Reporting and Publishing

All Elected Members attending any other conference or training are expected to report to Council on the benefits achieved by attending and should make the conference papers available to other Councillors.

A record of conferences or other training attended by Elected Members will be maintained by the Chief Executive Officer.

The Chief Executive Officer is to prepare a report each financial year on prescribed professional development training completed by Elected Members in the financial year.

This report is to be published on the Shire official website within 1 month after the end of the financial year to which the report relates.

Ability to recoup non-refundable costs

If an Elected Member doesn't attend a pre-booked training/professional development opportunity, in which the Shire are unable to apply for a refund, the Shire may recoup the associated costs incurred from the Elected Member.

Associated costs could be, but are not limited to, training/conference bookings, accommodation or travel.

Related Documents (Legislation/Local Law/Policy/Procedure/Delegation)

Local Government Act 1995, ss 5.126, 5.127 and 5.128

Local Government (Administration) Regulations 1996, rr.35 and 36

Review History

Review Due: March 2028

Date	Council Resolution	Description of review/amendment
DD/MM/YY	RES:	V1.1. 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).
28/06/2023	RES: 120623	V1.0. Separated Compulsory Elected Members Training and Continuing Professional Development and added additional guidance and procedures.
Former Policy No: A26 Continuing Professional Development – Elected Members, A42 Conference, Seminar and Forum Attendance & C4 Councillor - Training		
18/03/2020	RES: 070320	Adoption of Policy (A26)
15/06/2011	RES: 110611	Adoption of Policy (A42)
19/03/2014	RES: 130314	Amended
19/07/2000		Adoption of Policy (C4)
19/03/2014	RES: 130314	Amended

SHIRE OF KOORDA

MONTHLY FINANCIAL REPORT

(Containing the required statement of financial activity and statement of financial position)

For the period ended 30 April 2026

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 2026

	Amended Budget Estimates (a) \$	YTD Budget Estimates (b) \$	YTD Actual (c) \$	Variance* \$ (c) - (b) \$	Variance* % ((c) - (b))/(b) %	Var.
Note						
OPERATING ACTIVITIES						
Revenue from operating activities						
General rates	1,267,117	1,267,117	1,266,771	(346)	(0.03%)	
Rates excluding general rates	30,625	30,625	30,625	0	0.00%	
Grants, subsidies and contributions	1,650,511	1,231,667	1,330,145	98,478	8.00%	▲
Fees and charges	709,998	625,681	623,410	(2,271)	(0.36%)	
Interest revenue	259,500	216,000	218,636	2,636	1.22%	
Other revenue	69,000	58,163	93,468	35,305	60.70%	▲
Profit on asset disposals	118,000	98,000	110,494	12,494	12.75%	▲
Fair value adjustments to financial assets at fair value through profit or loss	0	0	56,669	56,669	0.00%	▲
	4,104,751	3,527,253	3,730,218	202,965	5.75%	
Expenditure from operating activities						
Employee costs	(1,512,032)	(1,262,911)	(1,256,070)	6,841	0.54%	
Materials and contracts	(1,513,305)	(1,309,982)	(1,289,647)	20,335	1.55%	▲
Utility charges	(291,640)	(243,027)	(212,035)	30,992	12.75%	▲
Depreciation	(2,481,130)	(2,067,623)	(2,179,452)	(111,829)	(5.41%)	▼
Insurance	(231,496)	(231,496)	(230,977)	519	0.22%	
Other expenditure	(118,261)	(77,307)	(64,389)	12,918	16.71%	▲
Loss on asset disposals	(28,000)	(28,000)	(25,253)	2,747	9.81%	
	(6,175,864)	(5,220,346)	(5,257,823)	(37,477)	(0.72%)	
Non cash amounts excluded from operating activities	2(c) 2,399,402	1,997,623	2,044,484	46,861	2.35%	▲
Amount attributable to operating activities	328,289	304,530	516,879	212,349	69.73%	
INVESTING ACTIVITIES						
Inflows from investing activities						
Proceeds from capital grants, subsidies and contributions	1,935,514	1,935,514	1,895,350	(40,164)	(2.08%)	▼
Proceeds from disposal of assets	482,432	482,432	462,154	(20,277)	(4.20%)	▼
	2,417,946	2,417,946	2,357,504	(60,441)	(2.50%)	
Outflows from investing activities						
Acquisition of property, plant and equipment	(2,436,710)	(2,436,710)	(2,303,951)	132,759	5.45%	▲
Acquisition of infrastructure	(3,020,291)	(2,925,291)	(2,909,340)	15,951	0.55%	▲
	(5,457,001)	(5,362,001)	(5,213,291)	148,710	2.77%	
Amount attributable to investing activities	(3,039,055)	(2,944,055)	(2,855,787)	88,269	3.00%	
FINANCING ACTIVITIES						
Inflows from financing activities						
Transfer from reserves	2,139,977	0	1,150,000	1,150,000	0.00%	▲
	2,139,977	0	1,150,000	1,150,000	0.00%	
Outflows from financing activities						
Transfer to reserves	(235,000)	0	(169,466)	(169,466)	0.00%	▼
	(235,000)	0	(169,466)	(169,466)	0.00%	
Amount attributable to financing activities	1,904,977	0	980,534	980,534	0.00%	
MOVEMENT IN SURPLUS OR DEFICIT						
Surplus or deficit at the start of the financial year	2(a) 1,014,823	1,014,823	1,036,202	21,379	2.11%	▲
Amount attributable to operating activities	328,289	304,530	516,879	212,349	69.73%	▲
Amount attributable to investing activities	(3,039,055)	(2,944,055)	(2,855,787)	88,269	3.00%	▲
Amount attributable to financing activities	1,904,977	0	980,534	980,534	0.00%	▲
Surplus or deficit after imposition of general rates	209,034	(1,624,702)	(322,172)	1,302,531	80.17%	▲

KEY INFORMATION

- ▲ ▼ Indicates a variance between Year to Date (YTD) Budget and YTD Actual data outside the adopted materiality threshold.
 - ▲ Indicates a variance with a positive impact on the financial position.
 - ▼ Indicates a variance with a negative impact on the financial position.
- Refer to Note 3 for an explanation of the reasons for the variance.

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

SHIRE OF KOORDA
STATEMENT OF FINANCIAL POSITION
FOR THE PERIOD ENDED 30 APRIL 2026

	Actual 30 June 2025	Actual as at 30 April 2026
	\$	\$
CURRENT ASSETS		
Cash and cash equivalents	1,541,079	280,610
Trade and other receivables	251,500	424,809
Other financial assets	5,848,061	4,867,527
Inventories	7,471	23,603
Other assets	69,334	0
TOTAL CURRENT ASSETS	7,717,444	5,596,549
NON-CURRENT ASSETS		
Other financial assets	59,715	116,383
Property, plant and equipment	15,892,316	17,289,823
Infrastructure	93,509,077	94,768,495
TOTAL NON-CURRENT ASSETS	109,461,107	112,174,702
TOTAL ASSETS	117,178,552	117,771,251
CURRENT LIABILITIES		
Trade and other payables	477,117	925,157
Contract liabilities	223,084	0
Employee related provisions	357,992	357,992
TOTAL CURRENT LIABILITIES	1,058,194	1,283,149
NON-CURRENT LIABILITIES		
Employee related provisions	66,221	66,221
Other provisions	507,658	507,658
TOTAL NON-CURRENT LIABILITIES	573,879	573,879
TOTAL LIABILITIES	1,632,073	1,857,028
NET ASSETS	115,546,479	115,914,223
EQUITY		
Retained surplus	55,374,085	56,722,363
Reserve accounts	5,848,061	4,867,529
Revaluation surplus	54,324,333	54,324,333
TOTAL EQUITY	115,546,479	115,914,225

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

SHIRE OF KOORDA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2026

1 BASIS OF PREPARATION AND MATERIAL 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. Supplementary 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.

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 12 May 2026

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.

MATERIAL ACCOUNTING POLICIES

Material accounting policies utilised in the preparation of these statements are as described within the 2025-26 Annual Budget. Please refer to the adopted budget document for details of these policies.

Critical accounting estimates and judgements

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.

As with all estimates, the use of different assumptions could lead to material changes in the amounts reported in the financial report.

The following are estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year and further information on their nature and impact can be found in the relevant note:

- Fair value measurement of assets carried at reportable value including:
 - Property, plant and equipment
 - Infrastructure
- Impairment losses of non-financial assets
- Expected credit losses on financial assets
- Measurement of employee benefits
- Measurement of provisions

SHIRE OF KOORDA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2026

2 NET CURRENT ASSETS INFORMATION

(a) Net current assets used in the Statement of Financial Activity

	Amended Budget Opening 1 July 2025	Actual as at 30 June 2025	Actual as at 30 April 2026
Note	\$	\$	\$
Current assets			
Cash and cash equivalents	7,389,140	1,541,079	280,610
Trade and other receivables	230,119	251,500	424,809
Other financial assets		5,848,061	4,867,527
Inventories	7,471	7,471	23,603
Other assets	69,334	69,334	0
	7,696,064	7,717,444	5,596,549
Less: current liabilities			
Trade and other payables	(477,116)	(477,117)	(925,157)
Capital grant/contributions liabilities	(223,084)	(223,084)	0
Employee related provisions	(357,992)	(357,992)	(357,992)
	(1,058,192)	(1,058,194)	(1,283,149)
Net current assets	6,637,872	6,659,250	4,313,400
Less: Total adjustments to net current assets	2(b) (5,623,049)	(5,623,049)	(4,635,572)
Closing funding surplus / (deficit)	1,014,823	1,036,202	(322,172)

(b) Current assets and liabilities excluded from budgeted deficiency

Adjustments to net current assets			
Less: Reserve accounts	(5,848,061)	(5,848,061)	(4,867,527)
Add: Current liabilities not expected to be cleared at the end of the year			
- Current portion of employee benefit provisions held in reserve	225,012	225,012	231,955
Total adjustments to net current assets	2(a) (5,623,049)	(5,623,049)	(4,635,572)

(c) Non-cash amounts excluded from operating activities

	Amended Budget Estimates 30 June 2026	YTD Budget Estimates 30 April 2026	YTD Actual 30 April 2026
	\$	\$	\$
Adjustments to operating activities			
Less: Profit on asset disposals	(118,000)	(98,000)	(110,494)
Less: Fair value adjustments to financial assets at amortised cost	0	0	(56,669)
Add: Loss on asset disposals	28,000	28,000	25,253
Add: Depreciation	2,481,130	2,067,623	2,179,452
Movement in current employee provisions associated with restricted cash	8,272		6,942
Total non-cash amounts excluded from operating activities	2,399,402	1,997,623	2,044,484

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 local governments' operational cycle.

SHIRE OF KOORDA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2026

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 2025-26 year is \$10,000 or 10.00%.

Description	Var. \$ \$	Var. % %	
Revenue from operating activities			
Grants, subsidies and contributions	98,478	8.00%	▲
Sports Club invoices for Bowling Green following completion which was sooner than anticipated within the budget. (Minor variance between library grant and fuel tax credit)		Timing	
Other revenue	35,305	60.70%	▲
Payout from LGIS for Members Equity Account (\$27k) used to pay off first 2025 Insurance Instalment. Minor variance to Debt Collection Costs and Transport Licensing Commission		Timing	
Profit on asset disposals	12,494	12.75%	▲
All disposal completed. Book figure profit on asset disposals slightly higher than anticipated budget. Full break down in note 6.		Timing	
Fair value adjustments to financial assets at fair value through profit or loss	56,669	0.00%	▲
Adjustments to WALGA House Trust Valuation at 30 June 2025.		Permanent	
Expenditure from operating activities			
Materials and contracts	20,335	1.55%	▲
Currently under allocated budget.		Timing	
Utility charges	30,992	12.75%	▲
Budget split evenly across year. Utilities under current budget allocation.		Timing	
Depreciation	(111,829)	(5.41%)	▼
Following completion of plant replacement program, depreciation higher ahead of anticipated budget (\$31k Recreation, \$40k Roads, \$39k Plant)		Timing	
Other expenditure	12,918	16.71%	▲
Slight variances under budget for Elected Member expenses. Community Grant \$4k behind anticipated schedule, awaiting acquittals to process final payments.		Timing	
Non cash amounts excluded from operating activities	46,861	2.35%	▲
Depreciation and asset disposal variances as above.		Timing	
Inflows from investing activities			
Proceeds from capital grants, subsidies and contributions	(40,164)	(2.08%)	▼
Final WSNF claim to be processed once current funds expended.		Timing	
Proceeds from disposal of assets	(20,277)	(4.20%)	▼
Sale of P10 Mollerin Truck not included in budget (\$9k). Proceeds from sale \$30k less than anticipated at time of budget, however purchase of Plant and Equipment \$77k less than anticipated budget.		Timing	
Outflows from investing activities			
Acquisition of property, plant and equipment	132,759	5.45%	▲
Plant acquisitions completed \$77k under budget. Buildings currently \$55k behind anticipated budget. Full breakdown on note 5.		Timing	
Acquisition of infrastructure	15,951	0.55%	▲
Other Infrastructure \$34k ahead of anticipated annual budget (Bowling Green) and Roads currently \$75k behind YTD budget, and \$145k from annual budget. Further break down on note 5.		Timing	
Inflows from financing activities			
Transfer from reserves	1,150,000	0.00%	▲
As per Council RES: 231125 - transfer of \$700,000 from Council Building Reserve for purchase of 6 Greenham St Units. \$450,000 (of \$496,975 allocation) transferred from Recreation Reserve for Bowling Green re-location project.			
Outflows from financing activities			
Transfer to reserves	(169,466)	0.00%	▼
Interest earned on renewal of term deposit after investment from 1 July to 31 March 2026. Renewed until the end of June at a rate of 4.78%.		Timing	
Surplus or deficit at the start of the financial year	21,379	2.11%	▲
Variance to opening balance following 2024/2025 audit.			
Surplus or deficit after imposition of general rates	1,302,531	80.17%	▲
As per above explanations.			

SHIRE OF KOORDA
SUPPLEMENTARY INFORMATION

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BASIS OF PREPARATION - SUPPLEMENTARY INFORMATION

Supplementary information is presented for information purposes. The information does not comply with the disclosure requirements of the Australian Accounting Standards.

SHIRE OF KOORDA
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 APRIL 2026

1 KEY INFORMATION

Funding Surplus or Deficit Components

Funding surplus / (deficit)				
	Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
Opening	\$1.01 M	\$1.01 M	\$1.04 M	\$0.02 M
Closing	\$0.21 M	(\$1.62 M)	(\$0.32 M)	\$1.30 M
Refer to Statement of Financial Activity				

Cash and cash equivalents		
	\$5.15 M	% of total
Unrestricted Cash	\$0.28 M	5.5%
Restricted Cash	\$4.87 M	94.5%

Refer to 3 - Cash and Financial Assets

Payables	
	\$0.93 M
% Outstanding	
Trade Payables	\$0.79 M
0 to 30 Days	75.7%
Over 30 Days	24.4%
Over 90 Days	0.0%

Refer to 9 - Payables

Receivables	
	\$0.24 M
% Collected	
Rates Receivable	\$0.19 M
87.0%	
Trade Receivable	\$0.24 M
% Outstanding	
Over 30 Days	7.3%
Over 90 Days	1.5%

Refer to 7 - Receivables

Key Operating Activities

Amount attributable to operating activities			
Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
\$0.33 M	\$0.30 M	\$0.52 M	\$0.21 M
Refer to Statement of Financial Activity			

Rates Revenue		
	YTD Actual	% Variance
YTD Actual	\$1.27 M	
YTD Budget	\$1.27 M	(0.0%)

Grants and Contributions		
	YTD Actual	% Variance
YTD Actual	\$1.33 M	
YTD Budget	\$1.23 M	8.0%

Refer to 11 - Grants and Contributions

Fees and Charges		
	YTD Actual	% Variance
YTD Actual	\$0.62 M	
YTD Budget	\$0.63 M	(0.4%)

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)
(\$3.04 M)	(\$2.94 M)	(\$2.86 M)	\$0.09 M
Refer to Statement of Financial Activity			

Proceeds on sale		
	YTD Actual	%
YTD Actual	\$0.46 M	
Amended Budget	\$0.48 M	(4.2%)

Refer to 6 - Disposal of Assets

Asset Acquisition		
	YTD Actual	% Spent
YTD Actual	\$2.91 M	
Amended Budget	\$3.02 M	(3.7%)

Refer to 5 - Capital Acquisitions

Capital Grants		
	YTD Actual	% Received
YTD Actual	\$1.90 M	
Amended Budget	\$1.94 M	(2.1%)

Refer to 5 - Capital Acquisitions

Key Financing Activities

Amount attributable to financing activities			
Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
\$1.90 M	\$0.00 M	\$0.98 M	\$0.98 M
Refer to Statement of Financial Activity			

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

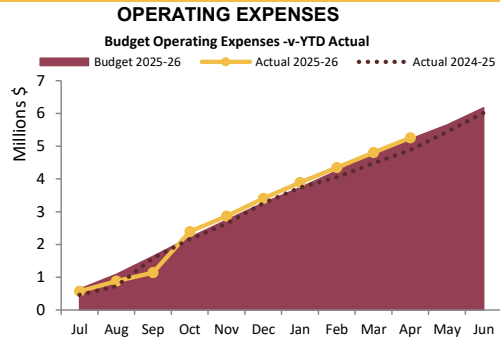
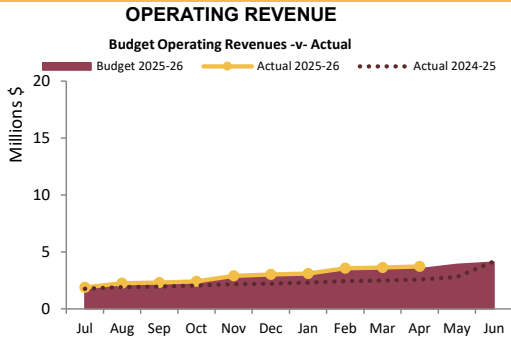
Reserves	
Reserves balance	\$4.87 M
Net Movement	(\$0.98 M)

Refer to 4 - Cash Reserves

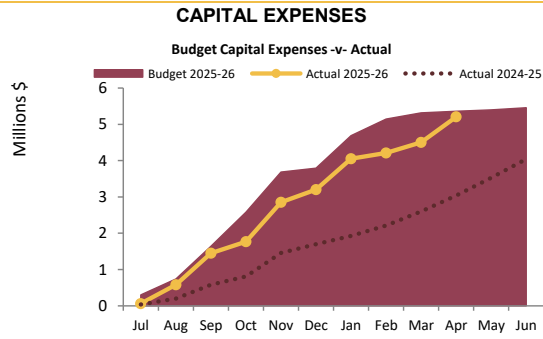
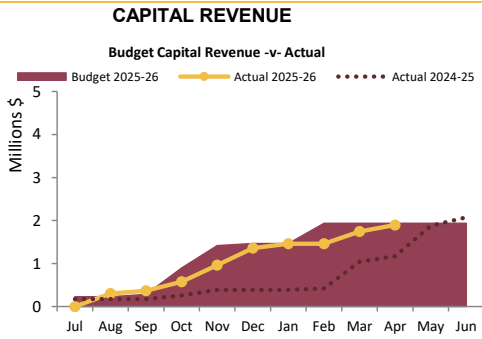
This information is to be read in conjunction with the accompanying Financial Statements and notes.

2 KEY INFORMATION - GRAPHICAL

OPERATING ACTIVITIES



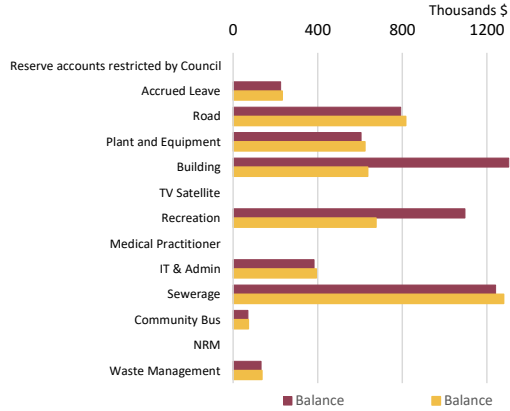
INVESTING ACTIVITIES



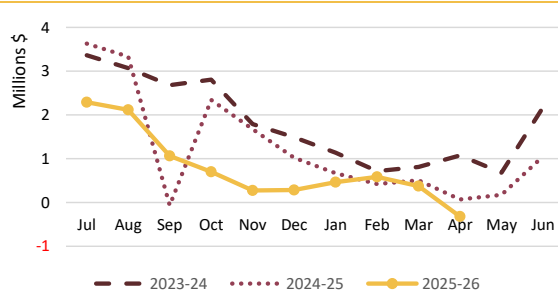
FINANCING ACTIVITIES

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 2026

3 CASH AND FINANCIAL ASSETS AT AMORTISED COST

Description	Classification	Unrestricted	Reserve Accounts	Total	Trust	Institution	Interest Rate	Maturity Date
		\$	\$	\$	\$			
CBA Municipal Account	Cash and cash equivalents	99,087		99,087		CBA	Variable	
CBA Licensing Account	Cash and cash equivalents	10,488		10,488		CBA	Variable	
CBA Savings Account	Cash and cash equivalents	113,995		113,995		CBA	Variable	
CBA ATM Cash Account	Cash and cash equivalents	8,400		8,400		CBA	Variable	
ATM Cash Account	Cash and cash equivalents	47,880		47,880		Cash		
Cash on Hand	Cash and cash equivalents	760		760		Cash		
Term Deposit XXX1	Financial assets at amortised cost	0	4,867,527	4,867,527		CBA	4.78%	28/06/2026
Total		280,610	4,867,527	5,148,136	0			
Comprising								
Cash and cash equivalents		280,610	0	280,609	0			
Financial assets at amortised cost - Term Deposits		0	4,867,527	4,867,527	0			
		280,610	4,867,527	5,148,136	0			

KEY INFORMATION

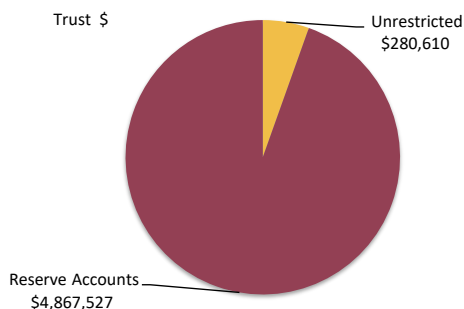
Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments with original maturities of three months or less that are readily convertible to known amounts of cash and which are subject to an insignificant risk of 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 8 - Other assets.



SHIRE OF KOORDA
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 APRIL 2026

4 RESERVE ACCOUNTS

Reserve account name	Budget				Actual			
	Opening	Transfers	Transfers	Closing	Opening	Transfers	Transfers	Closing
	Balance	In (+)	Out (-)	Balance	Balance	In (+)	Out (-)	Balance
	\$	\$	\$	\$	\$	\$	\$	\$
Reserve accounts restricted by Council								
Accrued Leave	225,012	9,042		234,054	225,012	6,942	0	231,955
Road	605,107	31,820	(520,000)	116,927	791,875	24,432	0	816,307
Plant and Equipment	791,875	24,315	(57,000)	759,190	605,107	18,669	0	623,777
Building	907,929	36,483	(912,002)	32,410	1,303,058	33,373	(700,000)	636,431
TV Satellite	35,787	1,438		37,225			0	0
Recreation	1,096,243	44,060	(565,975)	574,328	1,096,243	29,688	(450,000)	675,930
Medical Practitioner	334,607	13,445		348,052			0	0
IT & Admin	382,273	15,361	(75,000)	322,634	382,273	11,794	0	394,067
Sewerage	1,241,540	49,888		1,291,428	1,241,540	38,305	0	1,279,846
Community Bus	70,414	2,829		73,243	70,413	2,172	0	72,586
NRM	24,735	994		25,729			0	0
Waste Management	132,539	5,325	(10,000)	127,864	132,539	4,089	0	136,628
	5,848,061	235,000	(2,139,977)	3,943,084	5,848,061	169,466	(1,150,000)	4,867,527

5 CAPITAL ACQUISITIONS

Capital acquisitions	Amended		YTD Actual	YTD Variance
	Budget	YTD Budget		
	\$	\$	\$	\$
Buildings	1,042,474	1,042,474	986,929	(55,545)
Plant and equipment	1,394,236	1,394,236	1,317,023	(77,213)
Acquisition of property, plant and equipment	2,436,710	2,436,710	2,303,951	(132,759)
Infrastructure - roads	2,187,000	2,117,000	2,041,881	(75,119)
Infrastructure - other	833,291	808,291	867,459	59,168
Acquisition of infrastructure	3,020,291	2,925,291	2,909,340	(15,951)
Total capital acquisitions	5,457,001	5,362,001	5,213,291	(148,710)
Capital Acquisitions Funded By:				
Capital grants and contributions	1,935,514	1,935,514	1,895,350	(40,164)
Other (disposals & C/Fwd)	482,432	482,432	462,154	(20,277)
Reserve accounts				
Road	520,000		0	0
Plant and Equipment	57,000		0	0
Building	912,002		700,000	700,000
Recreation	565,975		450,000	450,000
IT & Admin	75,000		0	0
Waste Management	10,000		0	0
Contribution - operations	899,078	2,944,055	1,705,787	(1,238,269)
Capital funding total	5,457,001	5,362,001	5,213,291	(148,710)

KEY INFORMATION

Initial recognition

An item of property, plant and equipment or infrastructure that qualifies for recognition as an asset is measured at its cost.

Upon initial recognition, cost is determined as the amount paid (or other consideration given) to acquire the assets, plus costs incidental to the 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. For assets acquired at zero cost or otherwise significantly less than fair value, cost is determined as fair value at the date of acquisition.

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 *Local Government (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.

Individual assets that are land, buildings and infrastructure acquired between scheduled revaluation dates of the asset class in accordance with the Shire's revaluation policy, are recognised at cost and disclosed as being at reportable value.

Measurement after recognition

Plant and equipment including furniture and equipment and right-of-use assets (other than vested improvements) are measured using the cost model as required under *Local Government (Financial Management) Regulation 17A(2)*. Assets held under the cost model are carried at cost less accumulated depreciation and any impairment losses being their reportable value.

Reportable Value

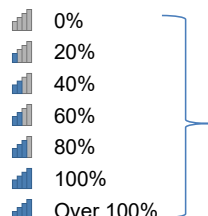
In accordance with *Local Government (Financial Management) Regulation 17A(2)*, the carrying amount of non-financial assets that are land and buildings classified as property, plant and equipment, investment properties, infrastructure or vested improvements that the local government controls.

Reportable value is for the purpose of *Local Government (Financial Management) Regulation 17A(4)* is the fair value of the asset at its last valuation date minus (to the extent applicable) the accumulated depreciation and any accumulated impairment losses in respect of the non-financial asset subsequent to its last valuation date.

5 CAPITAL ACQUISITIONS (CONTINUED) - DETAILED

Capital expenditure total

Level of completion indicators

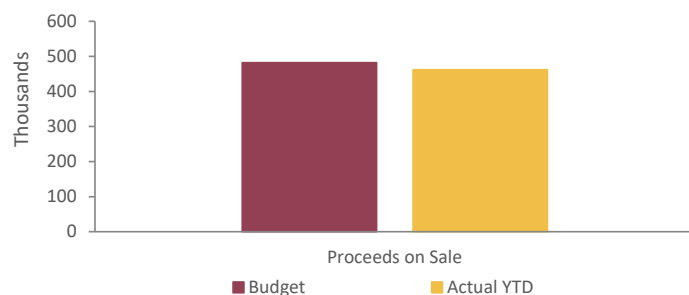


Percentage Year to Date Actual to Annual Budget expenditure where the expenditure over budget highlighted in red.

			Amended		Variance (Under)/Over
Account Description			Budget	YTD Budget	
			\$	\$	\$
	BC001	L253 Admin Office - Building (Capital)	30,000	30,000	0
	BC016B	Rec Ground Ablutions	223,500	223,500	233,995
	BC040	L9 (34) Smith St - Building (Capital)	10,200	10,200	11,220
	BC044	L68 (18) Smith St - Building (Capital)	42,500	42,500	5,885
	BC054	L271 (3) Greenham St - Building (Capital)	6,000	6,000	5,555
	BC066	L200 (6) Greenham St - Building (Capital)	730,274	730,274	730,274
	PE0021	P002 Ute Mechanic	55,000	55,000	46,894
	PE0091	P009 Semi Side Tipper	150,000	150,000	125,430
	PE0131	P013 Excavator	110,000	110,000	102,850
	PE0181	P018 Prime Mover	270,000	270,000	264,705
	PE0401	P040 Ute Gardener	50,000	50,000	47,300
	PE0591	P059 Skidsteer	130,000	130,000	110,200
	PE0661	P066 Ute Works Crew	55,000	55,000	54,322
	PE1001	P100 CEO Vehicle	85,000	85,000	73,698
	PE2001	P200 WS Vehicle	68,000	68,000	68,877
	PE3001	P300 DCEO Vehicle	75,000	75,000	76,532
	PE000	Himac Rake	26,000	26,000	25,978
	PE0371	Fire Ute Fastattack (DFES Capital Grant)	320,236	320,236	320,236
	RRG006	Kulja-Kalannie Full Recon	355,000	355,000	389,192
	RRG006B	Kulja-Kalannie Reseal	120,000	120,000	120,287
	RRG140	Burakin-Wialki Full Recon	390,000	390,000	418,900
	R2R003	Koorda-Dowerin Asphalt Intersection	39,000	39,000	45,603
	R2R004	Koorda-Kulja Full Recon	390,000	390,000	357,927
	R2R004B	Koorda-Kulja Asphalt Intersection	35,000	35,000	19,356
	R2R004C	Koorda-Kulja Reseal	180,000	180,000	183,316
	R2R007	Booralaming-Kulja Reseal	32,000	32,000	32,296
	R2R017	Martin Reform/Sheet	70,000	70,000	80,999
	R2R138	Haig Asphalt Intersection	60,000	60,000	39,017
	R2R137	Railway Asphalt Intersection	61,000	61,000	88,574
	R2R002	Cadoux-Koorda 24/25	0	0	27,846
	RC002	Cadoux-Koorda WSNF Works	60,000	60,000	11,057
	RC135	Koorda-Wyalkatchem WSNF Works	45,000	45,000	23,416
	RC002B	Cadoux-Koorda Reseal	50,000	50,000	47,804
	RC007	Booralaming-Kulja Reform/Sheet	80,000	80,000	3,130
	RC010	Mollerin Rock South Reform/Sheet	80,000	40,000	0
	RC014	Maher Road	0	0	3,905
	RC046	Downie Clearing	20,000	10,000	12,216
	RC052	Green Road	0	0	5,773
	RC103	Warren Reform/Sheet	100,000	100,000	123,393
	FC098	Footpath Repairs	20,000	0	7,873
	PC004	Refuse Site CCTV	10,000	10,000	7,905
	PC002B	Rec Centre Playground	50,000	25,000	56,653
	PC005	Bowling Green	694,791	694,791	741,959
	IO015	Caravan Park BBQ	10,000	10,000	17,210
	IO005	Shire Depot CCTV	10,000	10,000	8,490
	PC006	Rec Ground Retaining & Paving	58,500	58,500	35,242
			5,457,001	5,362,001	5,213,291
					148,710

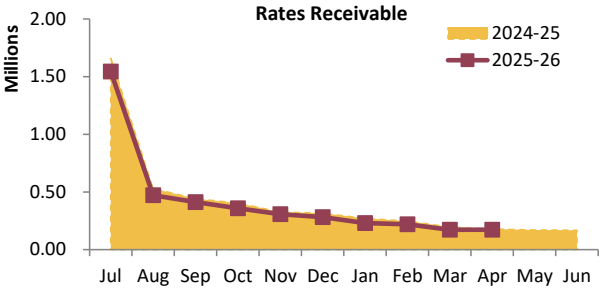
6 DISPOSAL OF ASSETS

Asset Ref.	Asset description	Budget				YTD Actual			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
	Plant and equipment								
10901	P002 Ute Mechanic	7,500	35,000	27,500	0	2,332	22,727	20,395	0
10908	P009 Semi Side Tipper	25,000	20,000	0	(5,000)	24,963	41,191	16,228	0
10912	P013 Excavator	0	30,000	30,000	0	0	36,316	36,316	0
10916	P018 Prime Mover	70,000	90,000	20,000	0	60,832	59,361	0	(1,471)
10935	P040 Ute Gardener	9,500	25,000	15,500	0	4,673	19,091	14,418	0
10948	P059 Skidsteer	0	25,000	25,000	0	0	22,577	22,577	0
10996	P066 Ute Works Crew	38,000	30,000	0	(8,000)	36,300	33,727	0	(2,572)
11110	P100 CEO Vehicle	75,000	75,000	0	0	72,004	63,641	0	(8,363)
11109	P200 WS Vehicle	65,000	58,000	0	(7,000)	64,976	55,455	0	(9,522)
11107	P300 DCEO Vehicle	73,000	65,000	0	(8,000)	72,870	69,545	0	(3,325)
10909	P010 Fire Tender			0	0	8,531	9,091	560	0
	P037 Fire Ute (returned to DFES)	29,432	29,432	0	0	29,432	29,432	0	0
		392,432	482,432	118,000	(28,000)	376,913	462,154	110,494	(25,253)



7 RECEIVABLES

Rates receivable	30 June 2025	30 Apr 2026
	\$	\$
Opening arrears previous year	151,329	186,709
Levied this year	1,274,465	1,266,771
Less - collections to date	(1,239,085)	(1,264,085)
Net rates collectable	186,709	189,394
% Collected	86.9%	87.0%



Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	0	129,369	8,121	0	2,131	139,621
Percentage	0.0%	92.7%	5.8%	0.0%	1.5%	
Balance per trial balance						
Trade receivables						139,621
Other receivables						463
GST receivable						76,207
Other receivables - Interest Receivable						19,124
Total receivables general outstanding						235,415

Amounts shown above include GST (where applicable)

KEY INFORMATION

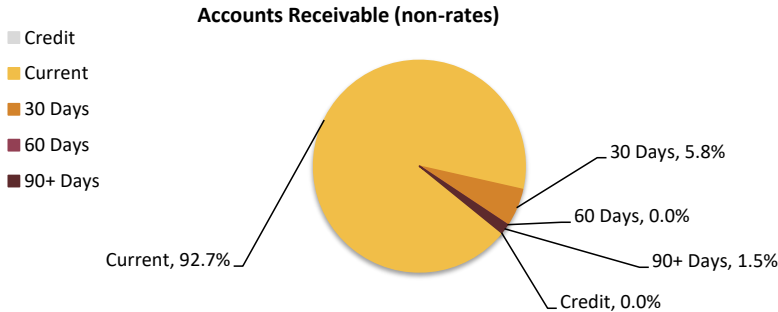
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

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.



8 OTHER CURRENT ASSETS

	Opening Balance 1 July 2025	Asset Increase	Asset Reduction	Closing Balance 30 April 2026
Other current assets	\$	\$	\$	\$
Financial assets at amortised cost	5,848,061	(980,534)		4,867,527
Inventory				
Fuel	7,471	140,547	(124,414)	23,603
Other assets				
Contract assets	69,334		(69,334)	0
Total other current assets	5,924,865	(839,987)	(193,748)	4,891,130
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.

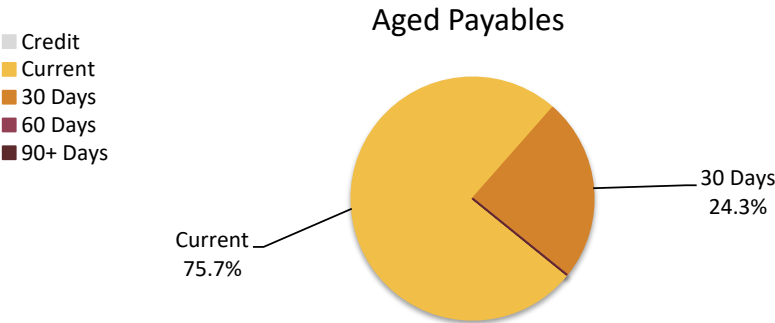
9 PAYABLES

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	0	599,779	192,383	478	0	792,640
Percentage	0.0%	75.7%	24.3%	0.1%	0.0%	
Balance per trial balance						
Sundry creditors						792,640
Other payables - Dept Transport						488
Other payables - Prepaid Rates						16,824
Other payables - Retention and Bonds						66,120
Other payables - GST Payable						19,675
Other payables - Payroll Creditors						334
Other payables - PAYG Payables						26,886
Other payables - FBT Liabilities						0
Other payables - ESL Liabilities						2,470
Other payables - Withholding Tax Liability						(279)
Total payables general outstanding						925,157

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 OTHER CURRENT LIABILITIES

	Note	Opening Balance 1 July 2025	Liability transferred from/(to) non current	Liability Increase	Liability Reduction	Closing Balance 30 April 2026
		\$	\$	\$	\$	\$
Other current liabilities						
Other liabilities						
Contract liabilities		223,084	0		(223,084)	0
Other Liabilities - Councillor Nomination Fee		0	0	500	(500)	0
Total other liabilities		223,084	0	500	(223,584)	0
Employee Related Provisions						
Provision for annual leave		196,715	0			196,715
Provision for long service leave		161,277	0			161,277
Total Provisions		357,992	0	0	0	357,992
Total other current liabilities		581,077	0	500	(223,584)	357,992
Amounts shown above include GST (where applicable)						

A breakdown of contract liabilities and associated movements is provided on the following pages at Note 11

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 2026

OPERATING ACTIVITIES

11 GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Unspent grant, subsidies and contributions liability					Grants, subsidies and		
	Liability	Increase in	Decrease in	Liability	Current	Amended	YTD	YTD
	1 July 2025	Liability	Liability	30 Apr 2026	Liability	Budget	Budget	Revenue
	\$	\$	(As revenue)	\$	\$	Revenue		Actual
						\$	\$	\$
Grants and subsidies								
Financial Assistance Grant - General				0		840,624	630,468	630,468
Financial Assistance Grant - Roads				0		414,753	311,065	311,065
DFES Bush Fire Brigade Operating Grant				0		27,274	27,274	27,274
Contribution from Koorda Sports Club				0		100,000	0	100,000
Library Grant				0		5,000	5,000	3,000
Seniors Week Grant				0		3,300	3,300	3,300
Main Roads Direct Road Grant				0		229,560	229,560	229,560
Fuel Tax Credit Scheme				0		30,000	25,000	25,478
	0	0	0	0	0	1,650,511	1,231,667	1,330,145

SHIRE OF KOORDA
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 APRIL 2026

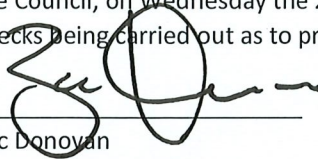
INVESTING ACTIVITIES

12 CAPITAL GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Capital grant/contribution liabilities					Capital grants, subsidies and		
	Liability 1 July 2025	Increase in Liability	Decrease in Liability (As revenue)	Liability 30 Apr 2026	Current Liability 30 Apr 2026	Amended Budget Revenue	YTD Budget	YTD Revenue Actual
	\$	\$	\$	\$	\$	\$	\$	\$
Capital grants and subsidies								
DFES Cyclone Seroja Local Government Resilience Fund	223,084			223,084	223,084	223,084	223,084	223,084
CSRFF - Bowling Green Project				0		97,816	97,816	97,816
Regional Road Group Grant				0		575,048	575,048	577,646
Wheatbelt Secondary Freight Network (WSFN) Grant				0		42,762	42,762	0
Roads to Recovery Grant				0		706,000	706,000	706,000
DFES Capital Grant for KD037 Fastattack Replacement				0		290,804	290,804	290,804
	223,084	0	0	223,084	223,084	1,935,514	1,935,514	1,895,350

Monthly Report - List of Accounts Paid
Submitted to Council 20 May 2026

The following list of accounts has been paid under delegation, by the Chief Executive Officer, since the previous list of accounts. Municipal vouchers numbered from V696 to V743 and direct bank transactions totalling \$249,735.22 submitted to each member of the Council, on Wednesday the 20 May 2026, have been checked and are fully supported by vouchers and duly certified invoices with checks being carried out as to prices, computations and costing.


Zac Donovan
Chief Executive Officer

No.	Payment Date	Supplier Name	Description of Purchase	Payment made by delegated authority
V696	15/04/2026	AC Healthcare PL	Employee Medicals	\$ 540.00
V697	15/04/2026	CSSTech	Monthly Operating Charges	\$ 79.57
V698	15/04/2026	Delta Agribusiness Cadoux Trade	Gas Bottles	\$ 352.00
V699	15/04/2026	IP Cameras	Supply & Install CCTV	\$ 9,339.00
V700	15/04/2026	Koorda Ag Parts	Parts, Repairs & Consumables	\$ 11,337.15
V701	15/04/2026	KTY Electrical Services	Repairs & Maintenance - Oval & Yalambee Units	\$ 4,515.50
V702	15/04/2026	MCG Architects	Architectural Services	\$ 1,980.00
V703	15/04/2026	Officeworks	Stationery	\$ 413.46
V704	15/04/2026	Petchell Mechanical	Plant Servicing	\$ 1,769.35
V705	15/04/2026	Planwest WA PL	Planning Services	\$ 1,028.50
V706	15/04/2026	Powerforce Midland	Parts	\$ 209.32
V707	15/04/2026	Synergy	Electricity Accounts	\$ 2,412.95
V708	15/04/2026	The Walt Disney Company	Movie Hire	\$ 315.00
V709	15/04/2026	WCS Concrete PL	Concrete Services	\$ 15,485.70
V710	15/04/2026	WALGA	Training	\$ 1,859.00
V711	22/04/2026	Shire of Koorda	Employee Wages	\$ 55,503.87
V712	22/04/2026	Beam Superannuation	Employee Superannuation Payment	\$ 12,396.87
V713	24/04/2026	AMPAC Debt Recovery WA PL	Debt Recovery Fees	\$ 721.99
V714	24/04/2026	Avon Valley Toyota	Plant Servicing	\$ 449.00
V715	24/04/2026	G Thorpe Enterprises	Contract Maintenance Various Buildings	\$ 1,602.66
V716	24/04/2026	Gups Mobile Welding	Plant Repairs	\$ 275.00
V717	24/04/2026	Koorda Supermarket	Meeting & Office Consumables	\$ 209.09
V718	24/04/2026	KTY Electrical Services	Repairs & Maintenance - Oval	\$ 1,164.90
V719	24/04/2026	Metal Artwork Badges	Name Plaque	\$ 74.80
V720	24/04/2026	RBC Rural	Meterplan Charge	\$ 332.15
V721	24/04/2026	Sheridan's	Name Badge	\$ 45.05
V722	24/04/2026	Sign Synergy PL	Honour Board Deposit	\$ 17,814.50
V723	24/04/2026	The Walt Disney Company	Movie Hire	\$ 94.00
V724	24/04/2026	Tutt Bryant Equipment	Plant Servicing	\$ 3,930.31
V725	24/04/2026	WA Contract Ranger Services	Ranger Services	\$ 660.00
V726	24/04/2026	WALGA	Training	\$ 682.00
V727	24/04/2026	WesTrac PL	Plant Parts	\$ 166.61
V728	24/04/2026	Koorda Hotel	Consumables	\$ 68.99
V729	24/04/2026	Withers & Associates PL	Consultancy Services	\$ 4,950.00
V730	30/04/2026	Dept of Transport	Plant Licensing	\$ 487.55
V731	1/05/2026	BOC Limited	Container Service	\$ 120.45
V732	1/05/2026	Dowerin Refrigeration	Cool Rooms Works	\$ 478.17
V733	1/05/2026	Harcher	Consumables	\$ 922.65
V734	1/05/2026	Team Global Express PL	Freight	\$ 35.77

V735	1/05/2026	Telstra Corporation Limited	Bulk Accounts	\$ 671.04
V736	1/05/2026	VSS Films ANZ PL	Movie Hire	\$ 144.00
V737	1/05/2026	WA Contract Ranger Services	Ranger Services	\$ 693.00
V738	1/05/2026	Rural Paving & Landscape	Building Construction, Materials & Services	\$ 18,330.00
V739	1/05/2026	Credit Card	See Below	\$ 5,693.60
V740	6/05/2026	Shire of Koorda	Employee Wages	\$ 55,287.94
V741	6/05/2026	Beam Superannuation	Employee Superannuation Payment	\$ 12,445.45
V742	7/05/2026	G Thorpe Enterprises	Contract Maintenance Various Buildings	\$ 1,529.24
V743	7/05/2026	Koorda LPO	April Statement	\$ 118.07
			GRAND TOTAL	\$ 249,735.22
Credit Card				
V739	31/03/2026	Satellite Phone Sales	Satellite Phone Account	\$ 3,318.00
	1/04/2026	The West Australian	The West Subscription	\$ 32.00
	2/04/2026	Crisp Wireless	Internet Accounts	\$ 852.90
	15/04/2026	Booking.Com	Accommodation	\$ 1,003.50
	20/04/2026	Country Comfort Perth	Accommodation	\$ 359.70
	23/04/2026	Koorda Meats & Moore	Catering	\$ 127.50
				\$ 5,693.60



Co-operative Bulk Handling Ltd
ABN 29 256 604 947
Level 6, 240 St Georges Terrace
Perth WA 6000 Australia
GPO Box L886
Perth WA 6842 Australia
Telephone
+61 8 9237 9600
Grower Service Centre
1800 199 083
cbh.com.au

8 April 2026

Mr Zac Donovan
Chief Executive Officer
Shire of Koorda
10 Haig Street
KOORDA WA 6475

Via email: shire@koorda.wa.gov.au (cc: ceo@koorda.wa.gov.au)

**RE: APPLICATION FOR PLANNING APPROVAL – ADDITIONAL USE ‘OFFICE’
LOT 19 (NO. 1) ORCHARD STREET, KOORDA**

CBH is seeking development approval from the Shire of Koorda for the additional use of ‘Office’ at the existing workforce accommodate site on Lot 19 (No. 1) Orchard Street, Koorda. This application has been prepared in accordance with Schedule 2 Deemed Provisions of the Planning and Development (Local Planning Scheme) Regulations 2015 and the Shire of Koorda Local Planning Scheme No. 3 (LPS3).

In support of this application, CBH provides the information contained in this letter and encloses the following supporting documents:

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

SITE DETAILS

The subject site is located immediately south of the Koorda townsite, as shown in the below aerial image. The subject site is located within very close proximity of the existing CBH Koorda grain handling and storage facility.

The subject site is currently used by CBH for workforce accommodation, which was approved by the Shire through a change of use application in February 2023.



PROPOSAL

The proposed development incorporates the following elements:

- New office building – including individual offices, an open plan workspace and meeting room
- Office amenities including staff kitchen and bathroom
- Carpark with 19 bays

The proposed office will provide a new workspace for local CBH Area Managers and operational staff.

It is proposed to locate the new office building to the east of the existing workforce accommodation. Vehicle access to the office and associated car parking area will be off Orchard Street, via the existing workforce accommodation driveway.

The proposed staff bathrooms will connect into the existing sewer disposal treatment system, which was recently installed as part of the workforce accommodation and has capacity to service the additional ablutions proposed for the office.

ZONING AND LAND USE

The site is zoned 'Residential' under the Shire of Koorda LPS3.

The objectives of the 'Residential' zone are to:

- Provide the opportunity for a variety of housing types to meet the needs of different household types through the application of the Residential Design Codes of Western Australia.
- Provide for non-residential uses that are compatible with the character, scale and operation of surrounding uses, and do not detract from the amenity of the local area.

- Provide the opportunity for aged persons housing.
- Allow for closer subdivision where connection to reticulated water and sewerage is available.
- Provide the opportunity for larger residential lot sizes to accommodate certain types of hobbies and other activities.
- Provide for sustainable design and development of housing.
- Incorporate water sensitive urban design elements in new residential development

Despite being in the 'Residential' zone, the subject site is surrounded by an irregular mix of land uses; including a drive-in cinema to the south, a golf course and sports club to the north and east, and Shire works depot and CBH grain handling and storage facility to the west. The benefit of the location of the subject site is that it is buffered from the majority of townsite residential housing by the open space to the north.

Noting there are no adjoining residential properties and the surrounding land uses are either commercial, industrial or recreational, the possible impact of the proposed office on residential amenity is likely to be negligible.

It is therefore considered that the proposed office use meets the objectives of the 'Residential' zone.

An 'Office' land use is not permitted in the 'Residential' zone according to the Table 1 – Zoning Table of LPS3. However, CBH successfully completed an amendment to the Shire of Koorda LPS3 provisions to introduce 'Office' as a permitted additional use for the subject site, subject to Council exercising its discretion to grant approval.

The proposed office is considered incidental to the main CBH grain handling and storage facility, given the purpose of the office is to support staff operating the facility and its proximity to the site.

PARKING

Table 2 – Development Table of the Shire of Koorda LPS3 outlines development standards for various land uses.

According to the requirements of Table 2, an office use must provide a minimum of 1 parking bay per 30m² of plot ratio area.

Based on the proposed office having a building area of 380m², the proposed development would require a minimum of 13 parking bays. The proposed car park with 19 bays exceeds the calculated requirement of LPS3.

BUSHFIRE

According to the *Map of Bushfire Prone Areas* managed by Department of Fire and Emergency Services, the subject site is located within a bushfire prone area.

In accordance with the requirements outlined in *State Planning Policy 3.7 - Planning in Bushfire Prone Areas* and the associated *Planning for Bushfire Guidelines*, a Bushfire Attack Level Assessment Report has been prepared by a qualified consultant to support the

proposed office development. The outcome of the report is to recommend BAL12.5 classification

A full Bushfire Management Plan is not required as the proposed office development is classified as commercial, not residential, and therefore different requirements apply.

A copy of the full Bushfire Attack Level Assessment Report has been provided with this application.

STORMWATER

Runoff from the office development will connect into the existing on-site drainage system that was recently constructed for the workforce accommodation, which has capacity.

The existing drainage system was designed to take additional run off. The original stormwater drainage design prepared for the accommodation, was future proofed to allow for the addition of extra impervious area associated with a proposed office.

An updated Stormwater Management Plan, that accounts for the proposed office development runoff, has been enclosed with this application.

TRAFFIC

A Traffic Impact Statement has been prepared by a qualified traffic engineer in support of the proposed office development.

The TIS concludes that the peak vehicle movements generated by the development will be 19, which is within the threshold of low impact (according to the *Western Australian Planning Commissions Transport Impact Assessment Guidelines*) and can be accommodated within the existing capacity of the network.

A copy of the full Transport Impact Statement report is provided with this application.

NOISE MANAGEMENT

CBH will work with its contractor/s to manage noise from the construction of the new office development and operate within the permitted levels of the Environmental Protection (Noise) Regulations 1997.

CONCLUSION

The proposed office development is aligned with the planning framework for the area, as it considered to be in support of and incidental to CBH main grain handling and storage land use. It is not anticipated to result in any new amenity impacts to the surrounding locality. CBH respectfully requests the Shire favourably considered this application, given the straightforward nature and compliance with the planning framework.

If you have any questions about the application or require further information, please don't hesitate to contact the undersigned directly on 0486 265 380 or via email at emma.haak@cbh.com.au

Yours sincerely

FOR: Cooperative Bulk Handling Limited

A handwritten signature in blue ink, appearing to read 'Emma Haak', written in a cursive style.

Emma Haak

Lead – Planning and Approvals

APPLICATION FOR DEVELOPMENT APPROVAL

PROPERTY DETAILS

House/Street No. 1 Lot No. 19 Street Name Orchard Street
Suburb _____ Location No. _____ Plan/Diagram No. 11260
Certificate of Title: Vol. 61 Folio: 186A
Title encumbrances - if applicable (e.g. easements, restrictive covenants) _____

OWNER DETAILS

Name Co-Operative Bulk Handling Limited
ABN (if applicable) _____
Address Level 6, 240 St Georges Terrace, PERTH WA
Telephone: Work _____ Home _____ Mobile 0486 265 380
Email Emma.Haak@cbh.com.au
Contact Person for Correspondence Emma Haak

Signature/s of Owners (NB. If the property is a strata lot the signatures of all strata owners or body corporate approval is required) Emma Haak

** This application form needs to be signed by all landowners (including strata owners) or the application will be deemed incomplete and will not be processed until such time as all landowners' signatures have been obtained.*

Date 09/04/2026

APPLICANT DETAILS (IF DIFFERENT FROM OWNER)

Name _____
Address _____
Telephone: Work _____ Home _____ Mobile _____
Email _____
Contact Person for Correspondence _____

The information and plans provided with this application may be made available by the local government for public viewing in connection with the application*. ☐ Yes ☐ No

* Public notification is required for certain development applications to ensure that the public is made aware of the development and have opportunity for relevant submissions. Council has right of refusal for applications that do not allow for public viewing should it be deemed necessary.

Signature/s _____ Date _____

PROPOSED DEVELOPMENT

Nature of Development: ☐ Works ☐ Use ☒ Works and Use

Is an exemption from development claimed for part of the development? ☐ Yes ☒ No

If yes, is the exemption for: ☐ Works ☐ Use

Description of exemption claimed (if relevant) _____

Description of proposed development and/or land use Office

Existing buildings and/or land use Workforce accommodation

Approximate cost of proposed development \$1,100,000

Estimated time of completion 3 months from approval

This form is to be submitted in with two (2) copies of A3 plans (site plan; floor plan; elevations).

This is not an application for a building permit. A separate application is required for a building permit.

WESTERN



AUSTRALIA

TITLE NUMBER

Volume

Folio

61

186A

RECORD OF CERTIFICATE OF TITLE UNDER THE TRANSFER OF LAND ACT 1893

The person described in the first schedule is the registered proprietor of an estate in fee simple in the land described below subject to the reservations, conditions and depth limit contained in the original grant (if a grant issued) and to the limitations, interests, encumbrances and notifications shown in the second schedule.

BGRoberts
REGISTRAR OF TITLES



LAND DESCRIPTION:

LOT 19 ON DIAGRAM 11260

REGISTERED PROPRIETOR: (FIRST SCHEDULE)

CO-OPERATIVE BULK HANDLING LIMITED OF LEVEL 6 240 ST GEORGES TERRACE PERTH WA 6000
(T P299940) REGISTERED 28/9/2022

LIMITATIONS, INTERESTS, ENCUMBRANCES AND NOTIFICATIONS: (SECOND SCHEDULE)

1. THE LAND THE SUBJECT OF THIS CERTIFICATE OF TITLE EXCLUDES ALL PORTIONS OF THE LOT DESCRIBED ABOVE EXCEPT THAT PORTION SHOWN IN THE SKETCH OF THE SUPERSEDED PAPER VERSION OF THIS TITLE. VOL 61 FOL 186A.

Warning: A current search of the sketch of the land should be obtained where detail of position, dimensions or area of the lot is required.
Lot as described in the land description may be a lot or location.

-----END OF CERTIFICATE OF TITLE-----

STATEMENTS:

The statements set out below are not intended to be nor should they be relied on as substitutes for inspection of the land and the relevant documents or for local government, legal, surveying or other professional advice.

SKETCH OF LAND: 61-186A (19/D11260)
PREVIOUS TITLE: 1065-568
PROPERTY STREET ADDRESS: 1 ORCHARD ST, KOORDA.
LOCAL GOVERNMENT AUTHORITY: SHIRE OF KOORDA





Co-operative Bulk Handling Ltd
ABN 29 256 604 947
Level 6, 240 St Georges Terrace
Perth WA 6000 Australia
GPO Box L886
Perth WA 6842 Australia
Telephone
+61 8 9237 9600
Grower Service Centre
1800 199 083
cbh.com.au

CONSENT TO SIGN APPLICATIONS FOR DEVELOPMENT APPROVAL AND BUILDING PERMITS FOR LAND OWNED, LEASED OR LICENSED BY CO-OPERATIVE BULK HANDLING LIMITED

This is to confirm that Co-operative Bulk Handling Limited (**CBH**) authorises each of the following CBH personnel to sign and lodge on behalf of CBH all applications for development approval and building permits (and all documents associated with those applications) in connection with land owned, leased or licensed by CBH:

1. David Paton, Chief External Relations Officer
2. Rob Dickie, Head of Government & Industry Relations
3. Kellie Todman, Manager – Government & Industry Relations.
4. Emma Haak, Lead – Planning & Approvals.
5. Timothy Roberts, – Planning & Approvals.

Should you require further information regarding any present or future applications for development approval or building permits, please do not hesitate to contact CBH Planning Approvals at PlanningApprovals@cbh.com.au.

This consent takes effect on the last date written below and from that date supersedes any and all previous consents to sign and lodge on behalf of CBH applications for development approval and / or building permits (and documents associated with those applications) in connection with land owned, leased or licensed by CBH.

Yours faithfully

Signed for and on behalf of Co-operative Bulk Handling Limited by or in the presence of:

A handwritten signature in blue ink that reads "Simon Stead".

Signature of Director

A handwritten signature in blue ink that reads "Simon Stead".

Name of Director

A handwritten signature in blue ink that reads "4.6.25".

Date of signing

A handwritten signature in blue ink that reads "Richard Lodging".

Signature of ~~Director~~ or Company Secretary

A handwritten signature in blue ink that reads "RICHARD LODGING".

Name of ~~Director~~ or Company Secretary

A handwritten signature in blue ink that reads "4.6.2025".

Date of signing

DP190333

DP55425

365372

72459

31300

33067

74483

154071

30000

124427

LEGEND

 S S SEWER
 PW POTABLE WATER
 C C COMMS
 UGP POWER
 DB

EXISTING



CBH GROUP
ABN 29 256 604 947

DO NOT SCALE FROM THIS DRAWING

REF DRAWING No.

REFERENCE DRAWING TITLE

	A

DATE _____

ISSUED FOR REVIEW

REVISION	DESCRIPTION

	Al

BL

TB

B.

CHK'D

APP'I

SCALE	1:500

SHEET A1

PROJECT	P-01050

	CONTRACT No
TD	

	DRAWN

	CHECKED

DESIGNED
DESIGN

	PROJECT

	A BROWN

	B LIM

	A BROWN
R	B LIM

PR	T BYRNE

TITLE	KOORDA INFRASTRUCTURE PLANNING OFFICE OVERALL SITE PLAN

DRG No 373-ENG-CI-DLP-0007

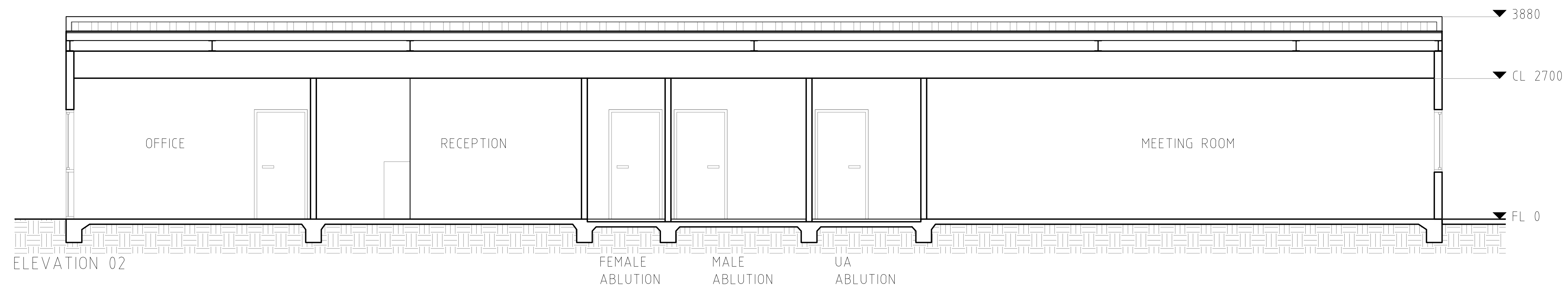
	SHEET

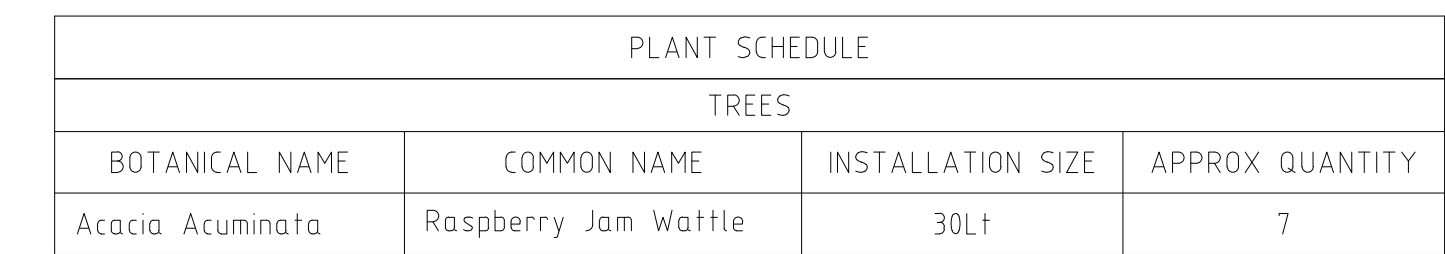
1 OF 7

REV

4



[illegible]

A large, dense, green shrub, likely a species of sagebrush, stands in a dry, open field. The shrub has a rounded, bushy shape with many small, green leaves. In the background, there is a fence line and some trees under a clear sky. The ground is dry and covered with sparse, light-colored vegetation.

ALLOCASUARINA HUEGELIANA



HAKEA ORTHORRHYNCHA

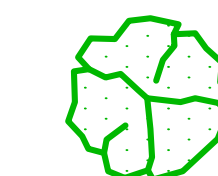


DODONAEA VISCOSA

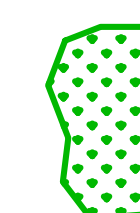
01 OFFICE
02 CAR PARK (19 BAYS)
03 CIVIL SWALE
04 CULVERT



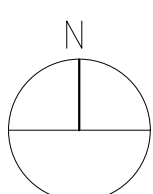
DB



PROPOSED TREES



PROPOSED SHRUBS/LANDSCAPING



Bushfire Attack Level (BAL) Certificate

Determined in accordance with AS 3959-2018

This certificate has been issued by a representative from Green Start Consulting. The certificate details the conclusions of the full Bushfire Attack Level Assessment Report (full report) prepared Green Start Consulting.

Property Details and Description of Works

Address Details Local government area Main BCA class of the building Description of the building or works	Unit no	Street no 1	Lot no	Street name / Plan Reference Orchard Street	
	Suburb Koorda			State WA	Postcode 6475
	Shire of Koorda				
	Class 5	Use(s) of the building	Commercial		
	Proposed Office				

Determination of Highest Bushfire Attack Level

AS 3959 Assessment Procedure	Vegetation Classification	Effective Slope	Separation Distance	BAL
Method 1	Class C Shrubland	Flat	22.8m	BAL – 12.5

Practitioner Details

Name James Terenciuk	
Green Start Consulting admin@greenstartconsulting.com.au Phone: (08) 6114 9356	
Signature: 	
Date: 31 March 2026	

I hereby certify that I have undertaken the assessment of the above site and determined the Bushfire Attack Level stated above in accordance with the requirements of AS 3959-2018.

Reliance on the assessment and determination of the Bushfire Attack Level contained in this certificate should not extend beyond a period of 12 months from the date of issue of the certificate. If this certificate was issued more than 12 months ago, it is recommended that the validity of the determination be confirmed with Green Start Consulting and where required an updated certificate issued.

AS 3959 BAL Assessment Report

This report has been prepared by a representative from Green Start Consulting using the Simplified Procedure (Method 1) as detailed in Section 2 of AS 3959 – 2018. All enquiries related to the information and conclusions presented in this report must be forwarded to the representative whose details appear below.

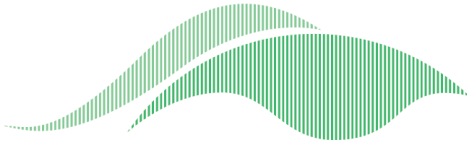
Property Details and Description of Works

Address Details	Unit no	Street no	Lot no	Street name / Plan Reference		
		1		Orchard Street		
Local government area	Suburb			State		Postcode
	Koorda			WA		6475
Main BCA class of the building	Shire of Koorda					
	Class 5		Use(s) of the building	Commercial		
Description of the building or works	Proposed Office					

Report Details

Report / Job Number	Report Version	Assessment Date	Report Date
25562	1	31 March 2026	31 March 2026

Practitioner Details

Name James Terenciuk	 GREEN START CONSULTING fast building approvals
Company Details Green Start Consulting admin@greenstartconsulting.com.au Phone: (08) 6114 9356 Signature:  Date: 9 April 2026	

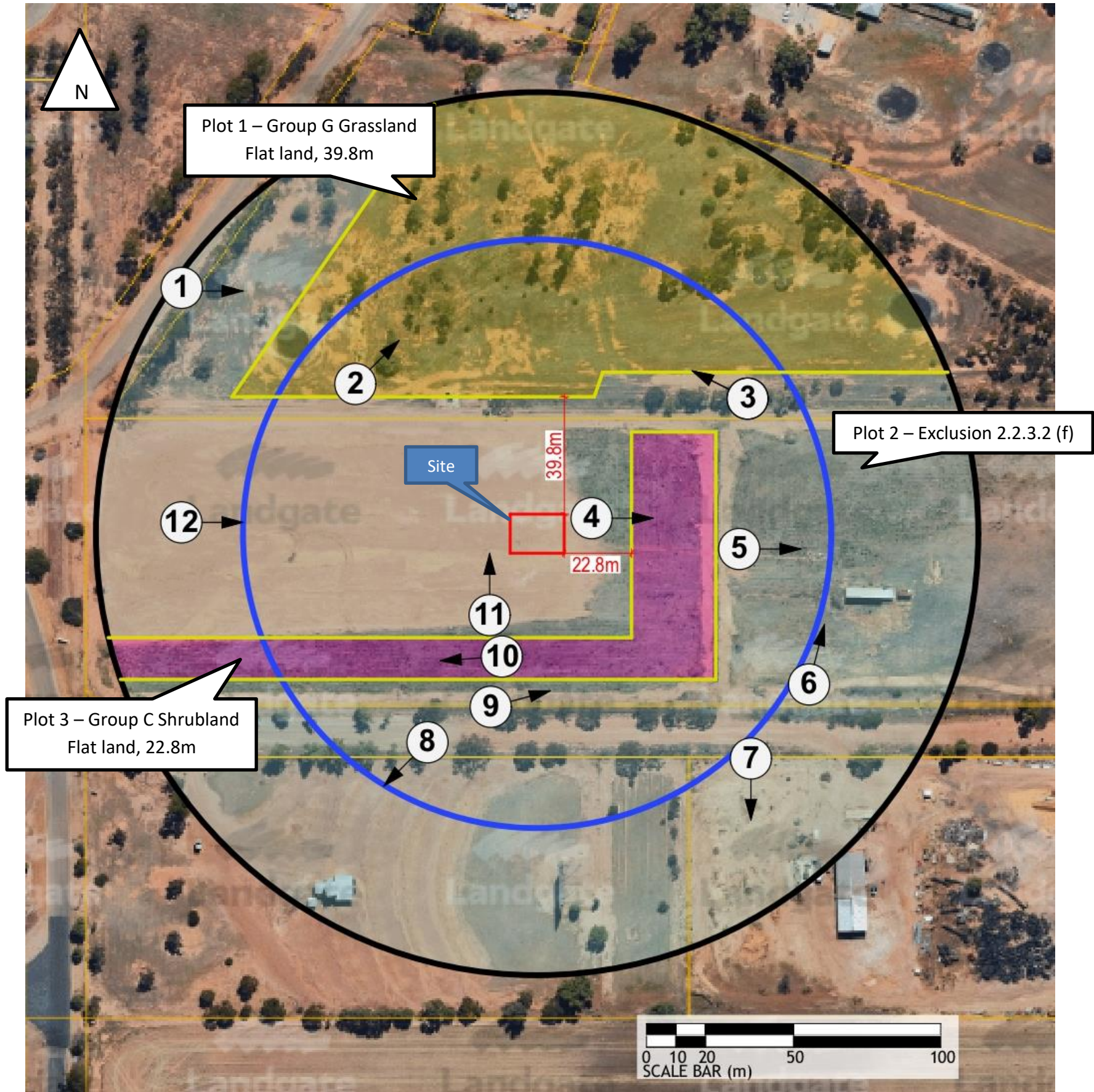
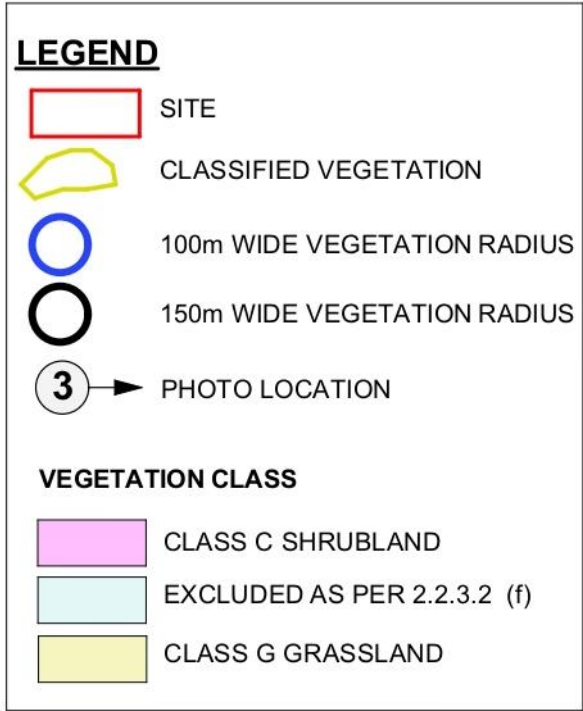
Reliance on the assessment and determination of the Bushfire Attack Level contained in this report should not extend beyond a period of 12 months from the date of issue of the report. If this report was issued more than 12 months ago, it is recommended that the validity of the determination be confirmed with Green Start Consulting and where required an updated report issued.

Site Assessment & Site Plans

The assessment of this site / development was undertaken on 31 March 2026 for the purpose of determining the Bushfire Attack Level in accordance with AS 3959 - 2018 Simplified Procedure (Method 1).

BAL assessment Map

1 Orchard Street, Koorda WA 6475
Job No. 25562



Vegetation Classification

All vegetation within 150m of the site / proposed development was classified in accordance with Clause 2.2.3 of AS 3959-2018. Each distinguishable vegetation plot with the potential to determine the Bushfire Attack Level is identified below.

Photo ID:	1	Plot:	2
Vegetation Classification or Exclusion Clause			
Excludable - 2.2.3.2(f) Low Threat Vegetation			
Description / Justification for Classification			
Vegetation regarded as low threat due to factors such as flammability, moisture content or fuel load. This includes grassland managed in a minimal fuel condition, maintained sites with minimal vegetation.			
			
Photo ID:	2	Plot:	1
Vegetation Classification or Exclusion Clause			
Class G Grassland - Open woodland G-06			
Description / Justification for Classification			
• Grass cover over sandy ground with exposed patches, providing a moderate fuel load • Grass generally over 100 mm; trees vary in height. • Grass generally over 100 mm; trees vary in height. Effective slope: Flat Separation distance: 39.8m Photo description: Grassland with patchy grass cover, exposed sandy areas, and scattered trees throughout.			
			

Photo ID:	3	Plot:	1
Vegetation Classification or Exclusion Clause			
Class G Grassland - Open Woodland G-06			
Description / Justification for Classification			
• Grass cover over sandy ground with exposed patches, providing a moderate fuel load • Grass generally over 100 mm; trees vary in height. • Grass generally over 100 mm; trees vary in height. Effective slope: Flat Separation distance: 39.8m Photo description: Grassland with patchy grass cover, exposed sandy areas, and scattered trees throughout.			
Photo ID:	4	Plot:	1
Vegetation Classification or Exclusion Clause			
Class C Shrubland - Low shrubland C-12			
Description / Justification for Classification			
• Low shrubs over sandy ground, creating a light to moderate fuel load. • Shrubs under 1 m high • Moderate coverage with some exposed sandy patches. Effective slope: Flat Separation distance: 22.8m Photo description: Moderate coverage with some exposed sandy patches.			
Photo ID:	5	Plot:	1
Vegetation Classification or Exclusion Clause			
Excludable - 2.2.3.2(f) Low Threat Vegetation			
Description / Justification for Classification			
Vegetation regarded as low threat due to factors such as flammability, moisture content or fuel load. This includes grassland managed in a minimal fuel condition, maintained sites with minimal vegetation.			



Photo ID:	6	Plot:	1
Vegetation Classification or Exclusion Clause			
Excludable - 2.2.3.2(f) Low Threat Vegetation			
Description / Justification for Classification			
Vegetation regarded as low threat due to factors such as flammability, moisture content or fuel load. This includes grassland managed in a minimal fuel condition, maintained sites with minimal vegetation.			
			
Photo ID:	7	Plot:	1
Vegetation Classification or Exclusion Clause			
Excludable - 2.2.3.2(f) Low Threat Vegetation			
Description / Justification for Classification			
Vegetation regarded as low threat due to factors such as flammability, moisture content or fuel load. This includes grassland managed in a minimal fuel condition, maintained sites with minimal vegetation.			
			
Photo ID:	8	Plot:	2
Vegetation Classification or Exclusion Clause			
Class C Shrubland - Closed (low) heath C-10			
Description / Justification for Classification			
Vegetation regarded as low threat due to factors such as flammability, moisture content or fuel load. This includes grassland managed in a minimal fuel condition, maintained sites with minimal vegetation.			
			

Photo ID:	9	Plot:	1
Vegetation Classification or Exclusion Clause			
Excludable - 2.2.3.2(f) Low Threat Vegetation			
Description / Justification for Classification			
Vegetation regarded as low threat due to factors such as flammability, moisture content or fuel load. This includes grassland managed in a minimal fuel condition, maintained sites with minimal vegetation.			
Photo ID:	10	Plot:	1
Vegetation Classification or Exclusion Clause			
Class C Shrubland - Low shrubland C-12			
Description / Justification for Classification			
• Low shrubs over sandy ground, creating a light to moderate fuel load. • Shrubs under 1 m high • Moderate coverage with some exposed sandy patches. Effective slope: Flat Separation distance: 22.8m Photo description: Moderate coverage with some exposed sandy patches.			
Photo ID:	11	Plot:	1
Vegetation Classification or Exclusion Clause			
Excludable - 2.2.3.2(f) Low Threat Vegetation			
Description / Justification for Classification			
Vegetation regarded as low threat due to factors such as flammability, moisture content or fuel load. This includes grassland managed in a minimal fuel condition, maintained sites with minimal vegetation.			



Photo ID:	12	Plot:	1
Vegetation Classification or Exclusion Clause			
Excludable - 2.2.3.2(f) Low Threat Vegetation			
Description / Justification for Classification			
Vegetation regarded as low threat due to factors such as flammability, moisture content or fuel load. This includes grassland managed in a minimal fuel condition, maintained sites with minimal vegetation.			



Relevant Fire Danger Index

The fire danger index for this site has been determined in accordance with Table 2.1 or otherwise determined in accordance with a jurisdictional variation applicable to the site.

Fire Danger Index

FDI 40 ☐

Table 2.7

FDI 50 ☐

Table 2.6

FDI 80 ☒

Table 2.5

FDI 100 ☐

Table 2.4

Potential Bushfire Impacts

The potential bushfire impact to the site / proposed development from each of the identified vegetation plots are identified below.

Plot	Vegetation Classification	Effective Slope	Separation (m)	BAL
1	Class G Grassland	Flat	39.8m	BAL – 12.5
2	Excludable – Clause 2.2.3.2(f)	-	-	BAL – LOW
3	Class C Shrubland	Flat	22.8m	BAL – 12.5

Table 1: BAL Analysis

Determined Bushfire Attack Level (BAL)

The Determined Bushfire Attack Level (highest BAL) for the site / proposed development has been determined in accordance with clause 2.2.6 of AS 3959-2018 using the above analysis.

Determined Bushfire Attack Level	BAL – 12.5

Shielding Assessment

- ☒ Shielding does not apply to any elevations.
- ☐ Shielding can be applied to one or more elevations in accordance with AS 3959 Clause 3.5.

Note: Shielding can reduce an elevation to the next lower BAL, however, it cannot reduce below BAL 12.5.

Shielding may only be applied where all straight lines between the elevation and the source of bushfire attack are fully obstructed by another part of the same building, as outlined in AS 3959 Clause 3.5. Shielding applies to all elements of the wall, including openings, but does not apply to subfloors or roofs.

Shielded Elevations

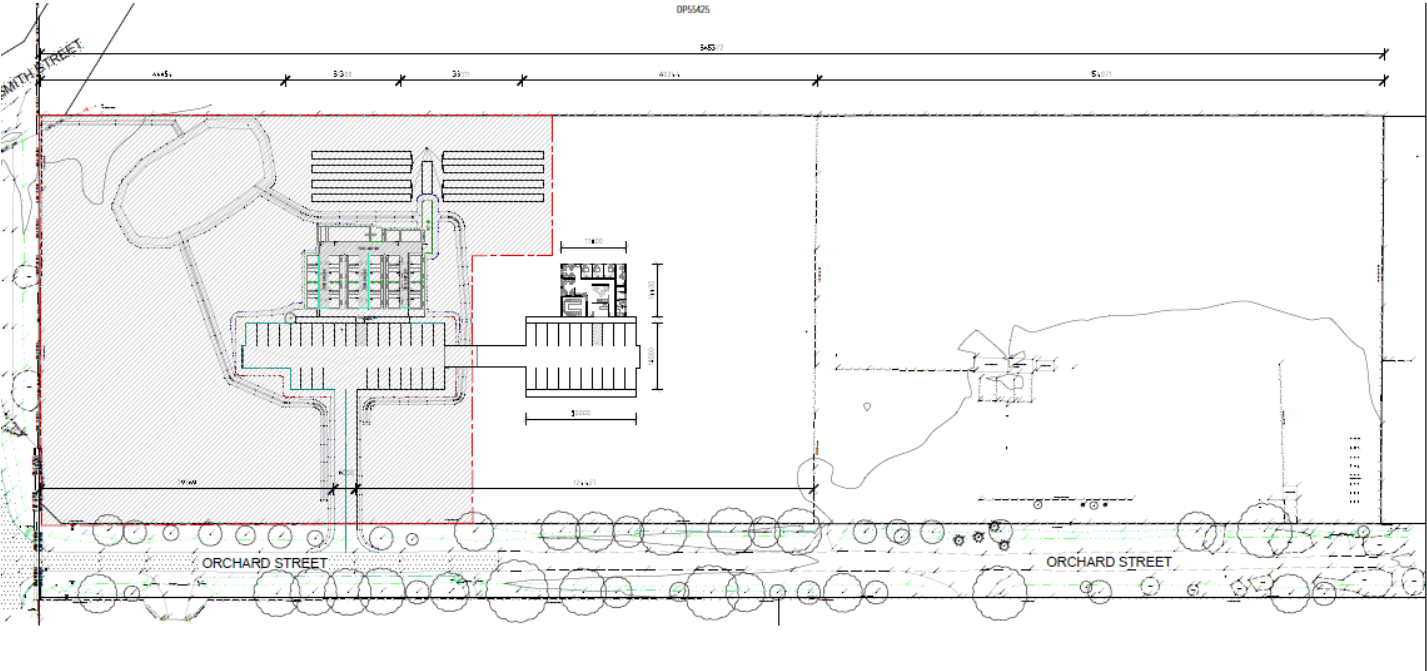
(Specify all shielded elevations below, or ensure they are clearly marked on the building plans)

Appendix 1: Plans and Drawings

Plans and drawings relied on to determine the bushfire attack level		
Drawing / Plan Description Site Plan		
Job Number NA	Revision A	Date of Revision NA

Where shielding in accordance with Clause 3.5 of AS 3959 is proposed to be used:

- Current detailed site plan showing building's design in relation to bushfire threat must be provided; and
- identify the elevation shielded, if any, for the application of Clause 3.5 of AS 3959.



Appendix 2: Additional Information / Advisory Notes

The BAL Ratings are divided into the following 6 categories:

Bushfire Attack Level (BAL)	Classified vegetation within 100m of the site and heat flux exposure thresholds	Description of predicted bushfire attack and levels of exposure	Construction sections (within AS 3959-2018)
BAL - Low	See clause 2.2.3.2	There is insufficient risk to warrant specific construction requirements	4
BAL - 12.5	$\leq 12.5\text{kW/m}^2$	Ember attack	3 & 5
BAL - 19	$\geq 12.5\text{kW/m}^2$ to $\leq 19\text{kW/m}^2$	Increasing levels of ember attack and burning debris ignited by windborne embers together with increasing heat flux	3 & 6
BAL - 29	$\geq 19\text{kW/m}^2$ to $\leq 29\text{kW/m}^2$	Increasing levels of ember attack and burning debris ignited by windborne embers together with increasing heat flux	3 & 7
BAL - 40	$\geq 29\text{kW/m}^2$ to $\leq 40\text{kW/m}^2$	Increasing levels of ember attack and burning debris ignited by windborne embers together with increasing heat flux with the increased likelihood of exposure to flames	3 & 8
BAL – Flame Zone	$> 40\text{kW/m}^2$	Direct exposure to flames from fire front in addition to heat flux and ember attack	3 & 9



Transport Impact Statement

Project:	Proposed Office Development 1 Orchard Street, Koorda
Client:	CBH Group
Author:	Paul Nguyen
Date:	4 th March 2026
Shawmac Document #:	2602021-TIS-001

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Document Status: Client Review

Version	Prepared By	Reviewed By	Approved By	Date
A	P. Nguyen	R. Needham	P. Nguyen	04/03/2026

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File Reference: Y:\Jobs Active 2026\T & T - Traffic & Parking\CBH_Koorda Office_TIS_2602021\3. Documents\3.20 TIS\2602021_CBH_Koorda Office_TIS_Rev A.docx



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1. Introduction

1.1. Proponent

Shawmac has been engaged by CBH Group to prepare a Transport Impact Statement (TIS) for a proposed office development in Koorda.

This TIS has been prepared in accordance with the Western Australian Planning Commission (WAPC) *Transport Impact Assessment Guidelines Volume 4 – Individual Developments*. The assessment considers the following key matters:

- Details of the proposed development.
- Vehicle access and parking.
- Provision for service vehicles.
- Daily traffic volumes and vehicle types.
- Traffic management on frontage streets.
- Public transport access.
- Pedestrian access.
- Cycle access
- Site specific and safety issues.

1.2. Site Location

The site address is 1 Orchard Street, Koorda. The local authority is the Shire of Koorda.

The general site location is shown in **Figure 1** and an aerial view of the site is shown in **Figure 2**. Recent aerial imagery showing the existing accommodation development on the site was not available at the time of assessment.

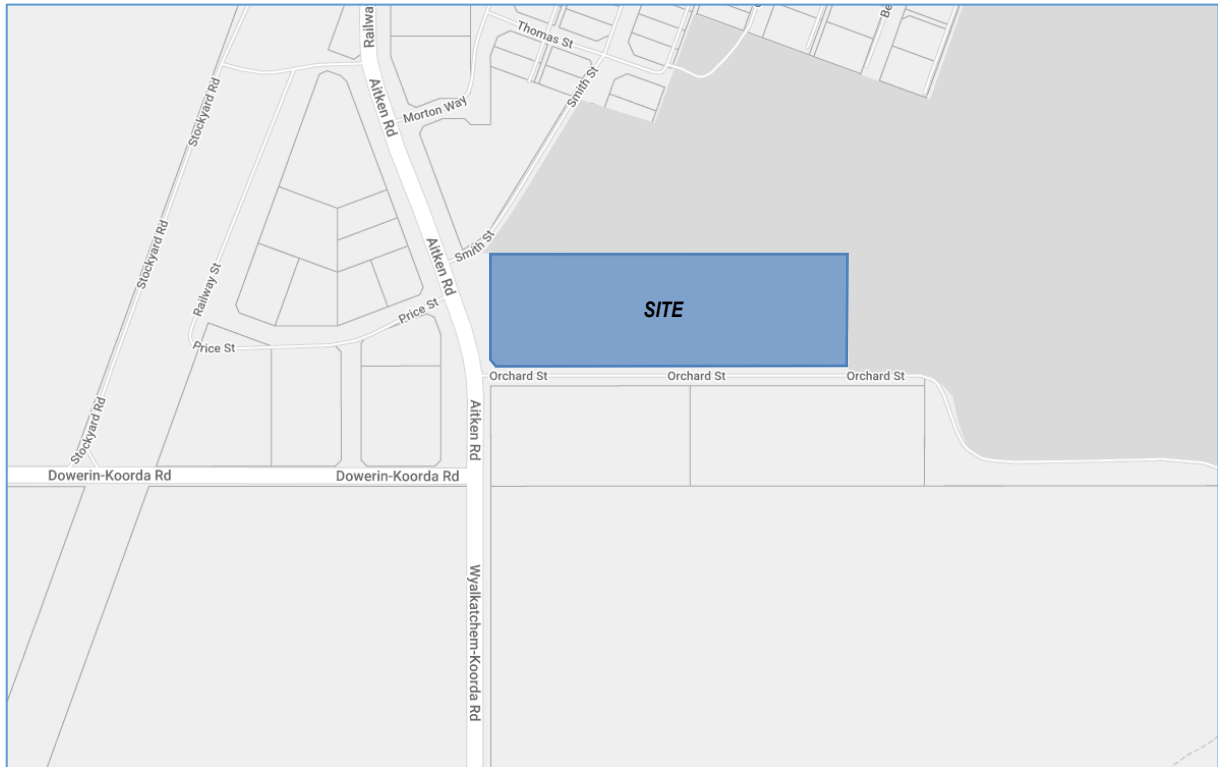


Figure 1: Site Location



Figure 2: Aerial View (July 2022)



2. Proposed Development

CBH recently constructed an accommodation development on the western portion of the site comprising 24 rooms, a laundry/kitchen, a common room and car parking.

The proposed development is an office building and associated car parking to be located to the east of the accommodation development. The office will accommodate up to 19 staff.

The proposed site plan is shown in **Figure 3**.

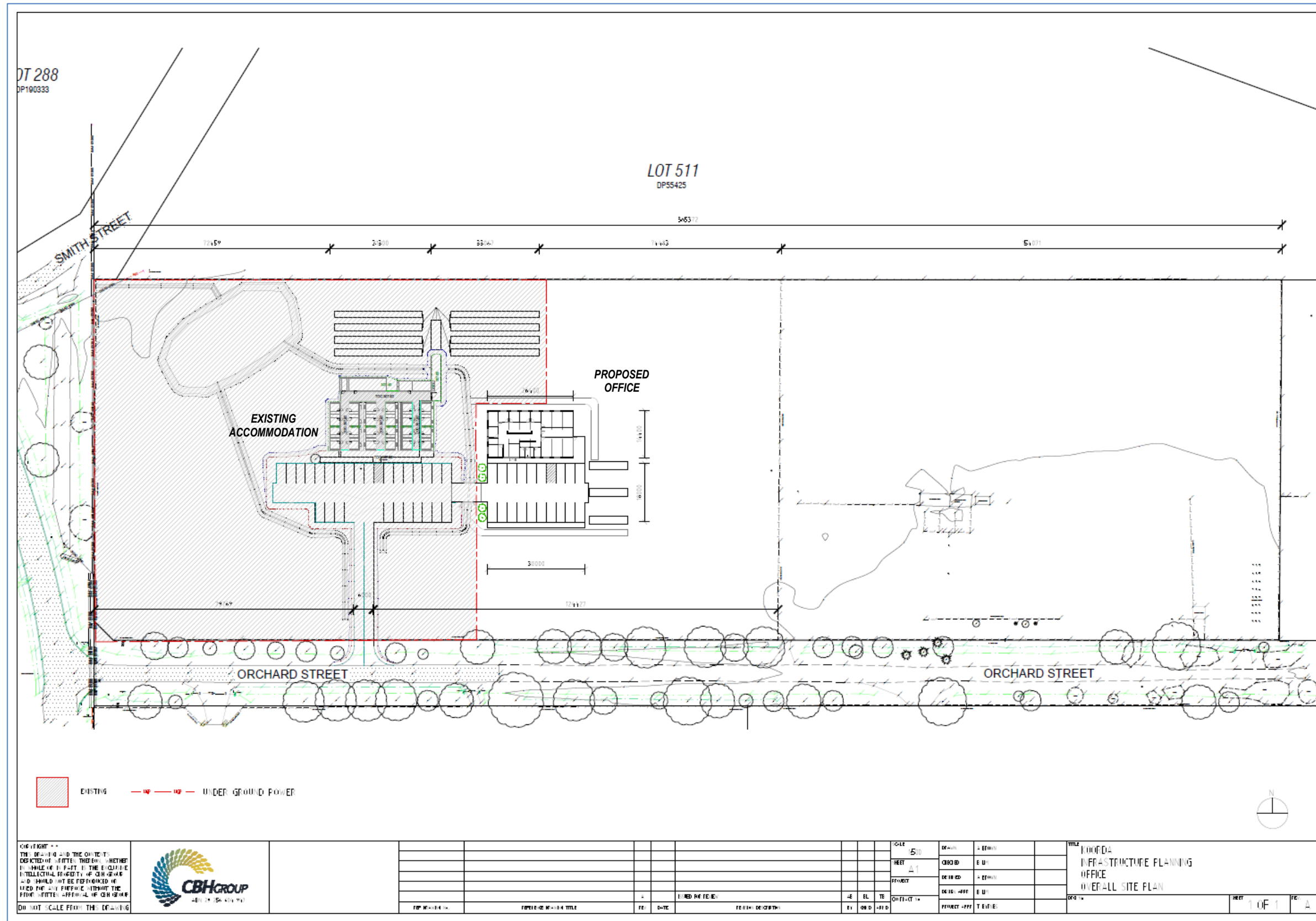


Figure 3: Site Layout

3. Traffic Management on Frontage Streets

3.1. Road Network Layout and Hierarchy

The layout and hierarchy of the existing local road network according to the Main Roads WA *Road Information Mapping System* is shown in **Figure 4**.

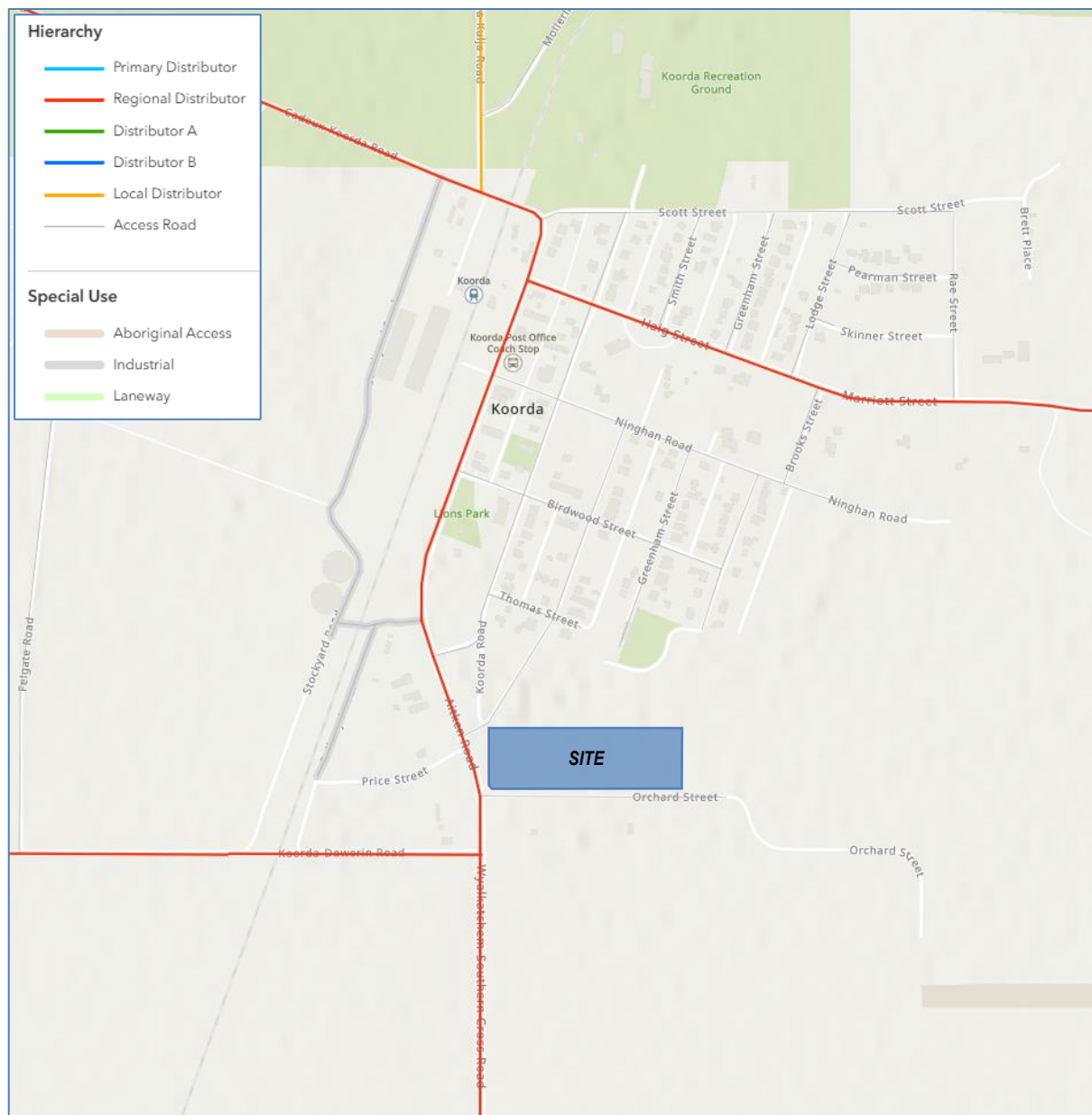
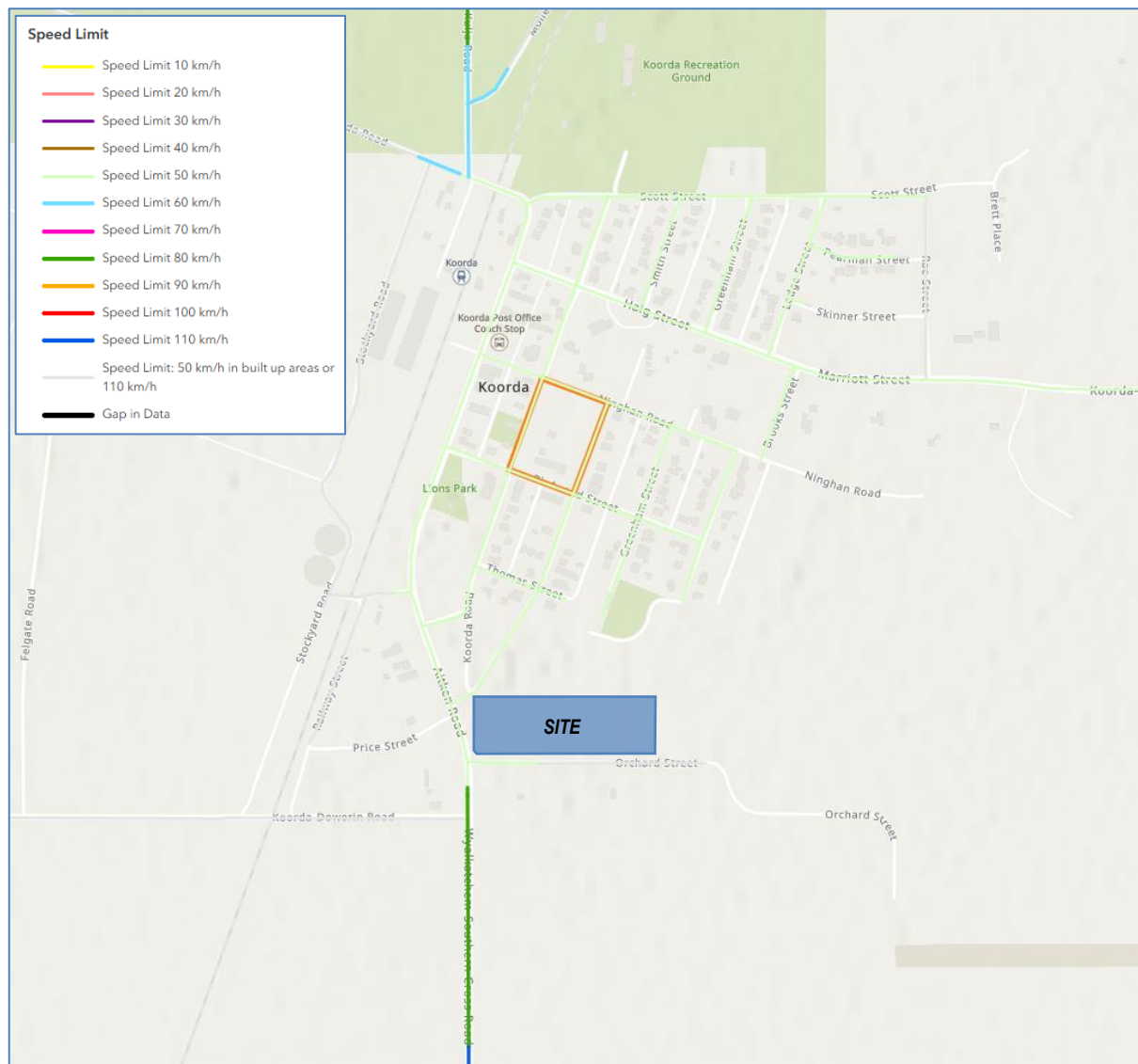


Figure 4: Existing Road Network Hierarchy

3.2. Speed Limits

The speed limits are shown in **Figure 5**.



3.3. Traffic Volumes

The latest traffic volumes along Wyalkatchem-Koorda Road were obtained from Main Roads WA *Traffic Map* as summarised in **Figure 6**.

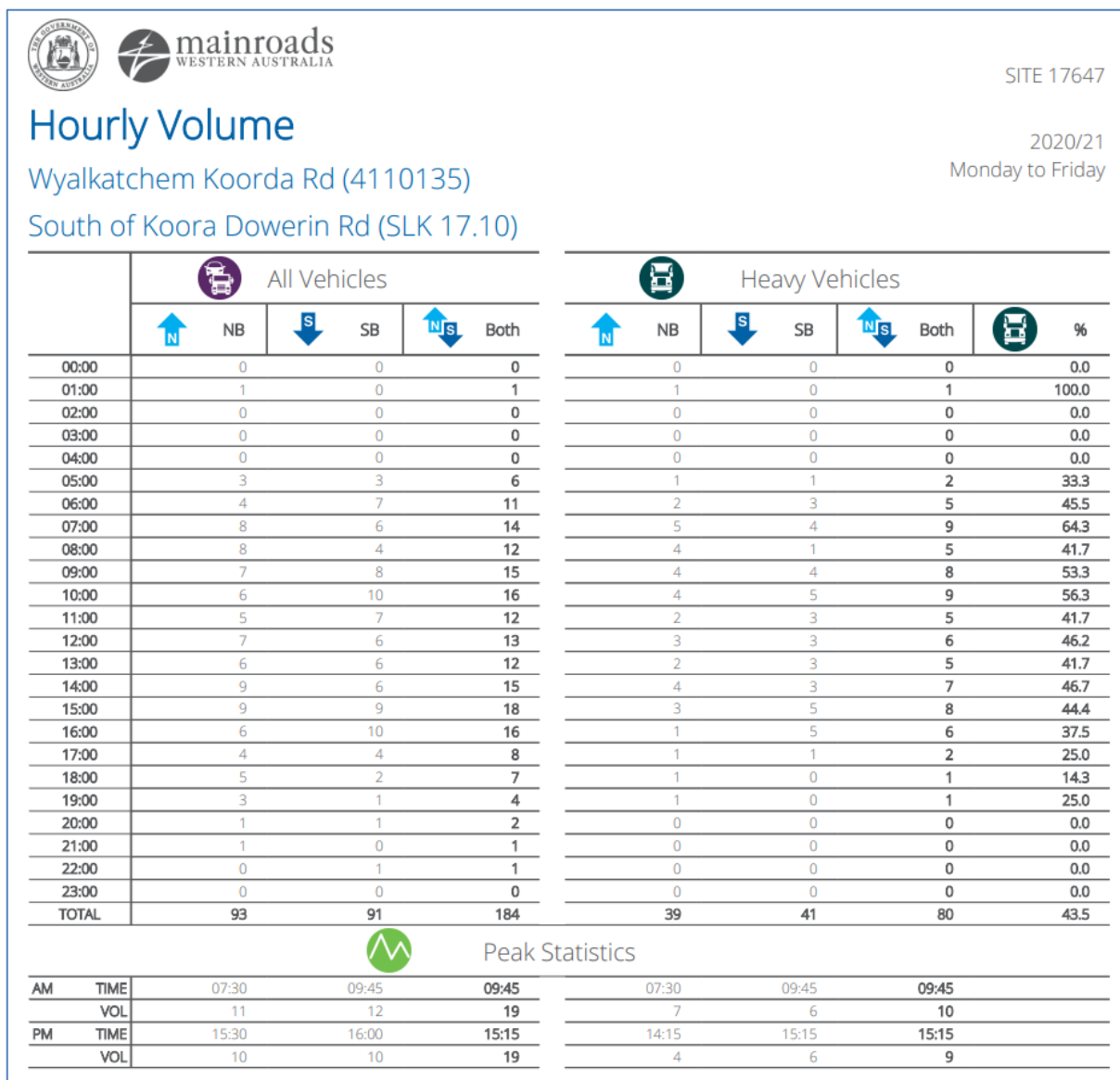


Figure 6: Traffic Volumes – Average Weekday (2021/2022)

Hourly Volume

Wyalkatchem Koorda Rd (4110135)

2020/21
Weekend

South of Koora Dowerin Rd (SLK 17.10)

	All Vehicles				Heavy Vehicles				
	NB	SB	Both		NB	SB	Both	%	
00:00	0	0	0		0	0	0	0.0	
01:00	0	1	1		0	1	1	100.0	
02:00	0	0	0		0	0	0	0.0	
03:00	0	0	0		0	0	0	0.0	
04:00	0	0	0		0	0	0	0.0	
05:00	0	0	0		0	0	0	0.0	
06:00	1	2	3		1	1	2	66.7	
07:00	3	6	9		1	2	3	33.3	
08:00	5	6	11		3	2	5	45.5	
09:00	5	3	8		1	1	2	25.0	
10:00	3	4	7		1	0	1	14.3	
11:00	4	3	7		1	1	2	28.6	
12:00	4	4	8		1	0	1	12.5	
13:00	5	3	8		2	1	3	37.5	
14:00	3	5	8		1	3	4	50.0	
15:00	3	3	6		0	0	0	0.0	
16:00	3	4	7		0	1	1	14.3	
17:00	6	4	10		1	1	2	20.0	
18:00	3	1	4		0	0	0	0.0	
19:00	2	2	4		1	1	2	50.0	
20:00	0	1	1		0	0	0	0.0	
21:00	1	1	2		0	0	0	0.0	
22:00	0	0	0		0	0	0	0.0	
23:00	0	0	0		0	0	0	0.0	
TOTAL	51	53	104		14	15	29	27.9	

Peak Statistics						
AM	TIME	08:15	07:15	08:00	08:00	06:30
	VOL	6	7	11	3	3
PM	TIME	17:15	16:30	16:45	12:15	14:00
	VOL	6	6	11	3	3

Figure 7: Traffic Volumes – Average Weekend (2021/2022)

4. Vehicle Access and Parking

4.1. Access

Vehicle access is proposed via the existing crossover on Orchard Street as shown in **Figure 8**. All vehicles will travel to and from the site via the Wyalkatchem-Koorda Road / Orchard St intersection which is a standard T-intersection.



Figure 8: Vehicle Access Arrangement

4.2. Sight Distance

Sight distance requirements from vehicle exit points are defined in Figure 3.2 of Australian Standard AS2890.1-2004 *Parking facilities Part 1: Off street car parking* (AS2890.1) which are based on the Austroads Stopping Sight Distance (SSD).

There is no posted speed limit along Orchard Street and according to the Main Roads WA *Road Information Mapping System*, a 110km/h speed limit would apply, assuming that the area is not considered to be a built up area. However, considering the proximity of the access to Wyalkatchem-Koorda Road and the transition from a sealed road to the east of the site access, the actual travel speed in the vicinity of the site access is expected to be much lower. At this stage, the frontage road speed is assumed to be 70km/h which would require a minimum 85m of SSD.

The sight distance check is shown in **Figure 9**. As shown, assumed 85m sight distance is achieved at the proposed vehicle access in both directions.

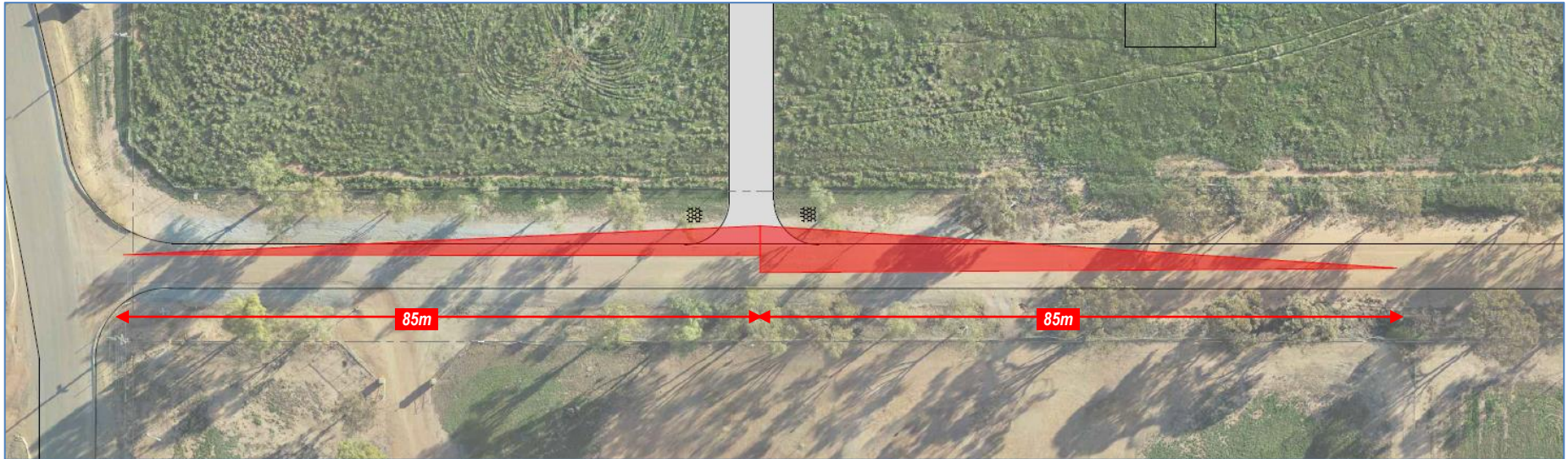


Figure 9: Sight Distance Check – Orchard Street

4.3. Car Parking Requirements

The car parking requirements for developments in the Shire of Koorda are outlined in the Shire's Local Planning Scheme. Office uses require 1 bay for every 30m² of plot ratio area.

Based on the 380m² of building area, the development would require 13 bays. The proposed 19 additional bays exceeds the calculated requirements and is considered to be adequate based on the proposed capacity of 19 staff.

4.4. Parking Design

The parking layout will need to comply with the requirements of Australian Standard AS2890.1. The user class will depend on the purpose of the bay as detailed in **Figure 10**.

9

AS/NZS 2890.1:2004

TABLE 1.1
CLASSIFICATION OF OFF-STREET CAR PARKING FACILITIES

User class	Required door opening	Required aisle width	Examples of uses (Note 1)
1	Front door, first stop	Minimum for single manoeuvre entry and exit	Employee and commuter parking (generally, all-day parking)
1A	Front door, first stop	Three-point turn entry and exit into 90° parking spaces only, otherwise as for User Class 1	Residential, domestic and employee parking
2	Full opening, all doors	Minimum for single manoeuvre entry and exit	Long-term city and town centre parking, sports facilities, entertainment centres, hotels, motels, airport visitors (generally medium-term parking)
3	Full opening, all doors	Minimum for single manoeuvre entry and exit	Short-term city and town centre parking, parking stations, hospital and medical centres
3A	Full opening, all doors	Additional allowance above minimum single manoeuvre width to facilitate entry and exit	Short term, high turnover parking at shopping centres
4	Size requirements are specified in AS/NZS 2890.6 (Note 2)		Parking for people with disabilities

Figure 10: Classification of Parking Facilities

Staff parking (long-term parking) would be classified as User Class 1A. A summary of the AS2890.1 parking requirements is detailed in **Table 1**.

Table 1: AS2890.1 Car Parking Compliance

Dimension	Requirement	Provided
90 degree parking – Class 1 – Long Term Parking (Residents)		
Car Bay Width	2.4m	3.0m
Car Bay Length	5.4m	6.0m
Parking Aisle Width	5.8m	6.0m

All proposed parking bays are 3.0m wide, 6.0m long and the parking aisles is 6.0m. The key parking dimensions are compliant with AS2890.1.

4.5. Bicycle Parking

The proposed use is unlikely to generate any demand for cycling and so the provision of bicycle parking or end of trip facilities is not considered to be warranted.

4.6. Provision for Service Vehicles

Waste is proposed to be collected from the site on a fortnightly basis as part of the current arrangements for the accommodation development. Previous waste swept path analysis demonstrates that the site provides adequate room for the waste vehicle to enter and exit the site in a forward direction.

5. Traffic Generation

Assuming all staff drive individually as a worst-case scenario, the peak hour traffic generation is estimated to be 19 vehicle movements (inbound in the morning and then outbound in the afternoon).

According to the WAPC TIA guidelines, an increase of between 10 to 100 peak hour vehicles is considered to have a low to moderate impact and is generally deemed to be acceptable without requiring detailed capacity analysis.

The estimated 19 additional vehicles per hour is around the lower end of this range and so the development traffic will have a low impact and can be accommodated within the existing capacity of the road network.



6. Pedestrian and Cyclist Access

There are no paths along Orchard Street or along the adjacent roads. Based on the location of the site and the proposed use, the demand for walking and cycling to and from the site would be minimal and so the provision of new paths or cycle lanes is not warranted by the proposed development.

7. Public Transport Access

There are no existing public transport services within reasonable walking distance of the site. All guests and visitors are expected to travel via private vehicle and so there is no demand for public transport.

8. Site Specific Issues and Safety Issues

8.1. Crash History

The crash history of the adjacent road network was obtained from the MRWA Reporting Centre including Orchard Street and the length of Wyalkatchem-Koorda Road between Railway Street and Ross Road. No crashes have been recorded on the above roads over the five-year period from January 2020 to December 2024 and so the crash history does not appear to indicate any major safety issues on the adjacent road network.

The proposed development itself will generate a low volume of additional traffic and there is no indication that the development would increase the risk of crashes unacceptably.

9. Conclusion

This Transport Impact Statement for the proposed office development at 1 Orchard Street in Koorda concluded the following:

- The proposed office is predicted to generate approximately 19 additional vehicle movements during the peak hours as a worst-case scenario. This volume of traffic is low and can be accommodated within the existing capacity of the road network.
- Vehicle access is proposed from the existing crossover on Orchard Street. The minimum sight distance requirement based on an assumed 70km/h frontage road speed is achieved from the crossover in both directions.
- Based on the 380m² of building area, the development would require 13 bays. The proposed 19 additional bays exceeds the calculated requirements and is considered to be adequate based on the proposed capacity of 19 staff.
- The key parking dimensions are compliant with AS2890.1.
- Waste is proposed to be collected from the site on a fortnightly basis as part of the current arrangements for the accommodation development. Previous waste swept path analysis demonstrates that the site provides adequate room for the waste vehicle to enter and exit the site in a forward direction.
- The proposed use is unlikely to generate any demand for cycling and so the provision of bicycle parking or end of trip facilities is not considered to be warranted.
- All staff are expected to travel via private vehicle and so there is no demand for public transport.
- The crash history of the adjacent road network did not indicate any safety issue on the adjacent road network and there is no indication that the development would increase the risk of crashes unacceptably.

STORMWATER MANAGEMENT PLAN

KOORDA ACCOMMODATION CAMP

1 ORCHARD STREET
KOORDA WA 6475

FOR
ATTENTION
DATE

CO-OPERATIVE BULK HANDLING LIMITED
TIERNAN BYRNES
26 FEBRUARY 2026

INTRODUCTION

To cater for the increased demand of marketing and exports, Co-operative Bulk Handling Limited (CBH) are expanding their infrastructure facilities throughout their bulk handling sites across Western Australia. As part of this expansion an office facility is proposed on the northern part of the existing CBH Koorda grain storage and handling facility within the Shire of Koorda, with the location of the site shown in Figure 1.

The key objective of this stormwater management report is to:

- Identify pre and post development hydrologic characteristics
- Identify appropriate stormwater management mechanism to mimic existing hydraulic regime.

The reference of data in this document is as follows:

Primary reference CBH design documents for the development of the stormwater management plan

Standard no.	Revision	Document Title
CBH-ENG-CI-SST-0001	2	TS 10A Design Specification Civil Earthworks, Roads and Drainage
CBH-ENG-CI-SST-0002	4	TS 10B Construction Specification Civil Earthworks, Roads and Drainage

Australian Standards

Standard no.	Title
AS3500	Plumbing and drainage

Other Sources

Source	Title and data
Australian rainfall and runoff (ARR)	Flow estimation and catchment simulation
Geotech	J2101158 003 R Rev 0 Preliminary Geotechnical Study
Feature Survey	9333-01 Koorda Feature Survey
CBH camp site plan	Civil Base
Bureau of Meteorology	Design rainfall intensity frequency duration (IFD)
Landgate / PlanWA	Site image and maps

Subsurface condition: Clayey sand/gravelly clayey sand over possible rock

Groundwater: No groundwater encountered

Acid Sulfate Soil: Low risk of Acid Sulfate Soil within 3m of the ground surface

ASSUMPTIONS

- The site is considered impervious for stormwater disposal purposes and infiltration rate is assumed to be zero on a conservative basis
- Runoff from all roof areas will be captured and directed to pipes or open conveyance systems
- External western overland flow is assumed to be diverted away from the accommodation facility using a bund or cut-off drain system
- The stormwater detention area (basin) only caters for the development area. The basin is assumed to be bunded and protected from external overflow
- Analysis of stormwater conveyance systems has been carried out using TS10A minimum requirements and preliminary logical judgement from the feature survey and site layout plan.



BACKGROUND

The proposed development site comprises an area of 4.05 hectares and is located in the town of Koorda. The site is bounded by Orchard Street to the south, Aitken Road to the west and Smith Street to the north. The site has been previously developed as an accommodation village (photo below) to service local industry in the region.



SITE TOPOGRAPHY (Excerpt from 2022 Stormwater Management Plan)

The site grades generally downwards from the south / south east along Orchard Street towards the north west corner at the intersection of Aitken Road and Smith Street. Site levels range from 307.5 along Orchard Street north west down to 306.88, a typically flat gradient of about 0.4%.

Vegetation across the site appears to be sparse low level shrub, and not likely to impede on overland flows.

CURRENT DEVELOPMENT AND DRAINAGE

There are existing administration facilities on site with access to the development will be off Orchard Street. The site has been built up in the development area to a level of approximately 307.6 to ensure clearance to flooding.

Drainage is currently diverted around the development via a system of open swales and culverts to direct runoff from the southern half of the new development and the southern portion of the site, and directed towards the north western portion of the site where it can be captured into the new constructed basin and released slowly to the road reserve on Smith Street.

In the case of a 1 in 20 year storm any overflow from the new basin will be directed to slowly release into the road reserve on Smith Street.

Rainfall Data

Design rainfall Intensity Frequency Duration (IFD) data has been downloaded from the Bureau of Meteorology based on the co-ordinates of the site (-30.83°S, 117.48°E). A summary of the IFDs for different Annual Exceedance Probability (AEP) and rainfall intensity chart is shown Appendix A.

HYDROLOGY (Excerpt from 2022 Stormwater Management Plan)

The current hydrology is based on a runoff coefficient of 0.5 for undeveloped areas and 0.9 for developed areas. Rainfall intensity of 52mm / hour based on a 20 year / 30minute storm event.

Runoff (Q m³/s) and volume (Qt m³) are as follows;

Pre Development: $Q = 0.00278 \times C \times I \times A$, where $C=0.5$, $I=52\text{mm/hr}$ and $A=40,500\text{m}^2$
 $Q = 0.293 \text{ m}^3/\text{s}$ and $Q_t = 527 \text{ m}^3$

Current Development:

Undeveloped $Q = 0.00278 \times C \times I \times A$, where $C=0.5$, $I=52\text{mm/hr}$ and $A=37300\text{m}^2$
 $Q = 0.270 \text{ m}^3/\text{s}$ and $Q_t = 486 \text{ m}^3$

Developed $Q = 0.00278 \times C \times I \times A$, where $C=0.9$, $I=52\text{mm/hr}$ and $A=3200\text{m}^2$
 $Q = 0.0416 \text{ m}^3/\text{s}$ and $Q_t = 75 \text{ m}^3$

Total for Current Development:

$Q = 0.3116 \text{ m}^3/\text{s}$ and $Q_t = 561 \text{ m}^3$

Excess runoff volume to be treated on site = 34 m^3

PROPOSED OFFICE DEVELOPMENT

The proposed development will comprise of an office building and car parking. This will be an extension to the existing accommodation facility.

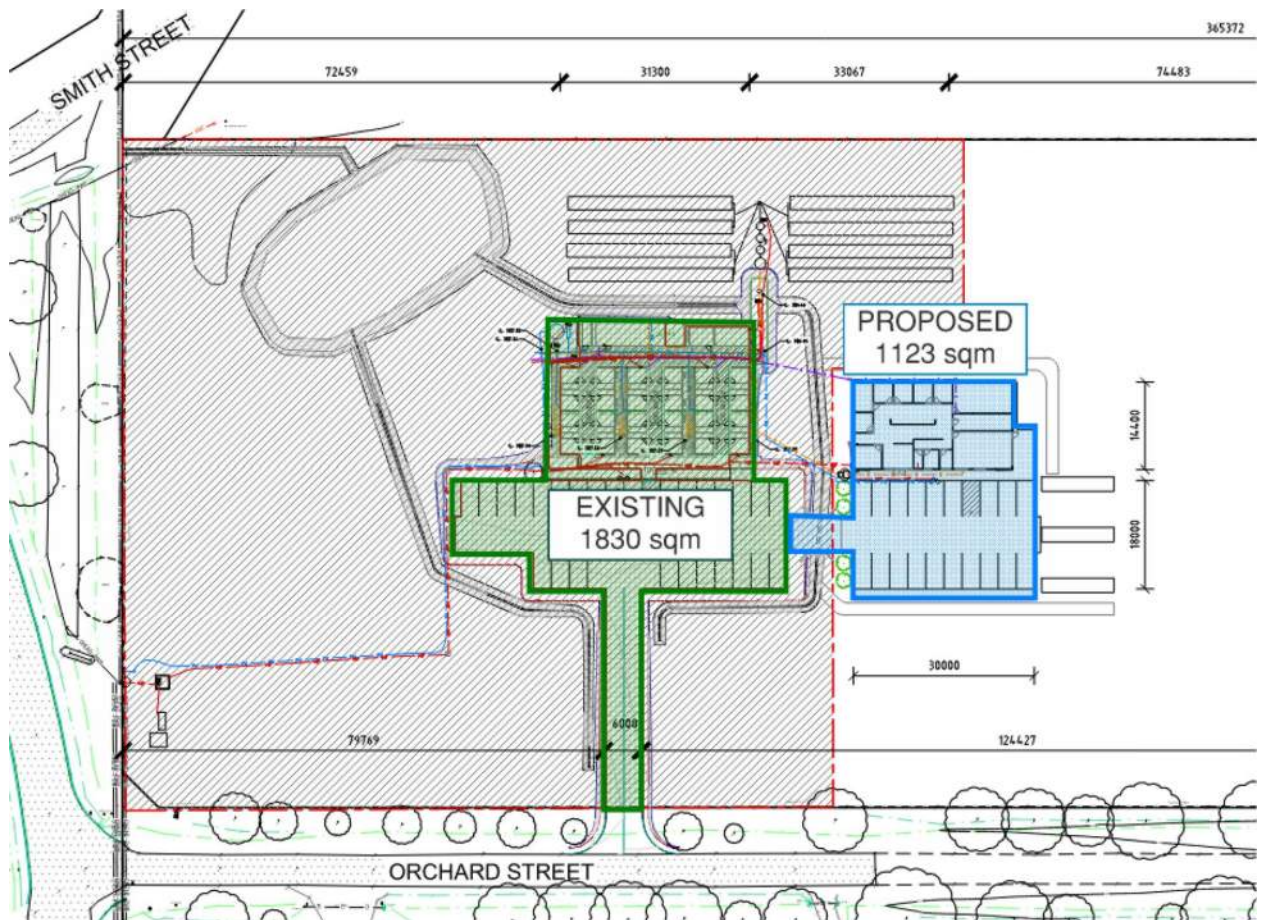
The design of the current accommodation facility has taken into account of the proposed office development.

The stormwater basin has been designed for runoff from up to $3,200 \text{ m}^2$ of impervious area

Developed $Q = 0.00278 \times C \times I \times A$, where $C=0.9$, $I=52\text{mm/hr}$ and $A=3200\text{m}^2$
 $Q = 0.0416 \text{ m}^3/\text{s}$ and $Q_t = 75 \text{ m}^3$

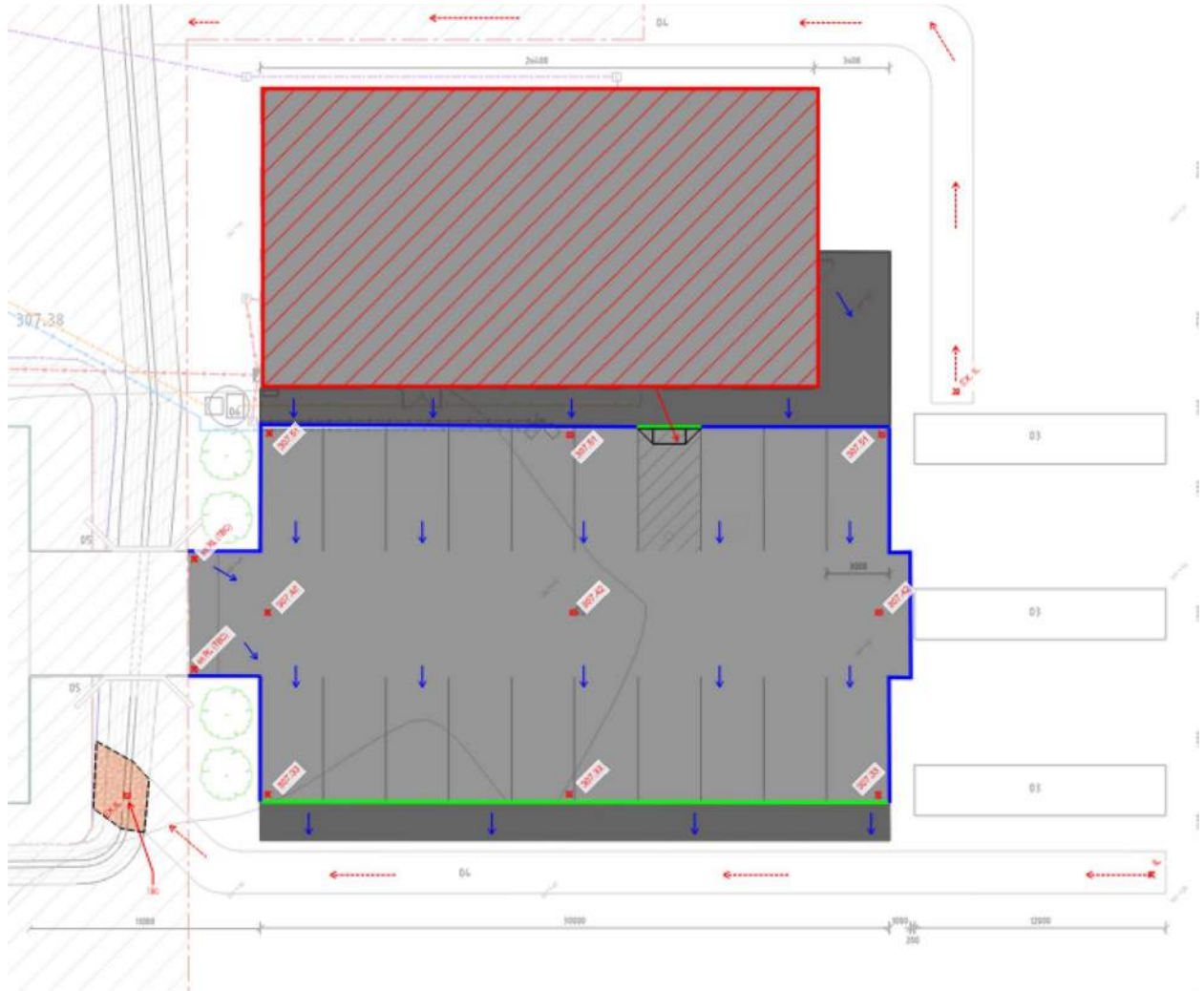
As per diagram below, the combined impervious area remains within the limit of the existing basin design.

Total Impervious Area post development	$1830 + 1123 = 2,953 \text{ sqm}$
Existing Basin Design Limit	$3,200 \text{ sqm}$



SUMMARY

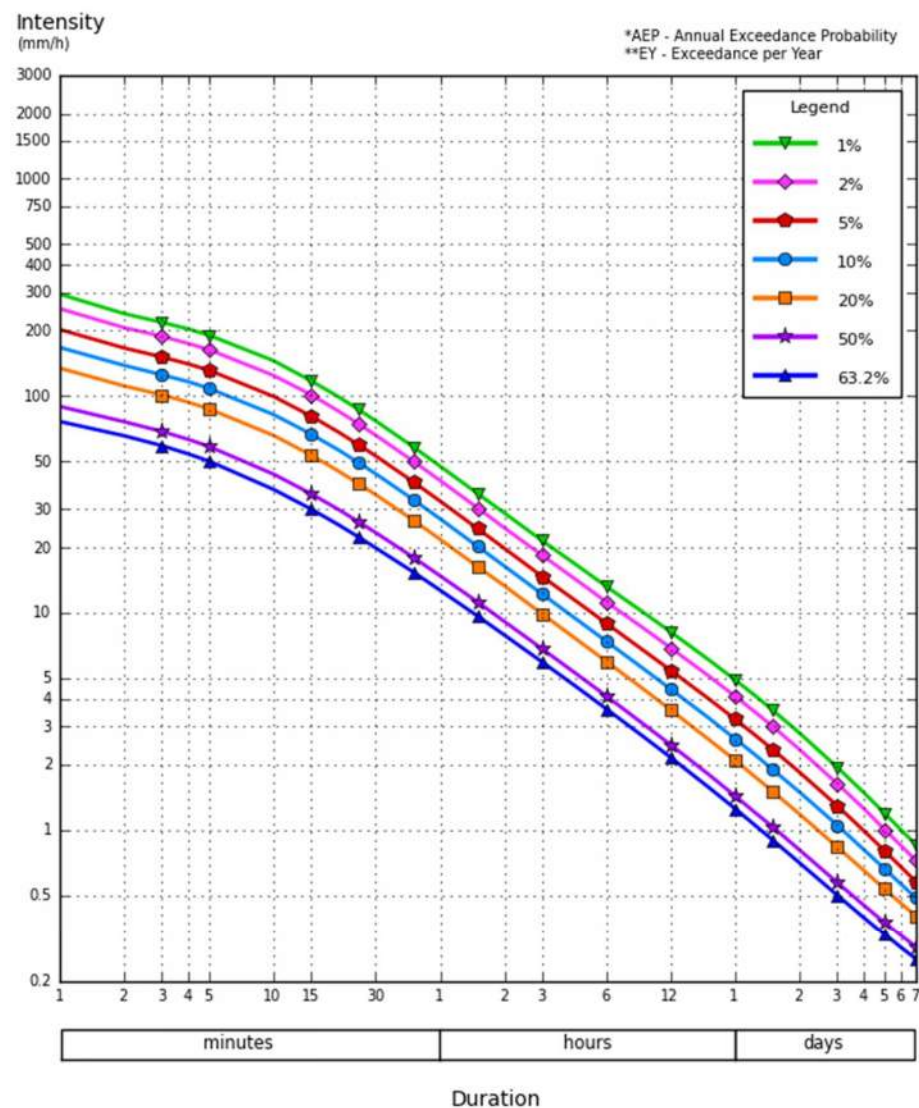
This report should be read in conjunction with the project drawings. The strategy presented in this report is based on the future proofing design approach to the existing development.



Appendix A - Calculations

Coordinates:	Latitude: -30.83, Longitude: 117.48
Nearest Grid:	Latitude: 30.8375 (S), Longitude: 117.4875 (E)

Duration		Annual Exceedance Probability (AEP)						
Min	Hr	63.2%	50%	20%	10%	5%	2%	1%
5	0.08	49.9	58.3	86.9	108	131	163	190
10	0.17	37.0	43.5	56.6	81.9	99.2	124	145
20	0.33	25.5	30	45.1	56.4	68.2	85.2	99.2
30	0.50	19.9	23.4	35	43.7	52.8	65.8	76.6
60	1.00	12.7	14.8	21.8	27.1	32.7	40.7	47.4
120	2.00	7.89	9.11	13.3	16.4	19.8	24.6	28.8
180	3.00	5.93	6.82	9.88	12.2	14.7	18.4	21.5
360	6.00	3.60	4.13	5.96	7.38	8.93	11.2	12.2
720	12.00	2.15	2.46	3.56	4.44	5.42	6.88	8.15
1440	24.00	1.25	1.43	2.09	2.62	3.23	4.12	4.90
2880	48.00	0.703	0.806	1.18	1.49	1.84	2.34	2.79
4320	72.00	0.499	0.571	0.833	1.05	1.29	1.63	1.94



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Enquires: Darren Simmons – 9684 1219

13 February 2023



Mr Timothy Roberts
Specialist Regulatory Approvals – Government & Industry Relations
CBH Group
Level 6
240 St Georges Terrace
PERTH WA 6000

By email only to: timothy.roberts@cbh.com.au

Dear Tim

**APPLICATION FOR DEVELOPMENT APPROVAL – CBH WORKERS
ACCOMMODATION AT LOT 19 (HN 1) ORCHARD STREET, KOORDA**

I refer to your application for development approval dated 9 November 2022 for CBH Workers Accommodation at Lot 19 (HN 1) Orchard Street, Koorda

In this regard, I wish to advise that, in accordance with authority delegated by the Council of the Shire of Koorda, the application is approved subject to conditions as outlined in the attached 'Notice of determination on application for development approval' dated 13 February 2023.

Yours sincerely

Darren Simmons
Chief Executive Officer

Shire of Koorda

Notice of determination on application for development approval



Shire of
Koorda

Location: Lot 19 (HN 1) Orchard Street, Koorda

Lot: 19

Plan/Diagram: Plan 11260

Vol. No: 61

Folio No: 186A

Application date: 9 November 2022

Received on: 1 February 2023 (All documents)

Description of proposed development:

- Accommodation that caters for 24 people;
- Site amenities including kitchen, laundry, ablutions and common room area;
- Covered areas, verandahs and associated amenities; and
- Sewer disposal appropriate for accommodation of this size.

The application for development approval is:



Approved subject to the following conditions

☐ Refused for the following reason(s)

Conditions/reasons for refusal:

1. The development being constructed in accordance with the Stormwater Management Plan, with all drainage contained on site, to the satisfaction of the Shire of Koorda CEO.
2. The development being constructed and maintained in accordance with the Bushfire Management Plan to the satisfaction of the Shire of Koorda CEO.
3. The preparation and lodgement of a Landscape Management Plan, for the establishment and on-going maintenance of landscaping, to the satisfaction of Shire of Koorda CEO
4. Vehicular crossover to be constructed to the satisfaction of the Shire of Koorda CEO.
5. Effluent disposal to be constructed and operated to the satisfaction of the Shire of Koorda CEO.

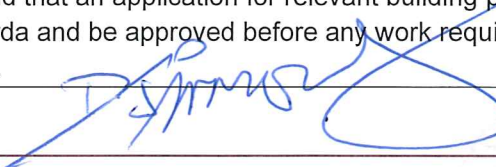
Date of determination: 13 February 2023

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.

 13/2/2023

CBH KOORDA OFFICE
LANDSCAPE MANAGEMENT PLAN

Doc. No.	BMP-CBH-2505-LMP-0001		Document classification		
Document control					
Rev	Description	Originator	Reviewer	Approval	Date
A	Issued for Review	BL	BL	TB	21 APR 26

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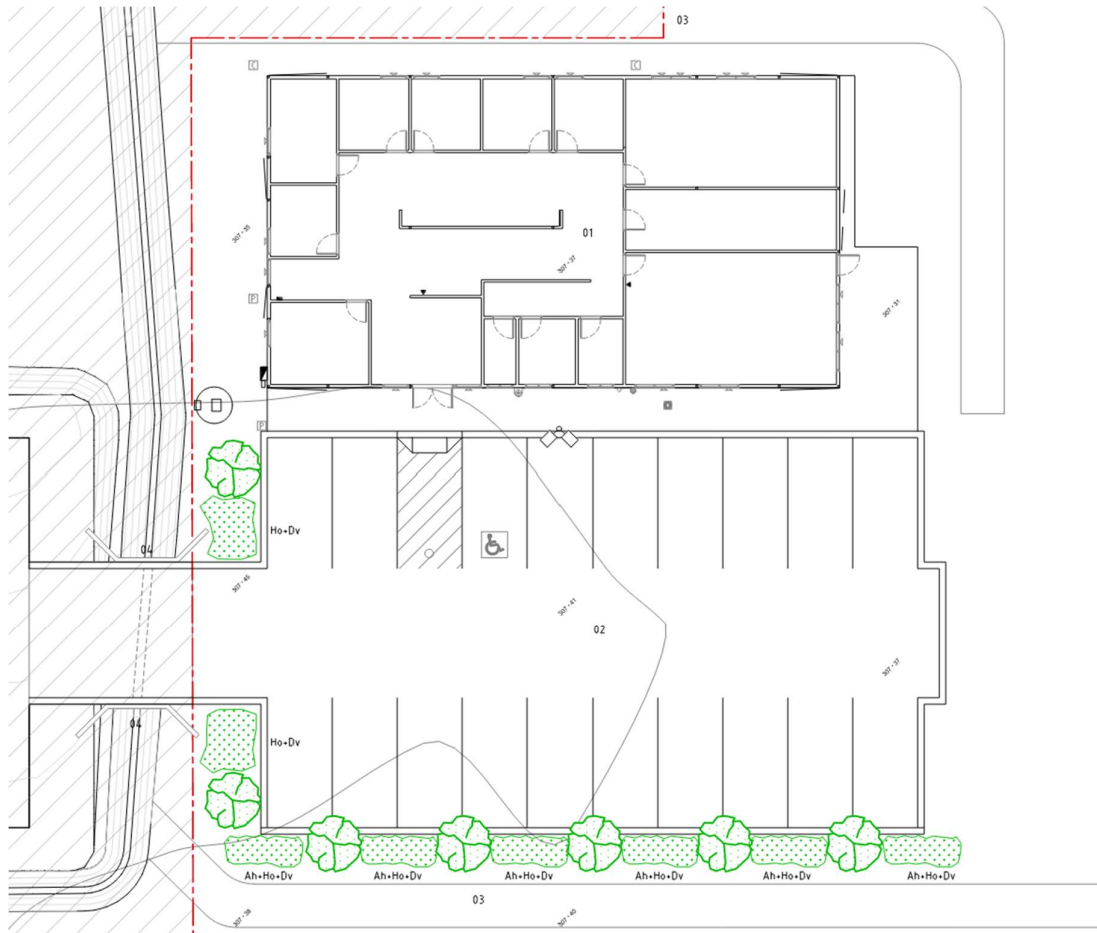
APPENDIX A 5

APPENDIX B 6

INTRODUCTION

An administration office is being proposed at Lot 19 Orchard St Koorda. It is an expansion of an existing accommodation facility built in 2023.

The following landscape design has been proposed for this development:



There will be a mixture of trees and shrubs proposed.

Please refer to drawing 373-ENG-CI-DAL-0005 in Appendix A of this document.

LANDSCAPE MAINTENANCE

It is recommended that existing landscape management plan for the existing accommodation facility be implemented. The following is the excerpt from BMP- BMP-CBH-2207-REP-0003 (Refer to Appendix B):

PLANTS/GENERAL

- *Check all drippers weekly by manually turning them on and walking around plant areas and visually check for problem spots. Adjust shrubblor tops as required. Main visual check is dry plant bases.*
- *Spray all weeds with Roundup (or a site permitted chemical) as required – when there is no wind.*
- *Care must be taken spraying within close proximity to any plant. Hand weed where possible.*
- *Prune bottom branches of most plants – Gum Trees in particular, as they develop. Also prune any other plants if branches are weak and half broken.*
- *Keep all areas free of debris, sweep pathways as required and clear drainage conduits if blocked after heavy rains.*

WATERING FOR PLANTS

Establishment Period 3-4 months

All plants will need a daily water – about 8-12, minutes per station according to the weather.

Winter

Watering once a day – early morning for 6-8 minutes per station. (1st Winter)

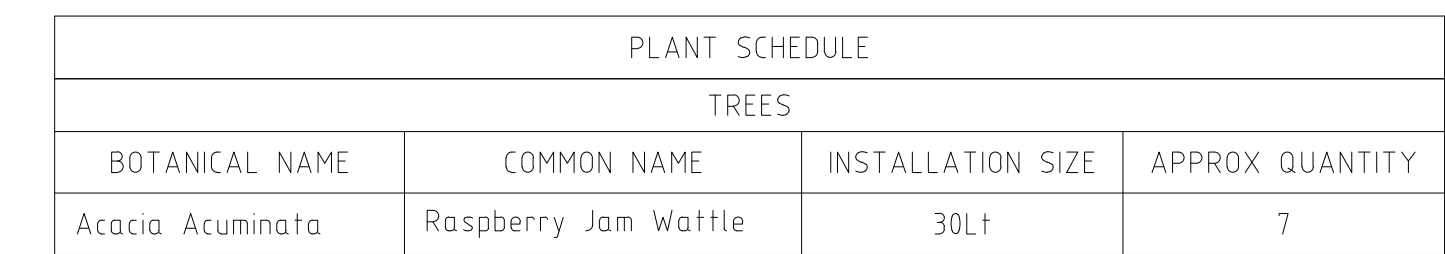
Summer

All plants need a daily water of 10-15 minutes according to how hot it is and could possibly need second water in the middle of the day. Close attention needs to be paid to the condition of the plants to determine if the second watering is required.

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APPENDIX A



SHRUBS				
CODE	BOTANICAL NAME	COMMON NAME	INSTALLATION SIZE	RATIO
Ah	Allocausarina Huegeliana	Rock Sheoak	140mm	1 PER 2sqm
Hh	Hakea Orthorrhyncha	Bird Beak Hakea	140mm	1 PER 1sqm
Dv	Dodonaea Viscosa	Hop Bush	140mm	1 PER 1sqm



A large, dense, green evergreen shrub, likely a Juniperus communis, growing in a gravel bed. The shrub has a rounded, bushy shape with many small, needle-like leaves. It is situated in a gravel bed, and there are other trees and shrubs visible in the background.

01 OFFICE
02 CAR PARK (19 BAYS)
03 CIVIL SWALE
04 CULVERT



A circle with a vertical line segment from the center to the top edge, labeled 'N'.

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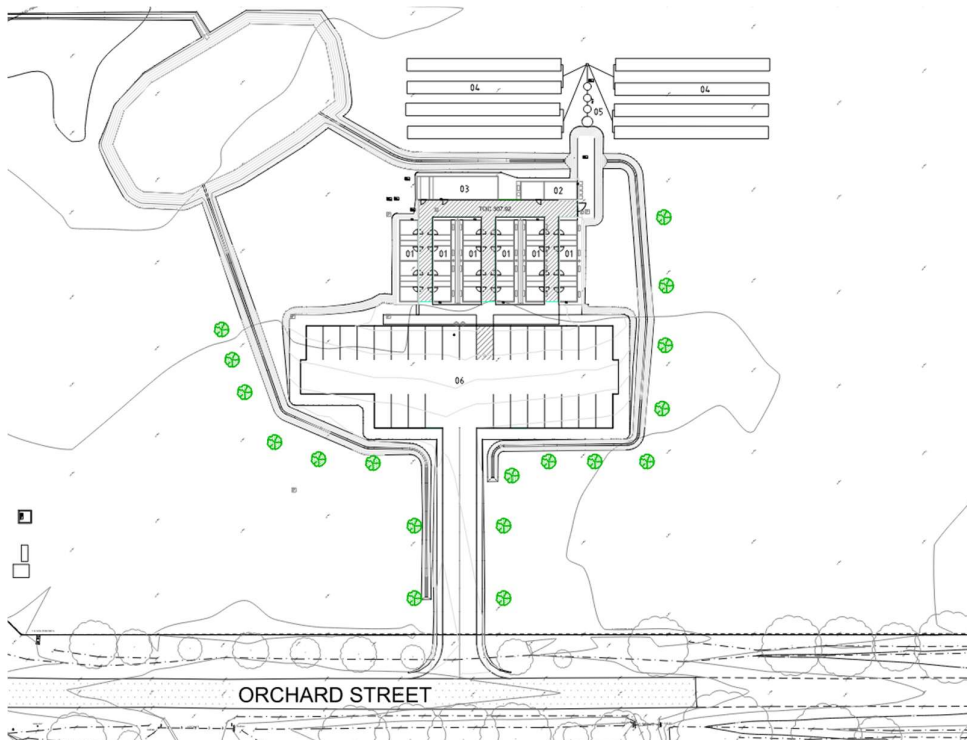
APPENDIX B

26 JUNE 2023



CBH KOORDA ACCOMMODATION LANDSCAPE MANAGEMENT PLAN

A proposed accommodation has been approved at Lot 19 Orchard Street, Koorda.
The proposed accommodation facility at Koorda will include landscape works as per drawing in Appendix A



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Applecross WA 6153

The following maintenance program is suggested for the proposed landscape works.

PLANTS/GENERAL

- Check all drippers weekly by manually turning them on and walking around plant areas and visually check for problem spots. Adjust shrubblor tops as required. Main visual check is dry plant bases.
- Spray all weeds with Roundup (or a site permitted chemical) as required – when there is no wind.
- Care must be taken spraying within close proximity to any plant. Hand weed where possible.
- Prune bottom branches of most plants – Gum Trees in particular, as they develop. Also prune any other plants if branches are weak and half broken.
- Keep all areas free of debris, sweep pathways as required and clear drainage conduits if blocked after heavy rains.

WATERING FOR PLANTS

1.1. Establishment Period 3-4 months

- All plants will need a daily water – about 8-12, minutes per station according to the weather.

1.2. Winter

- Watering once a day – early morning for 6-8 minutes per station. (1st Winter)

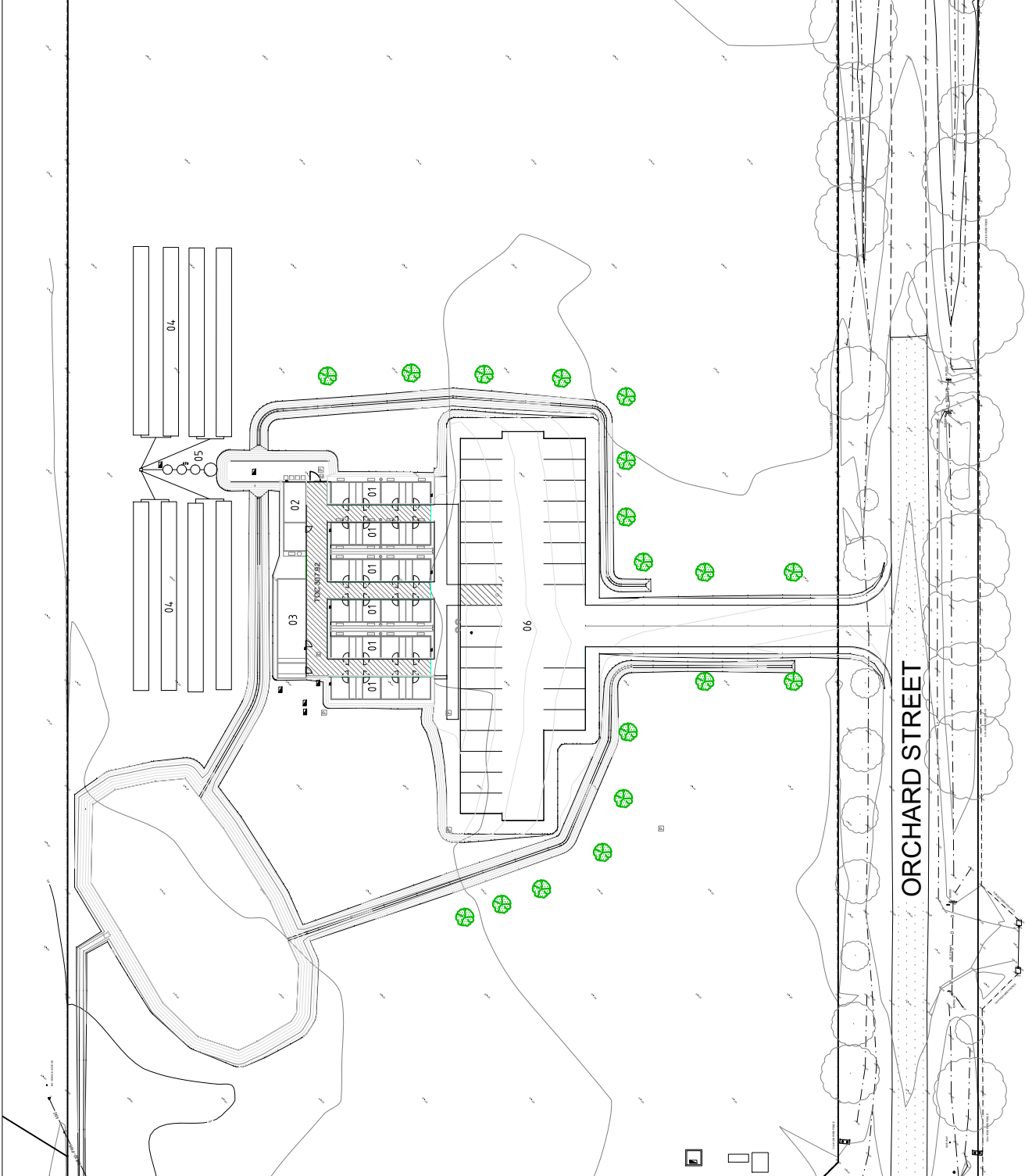
1.3. Summer

- All plants need a daily water of 10-15 minutes according to how hot it is and could possibly need second water in the middle of the day. Close attention needs to be paid to the condition of the plants to determine if the second watering is required.

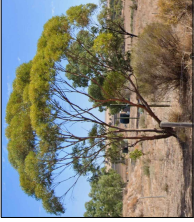
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APPENDIX A



PLANT SCHEDULE			
TREES			
BOTANICAL NAME	COMMON NAME	INSTALLATION SIZE	APPROX QUANTITY
EUCALYPTUS LOXOPHLEBO	YORK GUM	30LT	18



EUCALYPTUS LOXOPHLEBO

LEGEND

- 01 SPQ
- 02 COMMON ROOM
- 03 KOLU
- 04 SEPTIC
- 05 ATU
- 06 CAR PARK (27 BAYS)

PROPOSED TREES



 CBH Group ABN 29 256 664 947	TO THE CONTENTS HEREIN, THE CLIENT ACKNOWLEDGES THAT THE INFORMATION CONTAINED HEREIN IS THE PROPERTY OF CBH GROUP AND IS NOT TO BE REPRODUCED OR TRANSMITTED IN ANY FORM OR BY ANY MEANS, WITHOUT THE PREVIOUS WRITTEN APPROVAL OF CBH GROUP.		FROM THIS DRAWING	
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	BY: [Signature]	CHECKED BY: [Signature]		DATE: 16/12/2022
	SCALE	1:300		
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	CONTRACT No.	H-2109		
	CONTRACT APPD	CW 0397		
PROJECT APPD	T. BYRNES			
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HEALTH ACT 1911

SHIRE OF KOORDA

HEALTH LOCAL LAWS 2001

(With amendments made by the Health Local Laws 2002 published in the Government Gazette 13 August 2002, Health Local Laws 2007 published in the Government Gazette on 7 September 2007 and Health (Food) Local Laws published in the Government Gazette on 23 October 2009.) Health Amendment Local Laws 2012, Gazette on 20 March 2012)

HEALTH ACT 1911
SHIRE OF KOORDA
HEALTH LOCAL LAWS 2001

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12	Application for Registration of Premises for Offensive Trade
13	Certificate of Registration of Premises for Offensive Trade

HEALTH ACT 1911

SHIRE OF KOORDA

HEALTH LOCAL LAWS 2001

Made by the Council of the Shire of Koorda under section 342 of the Health Act 1911 in accordance with subdivision 2 of Division 2 of Part 3 of the Local Government Act 1995.

PART 1 - PRELIMINARY

Citation

1.1 These Local Laws may be cited as *"The Shire of Koorda Health Local Laws 2001"*.

Repeal

1.2 (1) The Health Local Laws adopted by the Shire of Koorda and published in the *Government Gazette* on 29 June, 1928 and amended from time to time, are repealed.

(2) The Health Local Laws adopted by the Shire of Koorda and published in the *Government Gazette* on 6 February, 1948 and amended from time, are repealed.

(3) The Health Local Laws adopted by the Shire of Koorda on 12 November 1958 and published in the *Government Gazette* on the 10 May, 1959 and amended from time to time, are repealed.

(4) The Health Local Laws adopted by the Shire of Koorda on 11 November, 1964 and published in the *Government Gazette* on 21 July, 1965 and amended from time to time, are repealed.

Interpretation

1.3 (1) In these Local Laws, unless the context otherwise requires –

“Act” means Health Act 1911;

“adequate supply of water” means a flow of water of not less than 0.076 litres per second;

“approved” means approved by the Council of the Shire of Koorda;

“AS” means Australian Standard published by the Standards Association of Australia;

“AS/NZS 1276.1:1999” means the standard published by the Standards Association of Australia as AS/NZS 1276.1:1999 and called Acoustic - Rating of sound insulation in buildings and of building elements - Airborne sound insulation;

“AS 1530.2: 1993” means the standard published by the Standards Association of Australia as AS 1530.2:1993 and called Methods for fire tests on building materials, components and structures - Test for flammability of materials;

“AS 1530.3:1999” means the standard published by the Standards Association of Australia as AS 1530.3:1999 and called Methods for fire tests on building materials, components and structures - Simultaneous determination of ignitability, flame propagation, heat release and smoke release;

“AS1668.2 – 1991” means the standard published by the Standards Association of Australia as AS1668.2 1991 called The use of mechanical ventilation and air-

conditioner in buildings - mechanical ventilation for acceptable indoor air quality;
“AS/NZS 3666.2:1995” means the standard published by the Standards

Association of Australia as AS/AZS 3666.2; 1995 and called Air handling and water systems of buildings – Microbial Control - Operation and maintenance;

“Building Code” means the latest edition of the Building Code of Australia published from time to time by, or on behalf of, the Australian Building Codes Board, as amended from time to time, but not including explanatory information published with that Code;

“CEO” means the Chief Executive Officer of the Shire of Koorda and includes in the absence of the Chief Executive Officer, the Deputy or Acting Chief Executive Officer of the Shire;

“Council” means the Council of the Shire of Koorda;

“district” means the district of the Shire of Koorda and includes any area placed under the jurisdiction of the Council pursuant to Section 22 of the Act;

“dwelling house” means a place of residence or house containing at least one sleeping room and includes a room or outbuilding separate from, but ancillary to, the building in which the sleeping room is located;

“Environmental Health Officer” means an Environmental Health Officer appointed by the Council under the Act and includes an Acting or Assistant Environmental Health Officer;

“habitable room” means a room used for normal domestic activities; and

(a) includes a bedroom, living room, lounge room, music room, television room, kitchen, dining room, sewing room, study, play-room, family room and sun-room; but

(b) excludes a bathroom, laundry, water closet, pantry, walk-in wardrobe, corridor, lobby, photographic dark room, clothes-drying room, and other spaces of a specialised nature occupied neither frequently nor for extended periods;

“hot water” means water at a temperature of at least 75 degrees Celsius;

“Medical Officer” means the Medical Officer appointed by the Council under the Act and includes an Acting Medical Officer so appointed;

“Principal Environmental Health Officer” means an Environmental Health Officer appointed by the Council to the office of Principal Environmental Health Officer and includes an Acting Principal Environmental Health Officer;

“public place” includes every place to which the public ordinarily have access, whether by payment of a fee or not;

“sanitary convenience” includes urinals, water closets, earth-closets, privies, sinks, baths, wash troughs, apparatus for the treatment of sewage, ash-pits, ash-tubs, or other receptacle for the deposit of ashes, faecal matter, or refuse, and all similar conveniences;

“sewage” means any kind of sewage, nightsoil, faecal matter or urine, and any waste composed wholly or in part of liquid;

“sewer” includes sewers and drains of every description, except drains to which the word “drain” as defined in the Act applies, also water channels constructed of stone, brick, concrete, or any other material, including the property of the Council;

“Shire” means the Shire of Koorda;

“street” includes any highway, any public bridge, and any road, lane, footway, square, court, alley or passage, whether a thoroughfare or not;

“toilet” means a water closet, earth closet, privy or urinal and includes a room or cubicle in which one or more of these is located;

“water” means drinking water within the meaning of the Guidelines for Drinking

Water Quality in Australia 1996 as, published by the National Health and Medical Research Council and amended and endorsed by the Minister for Health from time to time; and

“window” means a glass panel, roof light, glass brick, glass louvre, glazed sash, glazed door, or other device which transmits natural light directly from outside a building to the room concerned when in the closed position.

(2) Where in these Local Laws, a duty or liability is imposed on an “owner or occupier”, the duty or liability shall be deemed to be imposed jointly and severally on each of the owner or occupier.

(3) Where under these Local Laws an act is required to be done or forbidden to be done in relation to any premises, the owner or occupier of those premises has, unless the contrary intention appears, the duty of causing to be done the act so required to be done, or of preventing from being done the act so forbidden to be done, as the case may be.

PART 2 - SANITATION

Division 1 - Sanitary Conveniences

Interpretation

2.1.1 In this Part, unless the context otherwise requires –

“festival” includes a fair, function or event;

“organiser” means a person -

(a) to whom approval has been granted by the Council to conduct the festival; or

(b) responsible for the conduct of the festival;

“public sanitary convenience” means a sanitary convenience to which the public ordinarily have access, whether by payment of a fee or not; and

“temporary sanitary convenience” means a sanitary convenience, temporarily placed for use by -

(a) patrons in conjunction with a festival; or

(b) employees at construction sites or the like.

“urinal” may be -

(i) an individual stall or wall-hung urinal; or

(ii) each 600 mm length of a continuous urinal trough; or

(iii) a closet pan used in place of a urinal.

Dwelling House

2.1.2 (1) A person shall not use or occupy, or permit to be used or occupied, a dwelling house unless it has at least one toilet.

(2) A room in which a toilet is located shall have adequate lighting.

Premises other than a Dwelling House

2.1.3 (1) The owner of premises other than a dwelling house shall not use or occupy, or permit to be used or occupied, premises other than a dwelling house unless -

(a) the premises have sanitary conveniences in accordance with the Building Code and this Part;

(b) the toilets required by this Section are situated within 90m and are easily accessible to the persons for whom they are provided; and

(c) the premises have hand wash basins -

(i) in accordance with the Building Code;

(ii) for the use of persons employed or engaged on the premises;

(iii) provided with an adequate supply of water supplied by taps located

- over each basin;
 - (iv) separate from any trough, sink or basin used in connection with any process carried out on the premises; and
 - (v) situated within a reasonable distance of the sanitary conveniences and easily accessible to the person for whom they are provided.
- (2) The occupier of premises other than a dwelling house shall ensure that -
- (a) clean toilet paper is available at all times in each cubicle;
 - (b) a sanitary napkin disposal facility is provided in each toilet provided for the use of females;
- and
- (c) each hand wash basin is provided with -
 - (i) an adequate supply of soap or other hand cleaning substances; and
 - (ii) hand drying facilities, situated adjacent to and visible from the hand basin.

Outdoor Festivals

2.1.4 (1) The organiser of an outdoor festival at which not more than 20,000 people are expected to attend shall provide sanitary conveniences in accordance with the following scale -

- (a) for the first 250 males -
 - (i) one water closet for each 150;
 - (ii) one urinal stall for each 50; and
 - (iii) one hand wash basin for each 50;
- (b) for additional males -
 - (i) one water closet for each 200;
 - (ii) one urinal stall for each 100; and
 - (iii) one hand wash basin for each 200;
- (c) for the first 250 females -
 - (i) one water closet for each 40; and
 - (ii) one wash hand basin for each 50; and
- (d) for additional females -
 - (i) one water closet for each 100; and
 - (ii) one wash hand basin for each 200.

(2) Where, under subsection (1), the number of a particular sanitary convenience to be provided is not a whole number, that number shall be rounded up to the next higher whole number.

(3) The organiser of an outdoor festival at which more than 20,000 people are expected to attend shall provide sanitary conveniences of a number as directed by the Principal Environmental Health Officer.

Toilets

2.1.5 Toilets on premises other than a dwelling house shall be maintained in accordance with the following additional requirements -

- (a) toilet for the exclusive use of males shall not adjoin any toilet for the exclusive use of females unless the toilets are separated by a wall extending from floor to ceiling and of sufficient density to have a Sound Transmission Class of not less than 50 as required by AS/NZS 1276.1:1999
- (b) where more than one toilet is provided on the premises, the entrance to each toilet shall bear a suitable sign indicating for which sex its use is intended.

Temporary Works

2.1.6 A person who undertakes temporary work at any place shall ensure very temporary sanitary convenience is installed and maintained in accordance with the requirements of the *Health (Temporary Sanitary Conveniences) Regulations 1997*.

Maintenance of Sanitary Conveniences and Fittings

2.1.7 (1) The occupier of premises shall -

- (a) keep clean, in good condition and repair; and
- (b) whenever required by an Environmental Health Officer, effectively disinfect and clean, all sanitary conveniences including sanitary fittings in or on the premises.

(2) The owner of premises shall -

- (a) keep or cause to be kept in good repair; and;
- (b) maintain an adequate supply of water to,

all sanitary conveniences including sanitary fittings in or on the premises.

Ventilation of Toilet

2.1.8 (1) A toilet in any premises shall be ventilated in accordance with the *Sewerage (Lighting, Ventilation and Construction) Regulations 1971* and the Building Code.

Public Sanitary Conveniences

2.1.9 (1) A person shall not -

- (a) foul;
- (b) damage or vandalise; or
- (c) write on or otherwise deface,

a public sanitary convenience or sanitary fixtures or fittings or the premises in or on which the sanitary convenience is located.

(2) A person shall not live or sleep in the premises in which a public sanitary convenience is located or use it for a purpose other than that for which it was intended.

Lighting

2.1.10 The owner and occupier of premises in which a sanitary convenience or a public sanitary convenience is located shall provide and maintain adequate electric lighting for persons using the convenience.

Installation

2.1.11 Every sanitary convenience shall be installed in accordance with the requirements of the *Metropolitan Water Supply Sewerage and Drainage Act 1909*, the *Health (Treatment of Sewage and Disposal of Effluent and Liquid Waste) Regulations 1974* and shall have an adequate supply of water.

Division 2 - Bathrooms, Laundries and Kitchens

Bathrooms

2.2.1 (1) A person shall not use or occupy, or permit to be used or occupied, a dwelling house without a bathroom that -

- (a) is adequately lined with an impervious material and has an adequate ceiling;
- (b) complies with the Health Act (Laundries and Bathrooms) Regulations; and
- (c) is equipped with -
 - (i) a wash hand basin; and

- (ii) either a shower in a shower recess or a bath.
- (2) All baths, showers, hand basins and similar fittings shall be provided with an adequate supply of hot and cold water.

Laundries

- 2.2.2 (1) A laundry must conform to the provisions of the Building Code.
- (2) Where in any building, a laundry is situated adjacent to a kitchen or a room where food is stored or consumed, the laundry shall be separated from the kitchen by a wall extending from the floor to the roof or ceiling.
- (3) Where there is an opening between a laundry and a kitchen or other room where food is stored or consumed, the opening shall -
- (a) not be more than 1220 millimetres wide and;
 - (b) have a door which when closed shall completely fill the opening.

Washing or Keeping of Clothes in Kitchens

- 2.2.3 A person shall not in any kitchen or other place where food is kept -
- (a) wash or permit to be washed any clothing or bedding; or
 - (b) keep or permit to be kept any soiled clothing or bedding.

Kitchens

- 2.2.4 (1) In this Section, a “cooking facility” includes a stove, oven, facility or appliance used for or in connection with the cooking of food.
- (2) A person shall not use or occupy, or permit to be used or occupied, a dwelling house without a kitchen equipped with -
- (a) an electric, gas, wood or other fuel burning stove;
 - (b) an oven with a capacity of not less than 0.005 cubic metres per person usually accommodated in the house with a minimum capacity of 0.03 cubic metres; and
 - (c) a sink which shall -
 - (i) be at least 380 millimetres long, 300 millimetres wide and 150 millimetres deep; and
 - (ii) have an adequate supply of hot and cold water.
- (3) The occupier of a dwelling house shall ensure that the stove, oven and sink are kept clean, in good order and repair and fit for use.
- (4) A cooking facility shall -
- (a) be installed in accordance with the requirements of the “Manufacturers’ Specifications”;
 - (b) not be installed or used in any room other than a kitchen.
- (5) Mechanical ventilation that is installed in a kitchen, shall not allow the deposition of fats and oils within the roof space of a dwelling house.
- (6) Mechanical ventilation shall be maintained in good working order and condition.

PART 3 - HOUSING AND GENERAL

Division 1 - Maintenance of Houses

Dwelling House Maintenance

- 3.1.1 The owner or occupier of a dwelling house shall maintain the dwelling house and any appurtenant buildings, in sound condition and fit for use and, in particular, shall -
- (a) maintain all roofs, guttering and downpipes in sound weatherproof condition;
 - (b) maintain any footings, foundations and walls, either external or internal, in a sound condition;

- (c) replace any missing, broken, decayed or termite-eaten timber or other deteriorated material in any verandah, roof, walls, steps, handrails, floors or their supports with material of sound quality;
- (d) comply with the directions of an Environmental Health Officer to treat the premises for the purpose of destroying any termites;
- (e) maintain any brick, stone, mortar or cement work in a sound condition;
- (f) maintain, repair or replace any flashings or ant caps, which are missing or defective;
- (g) maintain all ventilators in good order and repair;
- (h) maintain all floors even and level in surface and free from cracks and gaps;
- (i) maintain all ceilings, internal wall finishes, skirtings, architraves and other fixtures and fittings complete and with smooth unbroken surfaces;
- (j) maintain all doors and windows in good working order and weatherproof condition;
- (k) retain all natural lighting free from any obstruction which would reduce the natural lighting, below the ratio of 10% of the floor area;
- (l) maintain all pipes, fittings and fixtures connected with water supply, drainage or sewerage so that they comply in all respects with the provisions of the *Metropolitan Water Supply Sewerage and Drainage Act 1909* and shall have an adequate supply of water and any other legal requirements to which they are subject; and
- (m) maintain all electric wiring, gas services and fittings to comply in all respects with the requirements of the Office of Energy.

Maintenance of Guttering and Downpipes and Disposal of Rainwater

3.1.2 The owner or occupier of a house shall -

- (a) maintain all guttering, downpipes and drains on the premises in a good state of repair, clean and free from obstruction; and
- (b) not permit any rainwater from the previous to discharge onto or over a footpath, street or other property,

Division 2 - Ventilation of Houses

Exemption for Short Term Hostels and Recreational Campsites

3.2.1 This Division shall not apply to short term hostels and recreational campsites referred to in Division 2 of Part 8.

Overcrowding

3.2.2 The owner or occupier of a house shall not permit -

- (a) a room in the house that is not a habitable room to be used for sleeping purposes; or
- (b) a habitable room in the house to be used for sleeping purposes unless -
 - (i) for every person over the age of 10 years using the room there is at least 14 cubic metres of air space per person; and
 - (ii) for every person between the ages of 1 and 10 years there is at least 8 cubic metres of air space per person; or
- (c) any garage or shed to be used for sleeping purposes.

Calculated Sufficient Space

3.2.3 For the purpose of Section 3.2.2, in calculating the space required for each person -

- (a) each room shall be considered separately and sufficient space shall be

allowed in each room for the number of persons present in the room at any one time; and

- (b) a deduction shall be made for the space occupied by furniture, fittings and projections of the walls into a room.

Ventilation

3.2.4 (1) A person shall not use or occupy, or permit to be used or occupied, a house unless the house is properly ventilated.

(2) For the purpose of subsection (1) a house shall be deemed to be properly ventilated if it complies with the Building Code, including the provision of -

- (a) natural ventilation; or
- (b) a mechanical ventilation or air-conditioning system complying with AS 1668.2;1991

(3) The owner of a house provided with a mechanical ventilation or air-conditioning system shall ensure that the system is -

- (a) maintained in good working condition and in accordance with AS/NZS 3666.2;1995; and
- (b) in use at all times the building is occupied if it is a building without approved natural ventilation.

(4) If, in the opinion of The Principal Environmental Health Officer, a house is not properly ventilated, the Council may by notice require the owner of the house to -

- (a) provide a different, or additional method of ventilation; or
- (b) cease using the house until it is properly ventilated.

(5) The owner shall comply with a notice under subsection (4).

Sub-Floor Ventilation

3.2.5 The owner or occupier of a house shall make provision for sub-floor ventilation by ensuring that air bricks and other openings are kept clear of refuse, vegetation, building materials, dirt and the like.

Division 3 - Water Supply

Water Supply

3.3.1 (1) The owner of a house shall ensure that it is connected with a separate and independent water supply from the mains of a licensed water service operator or a water supply to the satisfaction of the Council.

(2) The water supply shall at all times deliver an adequate supply of drinking water to each tap in the house.

(3) The water supply to toilets, or for garden use may be from an alternative source, not necessarily drinking water.

Rain Water Tanks

3.3.2 The owner or occupier of a house for which part of the water supply is drawn from a rain water tank shall -

- (a) maintain in a clean condition -
 - (i) the roof forming the catchment for the tank; and
 - (ii) the guttering and downpipes appurtenant to the roof;
- (b) ensure that each rain water tank is fitted with a tight fitting mosquito proof cover which shall not be removed at any time except for the purpose of cleaning, repairing or maintaining the tank;
- (c) annually clean any tank the water from which is used for human consumption;

- (d) when directed by an Environmental Health Officer, empty, clean and disinfect any tank upon the premises, the water from which is used for human consumption.

Wells

3.3.3 The owner or occupier of any premises shall not use or permit for human consumption the use of the water of any bore or well unless the bore or well is -

- (a) at least 30 metres from any soak well or other possible source of pollution unless otherwise approved by the Executive Director Public Health; and
- (b) covered with a tight-fitting cover without openings of any sort other than those essential for the insertion of a pump.

Pollution

3.3.4 A person shall not deposit on or under any land, any sewage, offensive matter or any other thing which may pollute or render unfit for human consumption, water from a well or other underground source.

Division 4 - Secondhand Furniture, Bedding and Clothing

Prohibition on Sale

3.4.1 A person shall not offer for sale or sell any secondhand furniture, bedding or clothing, which is filthy or infested with vectors of disease.

Prohibition of Possession

3.4.2 A dealer in secondhand furniture, bedding or clothing shall not have on any premises used for the operation of the business any secondhand furniture, bedding or clothing which is filthy or infested with vectors of disease.

Division 5 - Morgues

Application and Licensing of Morgues

3.5.1 (1) All morgues, other than those of any public hospital or any Council or police morgue, shall be licensed annually in accordance with the requirements of this Division.

(2) An application for a licence of a morgue shall be -

- (a) made by the applicant;
- (b) made in the form prescribed in Part 12, Schedule 1; and
- (c) forwarded to the CEO with the fee as fixed from time to time by Council under Section 344C of the Act.

(3) A licence shall -

- (a) be in the form set out in Part 12, Schedule 2; and
- (b) expire on 30 June next after the date of its issue.

(4) A licence shall not be granted in respect of any premises unless -

- (a) provision has been made for the keeping of the bodies of the dead at a temperature not exceeding zero degrees Celsius;
- (b) the walls are constructed of stone or brickwork or other approved material;
- (c) the interior surface of all walls is covered with glazed tiles or is rendered impervious so as to be non-absorbent and washable;
- (d) all floors are constructed of some impervious material, having a fall to an outlet discharging over a trapped gully; and
- (e) the premises are adequately ventilated by direct communication with the outside air.

PART 4 - WASTE FOOD AND REFUSE

Division 1 - Liquid Refuse

Interpretation

4.1.1 In this division, unless the context otherwise requires –

“approved carrier” means a carrier approved by the Council;

“liquid refuse” includes swimming pool discharges, all washings from windows and vehicles and carpet cleaning, overflow, bleed off, condensate and drainage from air conditioning equipment including cooling towers and evaporative coolers and other liquid used for cooling purposes;

“liquid waste” means bathroom, kitchen, scullery and laundry wastes, all washings from animal and poultry pens and any other domestic or trade wastes that are discharged by means of a drain to a receptacle for drainage.

Deposit of Liquid Refuse

4.1.2 A person shall not deposit or cause or permit to be deposited liquid refuse or liquid waste -

- (a) on a street;
- (b) in a stormwater disposal system; or
- (c) on any land or place other than a place or depot duly authorised for that purpose.

Disposal of Liquid Waste

4.1.3 (1) The owner or occupier of premises shall -

- (a) provide, by one of the methods prescribed in this Section, for the disposal of all liquid waste produced on the premises; and
- (b) at all times maintain in good working order and condition any apparatus used for the disposal of liquid waste.

(2) Liquid waste shall be disposed of by one of the following methods -

- (a) discharging it into the sewerage system of a licensed water service operator in a manner approved by the licensed water service operator;
- (b) discharging it into an apparatus for the treatment of sewage and disposal of effluent and liquid waste approved by the Executive Director, Public Health or the Council;
- (c) collection and disposal at an approved liquid waste disposal site in a manner approved by the Shire of Koorda

Approval for Septic Tank Pumpouts and Removal of Liquid Waste

4.1.4 A person shall not -

- (a) unless he or she is an approved carrier;
- (b) without the written approval of the Council; and
- (c) except in accordance with any terms and conditions imposed by the Council or the Executive Director, Public Health in connection with the approval under paragraph (b), collect, remove or dispose other contents of a septic tank, the pumpouts from holding tanks or an apparatus for the treatment of sewage and other liquid wastes.

Application for Approval

4.1.5 (1) A carrier may apply in writing to the Council for approval to collect, remove or dispose of the contents of a septic tank, the pumpouts from holding tanks or an apparatus for the treatment of sewage.

(2) The Council may grant or refuse an application under this section subject to

conditions relating to -

- (a) the time and method of collection, removal or disposal of the contents; or
 - (b) the route to be followed by a vehicle used in collection, removal or disposal of the contents; or
 - (c) the type of liquid waste that can be collected.
- (3) Any conditions imposed by the Council under this section shall be -
- (a) specified in the written approval of the Council; and
 - (b) in addition to any conditions imposed by the Executive Director of Public Health or conditions applying under any other law.
- (4) The Council may from time to time vary conditions imposed by it under this section by giving written notice of the variation to the person to whom approval was given.

Provision of Quarterly Reports

4.1.6 The approved carrier may be required to provide Quarterly Reports to the Council containing accurate details of -

- (a) the date of servicing the liquid waste system;
- (b) the address or location of the involved property; and
- (c) the type of system serviced.

Division 2 - Disposal of Refuse

Interpretation

4.2.1 In this division, unless the context otherwise requires -

“building line” has the meaning given to it in and for the purposes of the *Local Government (Miscellaneous Provisions) Act 1960*;

“collection day” means the day of the week on which rubbish and refuse is collected and removed by the Council or its contractor;

“collection time” where used in connection with any premises, means the time of the day on which rubbish and refuse is collected and removed from the premises by the Council or its contractor;

“commercial waste” means refuse and other rubbish generated by or originating from commercial or industrial premises and includes trade refuse;

“domestic waste” means refuse and other rubbish generated by or emanating from residential premises and includes house refuse;

“public place” includes a street, way or place which the public are allowed to use, whether the street, way or place is or is not on private property;

“receptacle” where used in connection with any premises means -

- (a) a polyethylene cart fitted with wheels, a handle and a lid and having a capacity of at least 120 litres; or
- (b) a container provided by the Council or its contractor for the deposit, collection and recycling of specific materials and supplied to the premises by the Council or its contractor;

“refuse disposal site” means a waste treatment facility or depot licensed under Part V of the *Environmental Protection Act 1986* to store, treat, reuse or dispose of rubbish or refuse;

“rubbish or refuse” includes any filth, dirt, ashes, vegetation, garden refuse, waste material, waste food, sludge, offensive matter, cinders, wood or metal shavings and sawdust but does not include liquid waste or liquid refuse;

“street” has the same meaning as in the Act;

“street alignment” means the boundary between the land comprising a street and the land that abuts thereon, but where a new street alignment is prescribed

under the *Local Government (Miscellaneous Provisions) Act 1960*, means the new street alignment so prescribed; and
“waste” means commercial or domestic waste or both as the context requires.

Receptacles

4.2.2 An owner or occupier of premises shall -

- (a) ensure the premises are provided with a receptacle for the depositing of rubbish or refuse and maintain the receptacle in a serviceable condition;
- (b) at all times keep the lid of the receptacle closed except when depositing rubbish or refuse or cleaning the receptacle;
- (c) except for a reasonable period before and after collection time, keep the receptacle on the premises and located -
 - (i) behind the street alignment and so as not to be visible from a street or public place; or
 - (ii) in such other position as is approved by the Council;
- (d) on each collection day at or prior to 6.00am place the receptacle out in the street in a position, prescribed by the Council, where it is visible from the carriageway of the street or the right of way, but so that it does not obstruct any thoroughfare, land, footpath, cycleway or other carriageway and positioned with the handle facing away from the kerb line, or placed in such other position as is approved by the Council.

Exemption

4.2.3 (1) An owner or occupier of premises may apply in writing to the Council for an exemption from compliance with the requirements of Section 4.2.2 (c) or (d).

(2) The Council or Principal Environmental Health Officer may grant or refuse, with or without conditions, an application for exemption from compliance under this Section.

(3) An exemption granted under this Section shall state -

- (a) the premises to which the exemption applies;
- (b) the period during which the exemption applies; and
- (c) any conditions imposed by the Council.

(4) The Council may rescind the exemption or from time to time vary conditions imposed by it under this Section by giving written notice of the variation to the person to whom the exemption was given.

Use of Receptacles

4.2.4 An owner or occupier of premises shall -

- (a) not deposit or permit to be deposited in a receptacle -
 - (i) more than 70 kilograms of rubbish or refuse;
 - (ii) hot or burning ash;
 - (iii) oil, motor spirit or other flammable liquid;
 - (iv) liquid paint, solvent or other liquid;
 - (v) bricks, concrete, building rubble, asbestos, earth or other like substances;
 - (vi) drugs, dressings, bandages, swabs or blood samples unless placed in a sealed impervious and leak-proof container;
 - (vii) hospital, medical, veterinary, laboratory or pathological substances containing blood unless placed in a sealed impervious and leak-proof container;
 - (viii) syringes, needles, surgical hardware, broken glass, sharps or other sharp objects;

- (ix) cytotoxics, radioactive substances and dangerous chemicals;
- (x) sewage, manure, nightsoil, faeces or urine;
- (xi) any object which is greater in length, width or breadth than the corresponding dimension of the receptacle or which will not allow the lid of the receptacle to be tightly closed;
- (xii) rubbish or refuse which is or is likely to become offensive or a nuisance, or give off an offensive or noxious odour, or to attract flies or cause fly breeding unless it is first wrapped in non-absorbent or impervious material or placed in a sealed impervious container; or
- (xiii) hazardous products including ammunition and flares;
- (b) at all times keep the receptacle in a clean condition;
- (c) whenever directed to do so by an Environmental Health Officer, thoroughly clean, disinfect, deodorise and apply a residual insecticide to the receptacle;
- (d) take all reasonable steps to prevent -
 - (i) fly breeding and keep the receptacle free of flies, maggots, cockroaches, rodents and other vectors of disease; and
 - (ii) the emission of offensive and noxious odours from the receptacle; and
- (e) ensure that the receptacle does not cause a nuisance to the occupiers of adjoining premises.

Ownership of Receptacles

- 4.2.5 (1) A receptacle supplied by the Council or its contractor, remains the property of the Council or its contractor, as the case may be;
- (2) The owner or occupier of a premises supplied with a receptacle remains responsible for any rubbish or refuse placed or deposited in the receptacle until such time as it has been removed by Council or its contractor.

Damage to Receptacles

- 4.2.6 (1) A person shall not -
- (a) damage, destroy or interfere with a receptacle; or
 - (b) except as permitted by these Local Laws or as authorised by the Council, remove a receptacle from any premises;
- (2) If the receptacle of a premises is damaged, defective, lost or stolen, the owner or occupier of the premises shall notify the Council within 7 days after the event.

Use of Other Containers

- 4.2.7 (1) In the case of premises consisting of more than 3 dwellings, any premises used for commercial or industrial purposes or food premises, the Principal Environmental Health Officer may authorise rubbish or refuse to be deposited in a container other than a receptacle.
- (2) The owner or occupier of premises who is authorised under this Section to deposit rubbish or refuse in a container shall -
- (a) unless approved by the Principal Environmental Health Officer not deposit or permit to be deposited in the container anything specified in Section 4.2.4 (a) (ii) to (xiii);
 - (b) take all reasonable steps to prevent fly breeding in, and the emission of offensive or noxious odours from the container;
 - (c) whenever directed by an Environmental Health Officer to do so, thoroughly clean, disinfect, deodorise and apply a residual insecticide to the container;
 - (d) cause the container to be located on the premises in an enclosure constructed and located as approved by the Principal Environmental Health

Officer;

- (e) ensure that the container is not visible from the street but is readily accessible for the purposes of collection; and
- (f) ensure that the container does not cause a nuisance to an occupier of adjoining premises.

(3) An owner or occupier shall -

- (a) ensure that there are a sufficient number of containers provided to contain all rubbish and refuse which accumulates or may accumulate in or from the premises;
- (b) ensure that each container on the premises -
 - (i) has a close fitting lid;
 - (ii) is constructed of non-absorbent and non-corrosive material; and
 - (iii) is clearly marked, for the use of, and is used only for, the temporary deposit of rubbish or refuse;
- (c) keep or cause to be kept each container thoroughly clean and in good condition and repair; (d) place any rubbish or refuse in, and only in, a container marked for that purpose;
- (e) keep the cover on each container except when it is necessary to place something in, or remove something from, it; and
- (f) ensure that each container is emptied at least weekly or as directed by the Principal Environmental Health Officer.

Suitable Enclosure

4.2.8 (1) An owner or occupier of premises -

- (a) consisting of more than three (3) dwellings; or
- (b) used for commercial or industrial purposes, or a food premises shall if required by the Council provide a suitable enclosure for the storage and cleaning of receptacles on the premises.

(2) An owner or occupier of premises required to provide a suitable enclosure under this Section shall keep the enclosure thoroughly clean and disinfected.

(3) For the purposes of this Section, a "suitable enclosure" means an enclosure -

- (a) of sufficient size to accommodate all receptacles used on the premises but in any event having a floor area not less than a size approved by the Council;
- (b) constructed of brick, concrete, corrugated compressed fibre cement sheet or other material of suitable thickness approved by the Council;
- (c) having walls not less than 1.8 metres in height and having an access way of not less than 1 metre in width and fitted with a self-closing gate;
- (d) containing a smooth, non-slip and impervious floor -
 - (i) of not less than 75 millimetres in thickness; and
 - (ii) which is evenly graded to an approved liquid refuse disposal system;
- (e) which is easily accessible to allow for the removal of the receptacles;
- (f) provided with a ramp into the enclosure having a gradient no steeper than 1:8 unless otherwise approved by the Council; and
- (g) provided with a tap connected to an adequate supply of water.

Building Construction

4.2.9 (1) During all periods of construction on any building site, the builder shall -

- (a) when requested by an environmental health officer, provide and maintain on such site a rubbish disposal bin, being either -
 - (i) a bin of not less than 4 cubic metres in capacity; or
 - (ii) a receptacle or other container approved by the Principal Environmental

Health Officer;

- (b) keep such site free of rubbish and offensive matter; and
- (c) maintain the street verge immediately adjacent to such site free of rubbish or offensive matter.

(2) On completion of construction, the builder shall immediately clear the site and the adjacent street verge of all rubbish, waste materials and offensive matter and all rubbish bins provided by the builder.

(3) In subsections (1) and (2), "rubbish" includes all discarded stones, brick, lime, timber, iron, tiles, bags, plastics and any broken, used or discarded matter.

Deposit of Refuse

4.2.10 (1) A person shall not deposit or cause or permit to be deposited any rubbish or refuse in or on any street or on any land other than a refuse disposal site.

(1) The driver of a vehicle, upon entering a refuse disposal site, shall present or display a current pass issued by the Council, to the attendant or person in charge of the site and shall not deposit any rubbish or refuse until authorised to do so by that attendant or person in charge.

(3) A person shall not deposit rubbish or refuse in or on a refuse disposal site except

-

- (a) at such place on the site as may be directed by the person in charge of the site; or
- (b) if the person in charge is not in attendance at the site, as may be directed by a notice erected on the site.

Removal from Refuse Disposal Site

4.2.11 (1) A person shall not remove any rubbish or refuse from a refuse disposal site without the written approval of the Council.

(2) A person who obtains approval from the Council shall comply with any conditions imposed by the Council and set out in the approval.

Removal of Rubbish from Premises or Receptacle

4.2.12 (1) A person shall not remove any rubbish or refuse from premises unless that person is -

- (a) the owner or occupier of the premises;
- (b) authorised to do so by the owner or occupier of the premises; or
- (c) authorised in writing to do so by the Council.

(2) A person shall not, without the approval of the Council or the owner of a receptacle, remove any rubbish or refuse from the receptacle or other container provided for the use of the general public in a public place.

(3) Where the Council provides -

- (a) a collection service for recyclable material, the occupier of premises shall comply with and observe the directions given by the Council in relation to that collection;
- (b) a collection for bulk material, the occupier of premises shall comply with and observe the directions given by the Council in relation to that collection.

(4) Where additional collection services are provided upon request by the occupier of premises, fees as prescribed by the Council shall be paid.

Burning Rubbish or Refuse

4.2.13 (1) A person shall not -

- (a) without the approval of the Council; and
- (b) except in accordance with the terms and conditions to which the approval is

- subject, set fire to, or cause to be set on fire, any rubbish or refuse either -
 - (i) in any incinerator; or
 - (ii) on the ground.

(2) Subject to subsection (3), an approval of the Council is issued subject to the following conditions -

- (a) the material to be burnt -
 - (i) does not include any plastic, rubber, food scraps, green garden cuttings and other material which may become offensive when burnt; and
 - (ii) is of such quantity, or of such a nature, as to be unsuitable for removal by the Council's refuse collection service;
 - (b) there is no other appropriate means of disposal;
 - (c) burning shall not take place -
 - (i) during any period for which an air dispersion alert has been issued by the Bureau of Meteorology; or
 - (ii) where there is no current dispersion alert, outside the hours of 10.00am to 6.00pm;
 - (d) an incinerator must meet the standards specified by Council; and
 - (e) an incinerator unit used for fire must be located -
 - (i) so as to comply with the requirements of any Bush Fire Notice, made under Section 25B of the Bush Fires Act 1954, as published in the Government Gazette from time to time;
- and
- (ii) in such a position so as not to create a nuisance or be offensive to other persons.

(3) Subject to the local fire rules the Council may grant approval to clear by burning fire breaks or vacant blocks of grass, straw, hay, undergrowth, herbage and other similar vegetation.

Rubbish Removal Vehicles

4.2.14 A vehicle used by the Council or its contractor for the collection and transport of rubbish shall -

- (a) be provided with a compartment in which all rubbish shall be deposited for removal, and of which the interior is constructed from or surfaced with impermeable material; and
- (b) have a cover over the compartment at all times when the vehicle is engaged in the transport of rubbish.

Method of Removal of Rubbish

4.2.15 person engaged in the removal of rubbish from premises shall -

- (a) convey all rubbish from the receptacles of the occupier of the premises and deposit the rubbish in the portion of the collection vehicle intended to hold the rubbish; and
- (b) replace the receptacle in the position it was lifted from.

Rubbish Disposal - Prescribed Area

4.2.16 The townsite of Koorda and the localities of 1,2,3 & 4 of Avon Location 16386 Ninghan Road Koorda are the prescribed areas within which the provision of Section 112A of the Act shall operate and have effect.

Division 3 - Transport of Butchers' Waste

Interpretation

4.3.1 In this Division, unless the context otherwise requires -
“butchers’ waste” includes animal skeletons and rib cages from a boning room and the inedible products of an abattoir.

Restriction of Vehicles

4.3.2 A person shall not use, for the transport of butchers’ waste -
(a) a vehicle or container not approved by the Council; or
(b) a vehicle used for the transport of food or drugs; or
(c) anything intended to be used for the packing or handling of food or drugs.

Transport of Butchers’ Waste

4.3.3 (1) A person shall not transport butchers’ waste otherwise than in -
(a) a compartment complying with the following specifications -
(i) all internal surfaces to be constructed of an approved, smooth, impervious material not less than 910 millimetres high;
(ii) all joints to be sealed and made watertight;
(iii) the loading doors, if any, to be water-tight and kept closed at all times except when loading; and
(iv) the top to be completely covered by a tarpaulin or other impervious material approved by the Council, carried over, and secured to the outside of the walls at least 300 millimetres from the top so as to keep the load out of sight of the public; or
(b) a sealed container fitted with a lid, which can be tightly closed.
(2) A person shall not transport any butchers’ waste in a vehicle unless the vehicle and its fittings, including the compartment or container referred to in this Section, are-
(a) maintained in good order and condition; and
(b) thoroughly cleaned at the conclusion of each day’s work.
(3) A person shall not load, transport, or unload butchers’ waste in a manner that is or may be offensive due to -
(a) the sight of animal skeletons, bones, offal or waste matter;
(b) the odour of putrefaction, offal or waste matter; or
(c) the presence of blood and particles of flesh or fat dropping onto the surface of the street pavement or ground.

PART 5 - NUISANCES AND GENERAL

Division 1 - Nuisances

Interpretation

5.1.1 In this Division, unless the context otherwise requires –
“fertiliser” includes manure;
“public vehicle” includes bus, tram, taxi or any other public transport.

Footpaths etc, to be kept clean

5.1.2 An owner or occupier of premises shall maintain any footpath, pavement, area or right of way immediately adjacent to the premises clear of any rubbish, matter or things coming from or belonging to the premises.

Escape of Smoke etc.

5.1.3 (1) Subject to subsection (2), an owner or occupier of premises shall not cause or permit the escape of smoke, dust, fumes, offensive or foul odours, liquid waste or liquid refuse from the premises in such quantity or of such a nature as to cause or to be a nuisance.

(2) Subsection (1) does not apply to smoke from the chimney of a private dwelling house.

Public Vehicles to be kept clean

5.1.4 The owner or person in control of a public vehicle shall -

- (a) maintain the vehicle at all times -
 - (i) in a clean condition; and
 - (ii) free from vectors of disease; and
- (b) whenever directed to do so by an Environmental Health Officer, thoroughly clean and disinfect the vehicle as directed.

Prohibition against Spitting

5.1.5 A person shall not spit -

- (a) on a footpath, street or public place; or
- (b) in a train, bus or other public transport.

Transportation, Use and Storage of Offal, Blood or Other Offensive Material

5.1.6 (1) A person shall not transport or store offal or blood, for the purpose of being used as manure, unless it has been sterilised by steam and properly dried.

(2) No person shall remove any offensive matter unless such offensive matter is carried in watertight barrels or tanks securely covered to prevent the escape of any of the contents thereof, or the emission of any offensive odours therefrom.

(3) Every person using any sealed containers or vehicle in the removal of any offensive matter shall keep such container or vehicle in a thoroughly clean condition and in good repair.

Use or Storage of Fertiliser

5.1.7 An owner or occupier of premises shall not use or keep for the purpose of use, as fertiliser any -

- (a) pig manure, within 200m of townsite boundaries, or within townsites, unless it has been effectively treated to the satisfaction of the Principal Environmental Health Officer;
- (b) human faeces; or
- (c) urine.

Storage and Dispatch of Artificial Fertiliser

5.1.8 An owner or occupier of premises where artificial fertiliser is stored in bulk for sale shall -

- (a) keep all artificial fertiliser in a building -
 - (i) of which all internal surfaces are constructed of durable and non-absorbent materials; finished internally with a smooth surface;
 - (ii) that protects it from the absorption of moisture; and
 - (iii) that is adequately ventilated;
- (b) take adequate measures to prevent the emission of dust or offensive effluvia from the building; and
- (c) ensure that all artificial fertiliser despatched from the premises is handled and loaded in such a manner as to prevent any nuisance arising during

transit.

Storage of Fertiliser in a House

5.1.9 The owner or occupier of a house where fertiliser or compost is stored or used shall -

- (a) prevent the escape of odours, dust or particles of fertiliser or compost;
- (b) treat the fertiliser or compost in such a manner as to effectively prevent it attracting or being a breeding place for flies or other vectors of disease; and
- (c) store only such amounts of fertiliser or compost -
 - (i) as can be readily used within a reasonable period; or
 - (ii) as may be directed by an Environmental Health Officer.

Vehicles Used for Transporting of Animals and Birds

5.1.10 No person having the control or management of any vehicle in which animals or birds are being or have been transported or confined shall allow such vehicle to stand within a townsite until the vehicle has been thoroughly cleaned.

Division 2 - Keeping of Animals and Birds

Interpretation

5.2.1 In this Division, unless the context otherwise requires –

“animal” includes cats, dogs, rabbits and ferrets or the like;

“bird” includes galahs, parrots, budgerigars, finches, pigeons and doves or the like;

“Catteries” are premises registered for the breeding or caring of cats.

Cleanliness

5.2.2 An owner or occupier of premises, in or on which an animal or bird is kept shall -

- (a) keep the premises free from excrement, filth, food waste and all other matter which is or is likely to become offensive or injurious to health or to attract rats or other vectors of disease;
- (b) when so directed by an Environmental Health Officer, clean and disinfect the premises;
- (c) keep the premises, so far as possible, free from flies or other vectors of disease by spraying with a residual insecticide or other effective means;
- (d) ensure the animal or bird kept is not causing a nuisance or is injurious, offensive or dangerous to health.

Animal Enclosures

5.2.3 (1) A person shall not keep or cause or permit to be kept any animals or birds on premises, which are not effectively drained.

(2) The owner or occupier of premises where animals or birds are kept shall, when directed by the Council, pave, grade and drain the floors of all structures and the surface of the ground of all enclosures used for the keeping of animals or birds.

Cats

5.2.4 (1) Subject to subsections (6) and (7), a person shall not, without an exemption in writing from the Council, keep more than three (3) cats over the ages of three (3) months on premises on any land within the District.

(2) An owner or occupier of premises may apply in writing to the Council for

exemption from the requirements of subsection (1).

(3) The Council shall not grant an exemption under this Section unless it is satisfied that the number of cats to be kept will not be a nuisance or injurious or dangerous to health.

(4) An exemption granted under this Section shall specify -

- (a) the owner or occupier to whom the exemption applies;
- (b) the premises to which the exemption applies; and
- (c) the maximum number of cats which may be kept on the premises.

(5) A person who is granted an exemption under subsection (3) may be required by Council to house, or keep cats in such manner as directed by an Environmental Health Officer.

(6) A person may keep more than three (3) cats on premises used for veterinary purposes or as a pet shop.

(7) The occupier of any premise shall not keep a cattery on those premises, unless the cattery is registered with the Council and the occupier has complied with the following conditions -

- (a) the occupier shall obtain approval from the Council to establish a cattery;
- (b) upon receiving approval to establish a cattery, the occupier shall apply for registration of the cattery in the form set out in Part 12, Schedule 3;
- (c) the occupier shall have paid to the Council the annual registration fee as fixed from time to time by Council under Section 344C of the Act;
- (d) the occupier shall provide for every cat a properly constructed shelter with an enclosure, which shall comply with the following conditions -
 - (i) every shelter shall have a floor area of not less than 0.50 square metres for every cat over the age of three (3) months old that may be kept therein; and
 - (ii) the area of the enclosure appurtenant to any shelter or group of shelters forming a cattery shall not be less than three (3) times the area of the shelter or group of shelters to which it is appurtenant;
- (e) every shelter or enclosure shall be at least 10 metres from the boundary of any land not in the same ownership or possession, or at least 10 metres from any dwelling, church, schoolroom, hall, factory, dairy or premises whatsoever wherein food is manufactured, packed or prepared for human consumption; and
- (f) all enclosures, yards, runs and shelters within which cats are kept shall be maintained at all times in a clean condition and free from vectors of disease and shall at any time be cleaned, disinfected or otherwise dealt with as an Environmental Health Officer may direct.

(8) A certificate of registration of a cattery issued by the Council shall -

- (a) be in the form set out in Part 12, Schedule 4; and
- (b) expire on 30 June next after the date of its issue.

Slaughter of Animals

5.2.5 (1) Subject to subsection (2) a person shall not slaughter any animal within the district. (2) Subsection (1) does not apply to -

- (a) euthanasia of animals by veterinarians or other duly authorised persons;
- (b) slaughter of animals for the purposes of pet meat and game meat operations;
- (c) slaughter of animals for human consumption in abattoirs approved by the Council; and
- (d) farming or grazing property occupiers preparing meat for their own consumption.

Disposal of Dead Animals

5.2.6 (1) An owner or operator of a veterinary practice where dead animals are kept for more than 12 hours, shall refrigerate the carcass prior to its removal and disposal, at an approved disposal site.

(2) An owner or occupier of premises, other than a veterinary practice, on which there is a dead animal shall immediately remove the carcass for its disposal at an approved disposal site.

(3) An owner, or a person having the care, of any animal that dies or is killed in a public or private place shall immediately remove the carcass and arrange for its disposal at an approved disposal site.

Division 3 - Keeping of Large Animals

Interpretation

5.3.1 In this Division, unless the context otherwise requires -

“approved animal” includes a horse, cow or large animal the subject of an approval by Council under Section 5.3.2;

“cow” includes an ox, calf, or bull;

“horse” includes an ass, mule, donkey or pony; and

“large animal” includes a pig, sheep, goat, deer or camel, cow, horse, lama, emu, ostrich or the like.

Conditions for keeping of an animal

5.3.2 (1) An owner or occupier of premises, within a townsite shall not keep a horse, cow, large animal, more than three (3) sheep or more than three (3) goats on those premises without approval of the Council.

(2) An owner or occupier of premises shall not keep within a townsite an approved large animal or specified number of sheep or goats unless -

(a) the premises has an area of not less than 0.2 hectares of alienated land; and

(b) the approved animal does not approach within 30 metres of a dwelling or place where food is stored, manufactured, processed, served or exposed for sale.

(3) The owner or occupier wanting to keep more than the above number of animals, on a block of land 0.2 hectares or larger and within a townsite, can do so only by obtaining the written approval of Council. The approval will stipulate the maximum number of animals that may be kept. The number of animals will be calculated using the following rate -

Four (4) large animals and two (2) of their offspring up to the age of twelve months or twelve (12) sheep or twelve (12) goats per 0.2 hectares or part thereof.

Stables

5.3.3 (1) The owner or occupier of premises within a townsite, who has an approved animal shall provide for its use a stable, which shall -

(a) not be situated within 30 metres of a house or other premises;

(b) have a proper separate stall -

(i) for each horse or cow; and

(ii) with walls measuring not less than 3 metres, both horizontally and vertically, unless it has a sand floor provided in accordance with subsection (2);

- (iii) with a floor area of not less than 11 square metres, unless it has a sand floor provided in accordance with subsection (2);
 - (c) have each wall and roof constructed of an approved impervious material;
 - (d) have a roof that covers the entire floor area of the stall;
 - (e) have on all sides of the building between the wall and the roof a clear opening of at least 150 millimetres in height;
 - (f) subject to subsection (2), have a floor, the upper surface of which shall -
 - (i) be at least 75 millimetre above the surface of the ground;
 - (ii) be constructed of cement, concrete or other similar impervious materials;
 - (iii) have a fall of 1 in 100 to a drain, which shall empty, into a trapped gully situated outside the stable and shall discharge in a manner approved by the Council.
- (2) A stable constructed with a sand floor may be permitted by the Council, subject to the following -
- (i) the site must be well drained with the highest known water table at least 1.5 metres below the sand floor level, which may be achieved artificially;
 - (ii) a 300mm thick bed of aggregate approved by an Environmental Health Officer shall be layed under the sand of the stable;
 - (iii) sand, whether natural or imported, must be clean, coarse and free from dust; (iv) footings to each stable shall be a minimum of 450mm below ground level;
 - (v) the stable design must allow for the access of small earth moving machinery, such as a skid steer loader, into each individual stall, to maintain the correct floor height;
 - (vi) the minimum floor area of each stall shall be not less than 28 square metres and walls shall not be less than 3 metres vertically or 4 metres horizontally;
 - (vii) the roofed area of each stall shall not be less than 50 percent of the floor area of the stall.
- (3) The owner or occupier of any premises on which a stable is located shall -
- (a) maintain the stable in a clean condition and when so directed by an Environmental Health Officer, clean, wash and disinfect it;
 - (b) keep all parts of the stable so far as possible, free from flies or other vectors of disease by spraying with a residual insecticide or other effective means; and
 - (c) when so ordered by an Environmental Health Officer, spray the stable or such parts as may be directed, with a residual insecticide.

Manure Receptacle

- 5.3.4 An owner or occupier of premises on which an approved animal is kept shall -
- (a) provide in a position convenient to the stable a receptacle for manure, which is constructed of smooth, impervious, durable, easily cleanable materials and, provided with a tight-fitting cover, and with no part of the receptacle base being lower than the surface of the adjoining ground;
 - (b) keep the lid of the receptacle closed except when manure is being deposited or removed;
 - (c) cause the receptacle to be emptied at least once a week and as often as may be necessary to prevent it becoming offensive or a breeding place for flies or other vectors of disease;
 - (d) keep the receptacle so far as possible free from flies or other vectors of

- disease by spraying with a residual insecticide or other effective means; and
- (e) cause all manure produced on the premises to be collected daily and placed in the receptacle or comply with such other arrangements as approved by an Environmental Health Officer.

Division 4 - Keeping of Poultry and Pigeons

Interpretation

5.4.1 In this Division, unless the context otherwise requires –
“poultry” includes bantams, ducks and other domestic fowls;

Limitation on Numbers of Poultry and Pigeons

5.4.2 An owner or occupier of premises within a townsite shall not keep a combined total of more than 12 poultry and pigeons without the approval of Council, on any one lot of land.

Conditions for Keeping Poultry in Limited Numbers

- 5.4.3 A person who keeps poultry or permits poultry to be kept shall ensure that -
- (a) no poultry is able to approach within 9 metres of a dwelling house, public building or premises where people are employed or where food is stored, prepared, manufactured or sold;
 - (b) all poultry is kept in a properly constructed and securely fastened structure or enclosure;
 - (c) the structure is in a yard having an otherwise unobstructed area of at least 30 square metres;
 - (d) no poultry are able to approach within 9 metres of a street other than a right of way unless, in the case of land at the junction of two or more streets, Council has approved a lesser distance;
 - (e) no poultry is able to approach within 1.2 metres of any side or rear boundary of the premises;
- and
- (f) all enclosures or cages within which poultry are kept shall be maintained at all times in a clean condition and shall be disinfected or otherwise dealt with in a way as directed by an Environmental Health Officer.

Roosters, Geese, Turkeys, Peafowl's and Gamebirds

5.4.4 (1) An occupier of premises within a townsite, shall not without the written approval of the Council, keep or permit to be kept on those premises, any one or more of the following fowl -

- (a) a rooster;
- (b) a goose or gander;
- (c) a turkey;
- (d) a peacock or peahen;
- (e) a gamebird (includes emus and ostriches).

(2) The Council may upon written application, grant approval with or without conditions to the owner or occupier of premises to keep any one or more birds as specified in subsection (1).

(3) A person who has been granted approval under this Section to keep a bird may keep the bird on the premises only while he is the occupier thereof.

(4) The Council may revoke an approval granted under this Section if it is of the opinion that the keeping of the birds specified in the approval is causing a nuisance or is injurious, offensive or dangerous to health.

Pigeons or Doves

5.4.5 A person who keeps, or permits to be kept, pigeons or doves shall ensure that-

- (a) none is able to approach within 9 metres of a dwelling, public building or premises where people are employed or where food is stored, prepared, manufactured or sold; and
- (b) except where registered homing pigeons are freed for exercise, the pigeons or doves are kept in a properly constructed pigeon loft or dove cote that -
 - (i) is in a yard having an otherwise unobstructed area of at least 30 square metres; and
 - (ii) does not allow them to approach within 1.2 metres of any side or rear boundary of the premises; and
 - (ii) is maintained in such a manner so as not to create a nuisance by the emission of dust, effluvia or odours.

Removal of Non-Conforming Structure or Enclosure

5.4.6 (1) If a structure or enclosure is used for the keeping of poultry or pigeons or doves contrary to the provisions of Sections 5.4.3 and 5.4.5, the Council may direct the owner or occupier to remove it.

(2) An owner or occupier shall comply with a direction from the Council under this Section.

Restrictions on Pigeon Nesting or Perching

5.4.7 (1) A Council may order an owner or occupier of a house in or on which pigeons which are, or are in the habit of, nesting or perching to take adequate steps to prevent them continuing to do so.

(2) An owner or occupier shall comply with a Council order made under this Section.

Division 5 - Feedlots

Interpretation

5.5.1 For the purpose of this division -

“feedlot” means a confined area with watering and feeding facilities where animals or birds are held and fed for the purpose of weight gain;

“animal” includes sheep, lambs, goats, deer, cattle and buffalo;

“birds” includes roosters, hens, geese, turkeys, ducks, poultry, emus and ostriches.

Premises to be approved

5.5.2 (1) No premises shall be used as a feedlot unless approved by Council.

(2) Subject to subsection (3), no premises shall be approved as a feedlot by Council unless every portion of such feedlot complies with the minimum separation distances listed in Table 1.

(3) Sites unable to satisfy the separation requirements may be approved at the discretion of Council if Council is satisfied that approving the feedlot will not give rise to a health nuisance.

Table 1 - Required Buffer Distances for Feedlots

Buffer	Distances
Townsite boundaries.....	5000m
Isolated rural dwellings, dairies & industries	1000m

Public roads and recreation areas.....	100m
Neighbouring rural property boundaries	50m
Major water course and water impoundments	300m
Bores, wells or soaks used for drinking, stock or irrigation.....	300m
Minor water courses	100m

Site Conditions

- 5.5.3 (1) The owner or occupier of the approved feedlot shall ensure the premises -
- is sited on gently sloping land, no greater than 1:20 but not less than 1:100;
 - is sited on soils with sufficient filtration to avoid surface ponding and run-off;
 - has a minimum groundwater clearance of 2 metres;
 - drainage diverts all uncontaminated stormwater from the general waste stream;
 - has solid and liquid waste disposal arrangements that are not offensive or injurious to health.
- (2) The owner or occupier of the approved feedlot shall take effective measures to prevent the discharge of dust which may involve -
- reducing the stocking rate immediately to a level that does not cause the discharge of dust; or
 - stabilisation of the soil surface to a level that does not cause the discharge of dust; or
 - provision of adequate windbreaks to effectively prevent the discharge of dust.

Division 6 - Piggeries

Interpretation

5.6.1 For the purpose of this division -

“intensive piggery” means pigs are housed, fed and watered in breeding and growing pens in sheds;

“piggery” means any building, enclosure or yard in which one or more pigs are kept, bred, reared or fattened and shall include any portion of premises to which pigs have access.

Premises to be Approved

5.6.2 (1) No premises shall be used as a piggery unless approved by Council.

(2) Subject to subsection (3), no premises shall be approved as a piggery by Council unless every portion of such piggery complies with the minimum separation distances listed in Table 2; or if it is an intensive piggery, the minimum separation distances listed in Table 3.

(3) Sites unable to satisfy the separation requirements may be approved at the discretion of Council, if Council is satisfied that approving the piggery will not give rise to a health nuisance.

Table 2 - Required Buffer Distances for Piggeries

Buffer	Distances
Townsite boundaries	5000m
Isolated rural dwellings, dairies & industries	1000m
Public roads and recreation areas	100m
Neighbouring rural property boundaries.....	50m
Major water course and water impoundments	300m
Bores, wells or soaks used for drinking, stock or irrigation	300m

Minor water courses..... 100m

Site Conditions

5.6.3 The owner or occupier of premises shall take effective measures to prevent the discharge of dust, which may involve -

- (a) reducing the stocking rate immediately to a level that does not cause the discharge of dust; or
- (b) stabilisation of the soil surface to a level that does not cause the discharge of dust; or
- (c) provision of adequate windbreaks to effectively prevent the discharge of dust.

Prevention of Nuisances

5.6.4 In order to prevent dust, offensive fumes and effluent becoming a nuisance to the health of the inhabitants of the district, an intensive piggery shall comply with the minimum separation distances listed in Table 3.

Table 3 - Required Buffer Distances for Intensive Piggeries

Buffer	Code
Townsite boundaries	A
Isolated rural dwellings, dairies & industries	B
Public roads and recreation areas	C
Neighbouring rural property boundaries.....	D
Surface water supply catchments	E
Water courses/rural water impoundments	F
Bores/wells/soaks Drinking water supply	G
Stock irrigation supply	H

	A	B	C	D	E	F	G	H
Piggeries & facilities catering for more than 5000 pigs	5000m	300m	200m	50m	not permitted	300m	300m	100m
500 to 5000 pigs	3500m	300m	150m	50m	not permitted	300m	300m	100m
50 to 500 pigs	2000m	300m	100m	50m	not permitted	300m	300m	100m
Less than 50 pigs	500m	300m	50m	30m	not permitted	200m	300m	100m
Land used to dispose of raw or partly treated wastes	1000m	300m	100m	50m	not permitted	300m	300m	300m
Land used to dispose of effectively treated wastes	200m	50m	20m	20m	not permitted	100m	100m	100m

PART 6 - PEST CONTROL

Division 1 - Flies

Interpretation

6.1.1 In this Division, unless the context otherwise requires -

“flies” means any of the two-winged insects constituting the order Diptera commonly known as flies.

Fly breeding matter not to be left on Premises unless Covered or Treated

6.1.2 An owner or occupier of premises shall not place, throw or leave, or permit or cause to be placed, thrown or left in, on or about the premises any matter or thing which is liable to attract or be a breeding place for flies, unless that matter or thing is covered, protected, treated or dealt with in such a manner as to effectively prevent it from attracting or being a breeding place for flies.

Measures to be taken by an Occupier

6.1.3 An owner or occupier of premises shall ensure that -

- (a) rubbish receptacles are kept clean and tightly sealed at all times except when refuse is being deposited or emptied;
- (b) food scraps and uneaten pet food are wrapped tightly and deposited in a rubbish receptacle without delay;
- (c) lawn clippings used on gardens as mulch are raked out thinly;
- (d) fertilisers are dug well into the soil;
- (e) compost heaps are kept well covered;
- (f) barbecues are kept clean and free from food scraps;
- (g) anything that is buried and may attract or be a breeding place for flies is covered with at least 100 millimetres of soil; and
- (h) excrement from pets is collected and properly disposed of without delay.

Officer may give Notice directing measures to be Taken

6.1.4 Where in the opinion of an Environmental Health Officer flies are prevalent or are breeding on any premises, the Officer may give to the owner or occupier of the premises notice in writing directing him or her to take, within the time specified in the notice, such measures as in the opinion of the Officer are necessary to -

- (a) control the prevalence;
- (b) effect the eradication; or
- (c) effectively prevent the breeding;

of flies.

Council may Execute Work and Recover Costs

6.1.5 (1) Where -

- (a) a person is required under this Division or directed by a notice given under Section 6.1.4, to execute any work; and
- (b) that person fails or neglects to comply with the requirement the Council may execute the work and may recover from that person the cost of executing the work, in addition to any penalty for which that person may be liable under these Local Laws.

(2) The costs and expenses incurred by the Council in the execution of a power under subsection (1), may be recovered in a court of competent jurisdiction from the person referred to in subsection (1).

(3) The local government is not liable to pay compensation or damages of any kind to the person referred to in subsection (1) in relation to any action taken by the local

government under this section, other than compensation or damages for loss or damage suffered because the local government acted negligently or in breach of duty.

Division 2 - Mosquitoes

Interpretation

6.2.1 In this Division, unless the context otherwise requires -

“mosquitoes” means any of the two-winged insects constituting the family Diptera Culicidae commonly known as mosquitoes.

Measures to be taken to prevent mosquitoes breeding

6.2.2 (1) An owner or occupier of premises shall ensure that the premises are kept free from possible mosquito breeding sites and shall -

- (a) follow any direction of an Environmental Health Officer for the purpose of -
 - (i) controlling the prevalence of mosquitoes;
 - (ii) eradication; or
 - (iii) effectively preventing the breeding of mosquitoes.
- (b) assist an Environmental Health Officer to locate any possible mosquito breeding sites that may be present in or about the premises.

(2) An owner or occupier of premises where water is kept in a horse trough, poultry drinking vessel or other receptacle shall -

- (a) frequently change the water; and
- (b) keep the water clean and free from vegetable matter and slime.

(3) An owner or occupier of premises where a septic tank is installed shall ensure the fixture is in sound condition at all times, and mesh having openings no larger than 1.2mm covers any educt vent to the system.

(4) An owner or occupier of land shall cause all drains and channels in or on the land to be kept in good order and free from obstruction.

Council may Execute Work and Recover Costs

6.2.3 (1) Where -

- (a) a person is required under this division or directed by a notice given under Section 6.2.2 to execute any work; and
- (b) that person fails or neglects to comply with the requirement, the Council may execute the work and recover from that person the cost of executing the work, in addition to any penalty for which that person may be liable.

(2) The costs and expenses incurred by the Council in the execution of a power under subsection (1) may be recovered in a court of competent jurisdiction from that person.

(3) The local government is not liable to pay compensation or damages of any kind to the person referred to in subsection (1) in relation to any action taken by the local government under this section, other than compensation or damages for loss or damage suffered because the local government acted negligently or in breach of duty.

Division 3 - Rodents

Interpretation

6.3.1 In this Division, unless the context otherwise requires -

“rodents” means those animals belonging to the order Rodentia and includes

rats, mice and rabbits but does not include animals kept as pets in an enclosure designed for the purpose of keeping as pet animals of that kind.

Measures to be taken to eradicate Rodents

6.3.2 (1) An owner or occupier of premises shall at all times take effective measures to eradicate any rodents in or on the premises.

(2) An Environmental Health Officer may direct, orally or in writing, an owner or occupier of premises to take whatever action, in the opinion of the Environmental Health officer, is necessary or desirable to prevent or deter the presence of rodents in or on the premises.

(3) An owner or occupier shall within the time specified comply with any direction given by an Environmental Health Officer under this Section.

Food and Wastes to be kept in rodent proof Receptacles

6.3.3 A person must not store, or allow to be stored, on any premises, any food, refuse or other waste matter unless it is contained in a rodent proof receptacle or compartment.

Restrictions on the Keeping of Rodents

6.3.4 A person or body who keeps rodents shall –

- (a) at all times ensure that all live rodents are kept in the effective control of a person or in locked cages; and
- (b) if a rodent escapes, forthwith comply with the requirements of Section 6.3.2 and ensure that all reasonable steps are taken to destroy or recapture the rodent.

Food Premises etc., to be cleaned after Use

6.3.5 An owner or occupier of a theatre or place of entertainment, whether indoor or outdoor, shall cause the premises to be cleaned immediately after the last occasion on which the premises has been used on that day or, if the use extends after midnight, then immediately after that use.

Division 4 - Cockroaches

Interpretation

6.4.1 In this Division, unless the context otherwise requires -

“cockroach” means any of the various orthopterous insects commonly known as cockroaches.

Measures to be taken to eradicate Cockroaches

6.4.2 (1) An owner or occupier of premises shall take effective measures to eradicate any cockroaches in or on the premises.

(2) An Environmental Health Officer may direct, orally or in writing, an owner or occupier of premises to take whatever action that, in the opinion of the Environmental Health Officer, is necessary or desirable to prevent or deter the presence of cockroaches in or on the premises.

(3) An owner or occupier shall within the time specified comply with any direction given by an Environmental Health Officer under this Section.

Division 5 - Argentine Ants

Interpretation

6.5.1 In this Division, unless the context otherwise requires -

“Argentine Ant” means an ant belonging to the species *Irdomyrmex humilis*.

Measures to be taken to keep premises free from Argentine Ants

6.5.2 An owner or occupier of premises shall ensure that the premises are kept free from Argentine Ant colonies and shall -

- (a) take all steps to locate any nests, if Argentine Ants are noticed in, on or about the premises;
- (b) properly treat all nests of Argentine Ants with an approved residual based insecticide; and
- (c) whenever required by an Environmental Health Officer -
 - (i) treat any area or infestation with an insecticide referred to in paragraph (b); and
 - (ii) remove any objects, including timber, firewood, compost or pot plants in accordance with a direction from the Environmental Health Officer.

Division 6 - European Wasps

Interpretation

6.6.1 In this Division, unless the context otherwise requires –

“European Wasp” means a wasp *Vespula germanica*.

Measures to be taken to keep premises free from European Wasp Nests

6.6.2 An owner or occupier of premises shall ensure that the premises are kept free from European Wasp nests and shall -

- (a) follow any direction of an Environmental Health Officer for the purpose of destroying the wasps and their nest; and
- (b) assist an Environmental Health Officer to trace any nest that may be present in, on or about the premises.

Division 7 - Bee Keeping

Interpretation

6.7.1 In this Division, unless the context otherwise requires -

“bees” means an insect belonging to any of the various hymenopterous insects of the super family Apoidea and commonly known as a bee;

“bee hive” means a moveable or fixed structure, container or object in which a colony of bees is kept.

Restrictions on keeping of Bees in Hives

6.7.2 (1) A person shall not keep or permit the keeping of bees anywhere within the District unless approval to do so has been given by the Council.

(2) If in the opinion of an Environmental Health Officer, the approved beehives are causing a nuisance, the Council may direct any bees or approved beehives to be removed.

(3) A person shall comply with a direction within the time specified.

Division 8 - Arthropod Vectors of Disease

Interpretation

6.8.1 In this Division, unless the context otherwise requires –

“vectors of disease” includes -

- (a) fleas (*Siphonaptera*);

- (b) bedbugs (*Cimex lectularius*);
- (c) crab lice (*Phthirus pubis*);
- (d) body lice (*Pediculus humanus* var. *corporis*); and
- (e) head lice (*Pediculus humanus* var. *capitis*).

Responsibility of the Owner or Occupier

6.8.2 The owner or occupier of premises shall -

- (a) keep the premises and any person residing in or on the premises free from any arthropod vectors of disease; and
- (b) comply with the direction of an Environmental Health Officer to treat the premises, or anything on the premises, for the purpose of destroying any arthropod vectors of disease.

PART 7 - INFECTIOUS DISEASES

Division 1 - General Provisions

Requirements for an owner or occupier to clean, disinfect and disinfest

7.1.1 (1) The Council or an Environmental Health Officer may, by notice in writing, direct an owner or occupier of premises, within the time and in the manner specified in the notice, to clean, disinfect and disinfest -

- (a) the premises; or
- (b) such things in or on the premises as are specified in the notice, or both, to the satisfaction of an Environmental Health Officer.

(2) An owner or occupier shall comply with a notice given under subsection (1).

Environmental Health Officer may disinfect or disinfest premises

7.1.2 (1) Where the Council or the Medical Officer is satisfied that any case of infectious disease has occurred on any premises, the Council or the Medical Officer may direct an Environmental Health Officer, other Council officer or other person to disinfect and disinfest the premises or any part of the premises and anything in or on the premises.

(2) An owner or occupier of premises shall permit, and provide access to enable, an Environmental Health Officer, other Council officer or other person to carry out the direction given under subsection (1).

(3) The Council may recover, in a court of competent jurisdiction, the cost of carrying out the work under this Section from the owner or occupier of the premises in or on which the work was carried out.

(4) The local government is not liable to pay compensation or damages of any kind to the owner or occupier of premises in relation to any action taken by the local government or any of its staff under this section, other than compensation or damages for loss or damage suffered because the local government or any of its staff acted negligently or in breach of duty.

Insanitary houses, premises and things

7.1.3 (1) An owner or occupier of any house or premises shall maintain the house or premises free from any insanitary condition or thing.

(2) Where an Environmental Health Officer considers that a house is insanitary, the officer may, by notice in writing, direct an owner of the house, within the time and in the manner specified in the notice, to destroy or amend the house.

(3) Where an Environmental Health Officer considers that -

- (a) a house or premises is not being maintained in a sanitary condition; or
- (b) any thing is insanitary,

the officer may, by notice in writing, direct, as the case may be -

- (i) the owner or occupier of the house or premises to amend any insanitary condition; or
- (ii) the owner or occupier of the insanitary thing to destroy or amend it, within the time and in the manner specified in the notice.

(4) A person to whom a notice has been given under subsections (2) or (3) shall comply with the terms of the notice.

Medical Officer may authorise disinfecting

7.1.4 (1) Where the Medical Officer believes that a person is or may be infected by an infectious disease, the Officer may direct the person to have his or her body, clothing and effects disinfected at a place and in a manner directed by the Medical Officer.

(2) A person shall comply with any direction of the Medical Officer under this Section.

Persons in contact with an infectious disease sufferer

7.1.5 If a person in any house is, or is suspected of, suffering from an infectious disease, any occupant of the house or any person who enters or leaves the house -

- (a) shall obey such instructions or directions as the Council or the Medical Officer may issue;
- (b) may be removed, at the direction of the Council or the Medical Officer to isolation in an appropriate place to prevent or minimise the risk of the infection spreading; and if so removed, shall remain in that place until the Medical Officer otherwise directs.

Declaration of infected house or premises

7.1.6 (1) To prevent or check the spread of infectious disease, the Council or the Medical Officer may from time to time declare any house or premises to be infected.

(2) A person shall not enter or leave any house or premises declared to be infected without the written consent of the Medical Officer or the Principal Environmental Health Officer.

Destruction of infected animals

7.1.7 (1) An Environmental Health Officer, upon being satisfied that an animal is or may be infected or is liable to be infected or to convey infection may, by notice in writing, direct that the animal be examined by a registered veterinary officer and all steps taken to enable the condition to be controlled or eradicated or the animal destroyed and disposed of -

- (a) in the manner and within the time specified in the notice; and
- (b) by the person in whose possession, or upon whose premises, the animal is located.

(2) A person who has in his or her possession or upon premises occupied by him or her, an animal that is the subject of a notice under subsection (1) shall comply with the terms of the notice.

Disposal of a body

7.1.8 (1) An occupier of premises in or on which is located the body of a person who has died of an infectious disease shall, subject to subsection (2), cause the body to be buried or disposed of in such manner, within such time and with such precautions as may be directed by the Medical Officer.

(2) A body shall not be removed from premises where death occurred except to a cemetery or morgue.

Council may carry out work and recover costs

7.1.9 (1) Where -

- (a) a person is required under this Division or by a notice given under this Division, to carry out any work; and
 - (b) that person fails or neglects to comply with the requirement, that person commits an offence and the Council may carry out the work or arrange for the work to be carried out by another.
- (2) The costs and expenses incurred by the Council in the execution of a power under this Section may be recovered in a court of competent jurisdiction from the person referred to in subsection (1)(a).
- (3) The local government is not liable to pay compensation or damages of any kind to the person referred to in subsection (1) in relation to any action taken by the local government under this section, other than compensation or damages for loss or damage suffered because the local government acted negligently or in breach of duty.

Division 2 - Disposal of Used Condoms and Needles

Disposal of used condoms

7.2.1 (1) An occupier of premises on or from which used condoms are produced shall ensure that the condoms are -

- (a) placed in a sealed impervious container and disposed of in a sanitary manner; or
 - (b) disposed of in such a manner as may be directed by the Council.
- (2) A person shall not dispose of a used condom in a public place except in accordance with subsection (1).

Disposal of used needles

7.2.2 A person shall not dispose of a used hypodermic syringe or needle in a public place unless it is placed in an impenetrable, leak-proof container deposited in a refuse receptacle.

PART 8 - LODGING HOUSES

Division 1 - Registration

Interpretation

8.1.1 (1) In this Part, unless the context otherwise requires -

- “bed” means a single sleeping berth only. A double bed provided for the use of couples, shall have the same floor space requirements as two single beds;
- “bunk” means a sleeping berth comprising one of two arranged vertically;
- “dormitory” means a building or room utilised for sleeping purposes at a short term hostel or recreational campsite;
- “keeper” means a person whose name appears on the register of keepers, in respect of a lodging house, as the keeper of that lodging house;
- “lodger” means a person who obtains, for hire or reward, board or lodging in a lodging house;
- “lodging house” includes a recreational campsite, a serviced apartment and a short term hostel;

“manager” means a person duly appointed by the keeper in accordance with this Division to reside in, and have the care and management of, a lodging house;

“recreational campsite” means a lodging house -

(a) situated on a campsite principally used for -

- (i) recreational, sporting, religious, ethnic or educational pursuits; or
- (ii) conferences or conventions;

and

(b) where the period of occupancy of any lodger is not more than 14 consecutive days,

and includes youth camps, youth education camps, church camps and riding schools;

“register of lodgers” means the register kept in accordance with Section 157 of the Act and this Part;

“resident” means a person, other than a lodger, who resides in a lodging house;

“serviced apartment” means a lodging house in which each sleeping apartment, or group of sleeping apartments in common occupancy, is provided with its own sanitary conveniences and may have its own cooking facilities;

“short term hostel” means a lodging house where the period of occupancy of any lodger is not more than 14 consecutive days and shall include youth hostels and backpacker hostels; and

“vectors of disease” means an arthropod or rodent that transmits, by biological or mechanical means, an infectious agent from a source or reservoir to a person, and includes fleas, bedbugs, crab lice, body lice and head lice.

(2) Where in this Part an act is required to be done or forbidden to be done in relation to any lodging house, the keeper of the lodging house has, unless the contrary intention appears, the duty of causing to be done the act so required to be done, or of preventing from being done the act so forbidden to be done, as the case may be.

Lodging House Not to be Kept Unless Registered

8.1.2 A person shall not keep or cause, suffer or permit to be kept a lodging house unless -

- (a) the lodging house is constructed in accordance with the requirements of this Part;
- (b) the lodging house is registered by the Council under Section 8.1.4;
- (c) the name of the person keeping or proposing to keep the lodging house is entered in the register of keepers; and
- (d) when required by the Council either -
 - (i) the keeper; or
 - (ii) a manager who, with the written approval of an Environmental Health Officer, has been appointed by the keeper to have the care and management of the lodging house,

resides or intends to reside continuously in the lodging house whenever there is one or more lodgers in the lodging house.

Application for Registration

8.1.3 An application for registration of a lodging house shall be -

- (a) in the form prescribed in Part 12, Schedule 5;
- (b) duly completed and signed by the proposed keeper; and
- (c) accompanied by -
 - (i) the fee as fixed from time to time by Council under Section 344C of the

- Act; and
- (ii) detailed plans and specifications of the lodging house.

Approval of Application

8.1.4 The Council may approve, with or without conditions, an application under Section 8.1.3 by issuing to the applicant a certificate in the form of Part 12, Schedule 6.

Renewal of Registration

8.1.5 A person who keeps a lodging house, which is registered under this Part, shall-

- (a) during the month of June in each year apply to the Council for the renewal of the registration of the lodging house; and
- (b) pay the fee as fixed from time to time by Council under Section 344C of the Act , at the time of making each application for renewal.

Notification upon Sale or Transfer

8.1.6 If the owner of a lodging house sells or transfers or agrees to sell or transfer the lodging house to another person, he or she shall, within 14 days of the date of sale, transfer or agreement, give to the Council written notice in the form prescribed in Part 12 Schedule 7 of the full name, address and occupation of the person to whom the lodging house has been, or is to be, sold or transferred.

Revocation of Registration

8.1.7 (1) Subject to subsection (3), the Council may, at any time, revoke the registration of a lodging house for any reason which, in the opinion of the Council, justifies the revocation.

(2) Without limiting the generality of subsection (1), the Council may revoke a registration upon any one or more of the following grounds -

- (a) that the lodging house has not, to the satisfaction of Council, been kept free from vectors of disease or in a clean, wholesome and sanitary condition;
- (b) that the keeper has -
 - (i) been convicted of an offence against these Local Laws in respect of the lodging house;
 - (ii) not complied with a requirement of this Part; or
 - (iii) not complied with a condition of registration;
- (c) that the Council, having regard to a report from the Police Service, is satisfied that the keeper or manager is not a fit and proper person; and
- (d) that, by reason of alterations or additions or neglect to repair and renovate, the condition of the lodging house is such as to render it, in the opinion of the Environmental Health Officer, unfit to remain registered.

(3) Before revoking the registration of a lodging house under these Local Laws, the Council shall give notice to the keeper requiring him or her, within a time specified in the notice, to show cause why the registration should not be revoked.

(4) Whenever the Council revokes the registration of a lodging house, it shall give the keeper notice of the revocation and the registration shall be revoked as from the date on which the notice is served on the keeper.

Division 2 - Construction and Use Requirements

General Construction Requirements

8.2.1 The general construction requirements of a lodging house shall comply with the Building Code and the Act.

Kitchen

8.2.2 A keeper of a lodging house shall provide in that lodging house a kitchen which-

- (a) has adequate -
 - (i) food storage facilities and cupboards to prevent contamination of food, or cooking or eating utensils, by dirt, dust, flies or other vectors of disease of any kind; and
 - (ii) refrigerator space for storage of perishable goods;
- (b) may be required by Council to comply with the requirements of the Health (Food Hygiene) Regulations 1993.

Dining Room

8.2.3 The keeper of a lodging house shall provide in that lodging house a dining room -

- (a) located in close proximity to, or combined with, the kitchen;
- (b) the floor area of which shall be 0.5 square metres per person or not less than 10 square metres whichever is the greater; and
- (c) which shall be -
 - (i) adequately furnished to accommodate, at any one time, half of the number of lodgers; and
 - (ii) provided with a suitable floor covering.

Lounge Room

8.2.4 The keeper of a lodging house shall provide in that lodging house a lounge room -

- (a) with a floor area -
 - (i) where the lounge room is combined with a dining room not less than 0.6 square metres per person;
 - (ii) where the lounge room is combined with a dining room not less 1.2 metres per person.
- But in either case having a minimum of 13 square metres; and
- (b) which shall be -
 - (i) adequately furnished to accommodate at any one time, half of the number of lodgers; and
 - (ii) provided with a suitable floor covering.

Sanitary Conveniences

8.2.5 (1) A keeper shall maintain in good working order and condition and in convenient positions on the premises -

- (a) toilets; and
 - (b) bathrooms, each fitted with a hand basin and either a shower or a bath.
- in accordance with the requirements of the Building Code.

(2) A bathroom or toilet, which is used as a private bathroom or toilet to the exclusion of other lodgers or residents, shall not be counted for the purposes of subsection (1).

(3) Each bath, shower and hand wash basin shall be provided with an adequate supply of hot and cold water.

(4) The walls of each shower and bath shall be of an impervious material to a minimum height of 1.8 metres above the floor level.

(5) Each toilet and bathroom shall -

- (a) be situated, separated and screened as to ensure privacy;
- (b) have a distinct sign displayed in a prominent position denoting the sex for

- which the toilet or bathroom is provided; and
- (c) be provided with adequate electric lighting.
- (6) Paragraphs (b) and (c) of subsection (5) do not apply to a serviced apartment.

Laundry

8.2.6 (1) A keeper shall -

- (a) subject to subsection (2) -
 - (i) in the case of a recreational campsite, provide on the premises a laundry consisting of at least one 45 litre stainless steel trough; and
 - (ii) in any other case, provide on the premises a laundry unit for each 15 lodgers;
- (b) at all times maintain each laundry in a proper sanitary condition and in good repair;
- (c) provide an adequate supply of hot and cold water to each wash trough, sink and washing machine; and
- (d) ensure that the floor area of each laundry is properly surfaced with an even fall to a floor waste.

(2) An Environmental Health Officer may approve the provision of a reduced number of laundry units if suitable equipment of a commercial type is installed.

(3) In this Section -

“laundry unit” means a group of facilities consisting of -

- (a) a washing machine with a capacity of not less than 4 kilograms of dry clothing;
- (b) one wash trough of not less than 36 litres capacity, connected to both hot and cold water;
and
- (c) either an electric drying cabinet or not less than 30 metres of clothes line, and for which a hot water system is provided that -
- (d) is capable of delivering 136 litres of water per hour at a temperature of at least 75°C for each washing machine provided with the communal facilities;
and
- (e) has a delivery rate of not less than 18 litres per minute to each washing machine.

Fire Prevention and Control

8.2.7 (1) A keeper shall -

- (a) in each passage in the lodging house provide an emergency light -
 - (i) in such a position and of such a pattern, as shall be approved by an Environmental Health Officer; and
 - (ii) which shall be kept separate from the general lighting system and kept illuminated during the hours of darkness;
- (b) provide an approved fire blanket positioned within 2 metres of the cooking area in each kitchen;
- (c) ensure that each exit sign and fire-fighting appliance is clearly visible, accessible and maintained in good working order at all times;
- (d) ensure all fire fighting equipment and fire detection and alarm systems are adequately maintained at all times in such a condition as will enable their proper performance.

(2) A keeper shall ensure that all buildings comprising the lodging house are fitted with fire protection equipment in accordance with the Building Code.

Obstruction of Passages and Stairways

8.2.8 A keeper shall not cause, suffer or permit furniture, fittings or other things to be placed either temporarily or permanently in or on -

- (a) a stairway, stair landing, fire-escape, window or common passageway; or
- (b) part of the lodging house in common use or intended or adapted for common use,

in such a manner as to form an obstruction to the free passage of lodgers, residents or persons in or occupying the lodging house.

Fitting of Locks

8.2.9 A person shall not fit, or cause or permit to be fitted, to an exit door a lock or other device which prevents the door being opened from within a lodging house.

Restriction on use of Rooms for Sleeping

8.2.10 (1) Subject to subsection (3) and Section 8.3.10, a keeper shall not use or permit to be used as a sleeping apartment a room in a lodging house -

- (a) which contains food;
- (b) which contains or is fitted with a cooking appliance or kitchen sink;
- (c) which is used as a kitchen, scullery, store room, dining room, general sitting room, lounge room or for the preparation or storage of food;
- (d) which is not reasonably accessible without passing through a sleeping or other room in the private occupation of another person;
- (e) which, except in the case of a short term hostel or a recreational campsite, contains less than 5.5 square metres of clear space for each lodger occupying the room;
- (f) which is naturally illuminated by windows having a ratio of less than 0.1 square metre of unobstructed glass to every 1.0 square metre of floor area;
- (g) which is ventilated at a ratio of less than 0.5 square metre of unobstructed ventilating area to every 10 square metres of floor area;
- (h) in which the lighting or ventilation referred to in paragraphs (f) and (g) is obstructed or is not in good and efficient order;
- (i) which is not free from internal dampness;
- (j) of which any part of the floor is below the level of the adjoining ground; or
- (k) the floor of which is not fitted with an approved carpet or vinyl floor covering or other floor treatment approved by an Environmental Health Officer.

(2) For the purposes of this Section, two children under the age of 10 years shall be counted as one lodger.

(3) Paragraphs (a), (b) and (c) of subsection (1) shall not apply to a serviced apartment.

Sleeping Accommodation, Short Term Hostels and Recreational Campsites

8.2.11 (1) A keeper of a short term hostel or recreational campsite shall provide clear floor space of not less than -

- (a) 4 square metres per person in each dormitory utilising beds;
- (b) 2.5 square metres per person in dormitories utilising bunks.

(2) The calculation of floor space in subsection (1) shall exclude the area occupied by any large items of furniture, such as wardrobes, but may include the area occupied by beds.

(3) The minimum height of any ceiling in a short term hostel or recreational campsite shall be 2.4 metres in any dormitory utilising beds, and 2.7 metres in any

dormitory utilising bunks.

(4) The minimum floor area requirements in subsection (1) will only apply if there is ventilation, separation distances, fire egress and other safety requirements in accordance with the Building Code.

(5) The keeper of any short term hostel or recreational campsite shall provide -

- (a) fixed outlet ventilation at a ratio of 0.15 square metres to each 10 square metres of floor area of the dormitories, and shall ensure that dormitories are provided with direct ventilation to the open air from a point within 230 millimetres of the ceiling level through a fixed open window or vents, carried as direct to the open air as is practicable;
- (b) mechanical ventilation in lieu of fixed ventilation, subject to Council's approval.

(6) The keeper of any short term hostel or recreational campsite shall provide -

- (a) when required by the Council beds with a minimum size of -
 - (i) in short term hostels - 800 millimetres x 1.9 metres; and
 - (ii) in recreational campsites - 750 millimetres x 1.85 metres.
- (b) storage space for personal effects, including backpacks, so that cleaning operations are not hindered and access spaces are not obstructed.

(7) The keeper of any short term hostel or recreational campsite shall -

- (a) maintain at all times a minimum distance of 750 millimetres between beds and a minimum distance of 900 millimetres between bunks;
- (b) ensure that, where bed or bunk heads are placed against the wall on either side of a dormitory, there is a passageway of at least 1.35 metres between each row of beds and passageway of at least 2 metres between each row of bunks, and shall ensure that the passageway is kept clear of obstruction at all times; and
- (c) ensure all doors, windows and ventilators are kept free of obstruction.

(8) The keeper of a short term hostel or recreational campsite shall ensure that -

- (a) materials used in dormitory areas comply with AS 1530.2 -1993 and AS 1530.3 - 1999 as follows -

Drapes, curtains, blinds and bed covers

- a maximum Flammability Index of 6;

Upholstery & bedding -

- a maximum Spread of Flame Index of 6;
- a maximum Smoke Developed Index of 5;

Floor coverings -

- a maximum Spread of Flame Index of 7;
- a maximum Smoke Developed Index of 5;

Fire retardant coatings used to make a material comply with these indices must be -

- (i) certified by the manufacturer as approved for use with the fabric to achieve the required indices; and
- (ii) certified by the manufacturer to retain its fire retardative effect after a minimum of 5 commercial dry cleaning or laundering operations carried out in accordance with AS2001.5.4-1987, Procedure 7A, using ECE reference detergent; and
- (iii) certified by the applicator as having been carried out in accordance with the manufacturer's specification;
- (b) emergency lighting is provided in accordance with the Building Code;
- (c) a lodger or other person does not smoke in any dormitory, kitchen, dining room, or other enclosed public place, within a short term hostel or recreational campsite;

- (d) all mattresses in a short term hostel or recreational campsite are fitted with a mattress protector.

Furnishing etc. of Sleeping Apartments

8.2.12 (1) A keeper shall when required by the Council -

- (a) furnish each sleeping apartment with a sufficient number of beds and sufficient bedding of good quality;
- (b) ensure that each bed -
 - (i) has a bed head, mattress and pillow; and
 - (ii) is provided with a pillow case, mattress cover, two sheets, two blankets or equivalent;and
- (c) furnish each bedroom so that there are adequate storage facilities for belongings within the room.

(2) The keeper shall not cause, suffer or permit any tiered beds or bunks to be used in a sleeping apartment other than in a lodging house used exclusively as a short term hostel or recreational camp- site.

(3) The sheets and blankets required to be provided by subsection (1)(b)(ii), shall be deemed to have been provided by the keeper where the keeper offers them for hire to the lodgers. In such circumstances, each lodger must either provide his own clean sheets or hire them from the keeper.

(4) In a short term hostel or recreational campsite, the storage facilities required by subsection (1)(c) may be located in a separate secure storage room or locker room.

Ventilation

8.2.13 (1) If, in the opinion of an Environmental Health Officer, a kitchen, bathroom, toilet, laundry or habitable room is not adequately or properly ventilated, he or she may direct the keeper to provide a different or additional method of ventilation.

(2) The keeper shall comply with any direction given under subsection (1) within such time as directed.

Numbers to be Placed on Doors

8.2.14 (1) A keeper shall place or cause to be placed on the outside of the doors of all rooms available to lodgers in the lodging house, serial numbers so that -

- (a) the number "1" is placed on the outside of the door of the room nearest to the front or main entry door of the lodging house; and
- (b) the numbers continue in sequence throughout each floor (if there is more than one) of the lodging house.

(2) The numbers to be placed on the doors under subsection (1) shall be -

- (a) not less than 40 millimetres in height;
- (b) 1.5 metres from the floor; and
- (c) permanently fixed either by being painted on the doors or shown by other legible means.

Division 3 - Management and Care

Duties of Keeper

8.3.1 No keeper of a lodging house shall absent himself from such house, unless he leaves some reputable person in charge thereof.

Register of Lodgers

8.3.2 (1) A keeper shall keep a register of lodgers in the form of Part 12, Schedule 8.

- (2) The register of lodgers shall be -
- (a) kept in the lodging house; and
 - (b) open to inspection at any time on demand by any member of the Police Service or by an Environmental Health Officer.

Keeper Report

8.3.3 A keeper shall, whenever required by the Council, report to the Council, in the form prescribed in Part 12, Schedule 9, the name of each lodger who lodged in the lodging house during the preceding day or night.

Certificate in Respect of Sleeping Accommodation

- 8.3.4 (1) An Environmental Health Officer may issue to a keeper a certificate, in respect of each room, which shall be in the form prescribed in Part 12, Schedule 10.
- (2) The certificate issued under subsection (1) shall specify the maximum number of persons who shall be permitted to occupy each room as a sleeping apartment at any one time.
- (3) When required by an Environmental Health Officer, a keeper shall exhibit the certificate issued under this Section in a conspicuous place.
- (4) A person shall not cause, suffer or permit a greater number of persons than is specified on a certificate issued under this Section to occupy the room to which it refers.

Duplicate Keys and Inspection

- 8.3.5 Each keeper and manager of a lodging house shall -
- (a) retain possession of a duplicate key to the door of each room; and
 - (b) when required by an Environmental Health Officer, open the door of any room for the purposes of inspection by the Officer.

Room Occupancy

- 8.3.6 (1) Keeper shall not -
- (a) cause, suffer or permit more than the maximum number of persons permitted by the Certificate of Registration of the lodging house to be lodged at any one time in the lodging house;
 - (b) cause, suffer or permit to be placed or kept in any sleeping apartments -
 - (i) a larger number of beds; or
 - (ii) a larger quantity of bedding,than is required to accommodate and provide for the maximum number of persons permitted to occupy the sleeping apartment at any one time; and
 - (c) use or cause, suffer or permit to be used for sleeping purposes a room that -
 - (i) has not been certified for that purpose; and
 - (ii) the Council or the Medical Officer has forbidden to be used as a sleeping apartment.
- (2) For the purpose of this Section, two children under 10 years of age shall be counted as one lodger.

Maintenance of a Room by a Lodger or Resident

- 8.3.7 (1) A keeper may permit, or contract with, a lodger or resident to service, clean or maintain the room or rooms occupied by the lodger or resident.
- (2) Where permission is given or a contract entered into under subsection (1), the keeper shall -
- (a) inspect each room the subject of the permission or agreement at least once

a week; and

(b) ensure that each room is being maintained in a clean and sanitary condition.

(3) A lodger or resident who contracts with a keeper to service, clean or maintain a room occupied by him or her, shall maintain the room in a clean and sanitary condition.

Cleaning and Maintenance Requirements

8.3.8 (1) In this Section -

“bed linen” includes sheets, pillowcases, mattress protectors and mattress covers.

(2) A keeper of a lodging-house shall -

- (a) maintain in a clean, sound and undamaged condition -
 - (i) the floor, walls, ceilings, woodwork and painted surfaces;
 - (ii) the floor coverings and window treatments; and
 - (iii) the toilet seats.
- (b) maintain in a clean condition and in good working order -
 - (i) all fixtures and fittings; and
 - (ii) windows, doors and door furniture;
- (c) ensure that the internal walls of each bathroom and toilet are painted so as to maintain a smooth impervious washable surface;
- (d) whenever there is one or more lodgers in a lodging house, ensure that the laundry floor is cleaned daily;
- (e) ensure that -
 - (i) all bed linen, towels and house linen in use is washed at least once a week;
 - (ii) within a reasonable time of a bed having been vacated by a lodger or resident, the bed linen is removed and washed;
 - (iii) a person does not occupy a bed, which has been used by another person, unless the bed has been provided with clean bed linen;
 - (iv) all beds, bedsteads, blankets, rugs, covers, bed linen, towels and house linen are kept clean, in good repair and free from vectors of disease;
 - (v) when any vectors of disease are found in a bed, furniture, room or sleeping apartment, immediate effective action is taken to eradicate the vectors of disease; and
 - (vi) a room, which is not free from vectors of disease, is not used as a sleeping apartment;
- (f) when so directed by an Environmental Health Officer, ensure that -
 - (i) a room, together with its contents and any other part of the lodging house, is cleaned and disinfected; and
 - (ii) a bed or other article of furniture is removed from the lodging house and properly disposed of;
- (g) ensure that the yard is kept clean at all times;
- (h) provide all bedrooms, passages, common areas, toilets, bathrooms and laundries with adequate lighting; and
- (i) comply with any direction, whether orally or in writing, given by an Environmental Health Officer.

Responsibilities of Lodgers and Residents

8.3.9 A lodger or resident shall not -

- (a) use any room available to lodgers -
 - (i) as a shop, store or factory; or
 - (ii) for manufacturing or trading services;

- (b) keep or store in or on the lodging house any goods or materials which are inflammable, obnoxious or offensive;
- (c) use a bath or wash hand basin other than for ablutionary purposes;
- (d) use a bathroom facility or fitting for laundry purposes;
- (e) use a sink installed in a kitchen or scullery for any purpose other than the washing and cleaning of cooking and eating utensils, other kitchenware and culinary purposes;
- (f) deposit rubbish or waste food other than into a proper rubbish receptacle;
- (g) in a kitchen or other place where food is kept -
 - (i) wash or permit the washing of clothing or bedding; or
 - (ii) keep or permit to be kept any soiled clothing or bedding;
- (h) subject to Section 8.3.10 -
 - (i) keep, store, prepare or cook food in any sleeping apartment; or
 - (ii) unless sick or invalid and unable to leave a sleeping apartment for that reason, use a sleeping apartment for dining purposes;
- (i) place or keep, in any part of a lodging house, any luggage, clothing, bedding or furniture that is infested with vectors of disease;
- (j) store or keep items other than personal effects -
 - (i) in any kitchen, living or sleeping apartment so as to prevent the cleaning of the floors, walls, fittings or fixtures; or
 - (ii) in a sleeping apartment so as to decrease the air space to less than the minimum required by this Part;
- (k) obstruct or prevent the keeper or manager from inspecting or examining the room or rooms occupied by the lodger or resident; and
- (l) fix any fastener or change any lock to a door or room without the written approval of the keeper.

Approval for Storage of Food

8.3.10 (1) An Environmental Health Officer may -

- (a) upon written application from a keeper, approve the storage of food within a refrigerator or sealed container in a sleeping apartment; and
- (b) withdraw the approval if a nuisance or vector of disease infestation is found to exist in the lodging house.

(2) The keeper of a serviced apartment may permit the storage and consumption of food within that apartment if suitable storage and dining facilities are provided.

PART 9 - OFFENSIVE TRADES

Division 1 - General

Interpretation

9.1.1 In this Part, unless the context otherwise requires -

- “occupier” in relation to premises includes the person registered as the occupier of the premises specified in the Certificate of Registration;
- “offensive trade” means any trades as defined by Section 186 of the Act; and
- “premises” includes dwelling house.

Consent to Establish an Offensive Trade

9.1.2 A person seeking the consent of the Council under section 187 of the Act to establish an offensive trade shall make application in the form prescribed in Part 12, Schedule 11 and in accordance with Council’s Town Planning Scheme.

False Statement

9.1.3 A person who makes a false statement in an application under Section 9.1.2 shall be guilty of an offence.

Registration of Premises

9.1.4 An application for the registration of premises pursuant to section 191 of the Act shall be -

- (a) in the form of Part 12, Schedule 12.
- (b) accompanied by the fee prescribed in the *Offensive Trade (Fees) Regulations 1976* as amended from time to time; and
- (c) lodged with the Chief Executive Officer.

Certificate of Registration

9.1.5 Upon the registration of premises for the carrying on of an offensive trade, the Council shall issue to the applicant a certificate in the form of Part 12, Schedule 13.

Change of Occupier

9.1.6 Where there is a change of occupier of the premises registered pursuant to this Division, the new occupier shall forthwith notify the Chief Executive Officer in writing of such change.

Alterations to Premises

9.1.7 While any premises remain registered under this Division, a person shall not, without the written permission of the Council, make or permit any change or alteration whatever to the premises.

Occupier Includes Employee

9.1.8 Where in any Section contained in this Part a duty is imposed upon the occupier of premises in or upon which an offensive trade is carried on, the reference to the occupier shall be interpreted to include the employees of the occupier and any employee committing a breach of any provision of this Part shall be liable to the same penalties as if he were the occupier.

Division 2 - General Duties of an Occupier

Interpretation

9.2.1 In this Division, unless the context otherwise requires -

“occupier” means the occupier, or where there is more than one occupier, each of the occupiers of the premises in or upon which an offensive trade is carried on; and

“the premises” means those premises in or upon which an offensive trade is carried on.

Cleanliness

9.2.2 The occupier shall -

- (a) keep or cause to be kept in a clean and sanitary condition and in a state of good repair the floors, walls and ceilings and all other portions of the premises;
- (b) keep or cause to be kept in a clean and sanitary condition and in a state of good repair all fittings, fixtures, appliances, machinery, implements,

shelves, counters, tables, benches, bins, cabinets, sinks, drain boards, drains, grease traps, tubs, vessels and other things used on or in connection with the premises;

- (c) keep the premises free from any unwholesome or offensive odour arising from the premises;
- (d) maintain in a clean and tidy condition all yards, footpaths, passage ways, paved areas, stores or outbuildings used in connection with the premises; and
- (e) clean daily and at all times keep and maintain all sanitary conveniences and all sanitary fittings and grease traps on the premises in a clean and sanitary condition.

Rats and Other Vectors of Disease

9.2.3 The occupier shall -

- (a) ensure that the premises are kept free from rodents, cockroaches, flies and other vectors of disease; and
- (b) provide in and on the premises all effective means and methods for the eradication and prevention of rodents, cockroaches, flies and other vectors of disease.

Sanitary Conveniences and Wash Basins

9.2.4 The occupier shall provide on the premises in an approved position sufficient sanitary conveniences and wash hand basins, each with an adequate supply of hot and cold water for use by employees and by all other persons lawfully upon the premises.

Painting of Walls etc.

9.2.5 The occupier shall cause the internal surface of every wall, the underside of every ceiling or roof and all fittings as may be directed in and on the premises to be cleaned and painted when instructed by an Environmental Health Officer.

Effluvia, Vapours, Gases or Dust

9.2.6 (a) The occupier shall provide, use and maintain in a state of good repair and working order, appliances and preventive measures capable of effectively destroying or of rendering harmless all offensive effluvia, vapours, dust or gases arising in any process of his business or from any material, residue or other substance which may be kept or stored upon the premises;

(b) The occupier shall manage and operate the premises such that odours emanating from the premises do not unreasonably interfere with the health, welfare, convenience, comfort or amenity of any person.

Offensive Material

9.2.7 The occupier shall -

- (a) provide on the premises impervious receptacles of sufficient capacity to receive all offensive material and trade refuse produced upon the premises in any one day;
- (b) keep airtight covers on the receptacles, except when it is necessary to place something in or remove something from them;
- (c) cause all offensive material and trade refuse to be placed immediately in the receptacles;
- (d) cause the contents of the receptacles to be removed from the premises at least once in every working day or at such other intervals as may be

- approved or directed by an Environmental Health Officer; and
- (e) cause all receptacles after being emptied to be cleaned immediately with an efficient disinfectant.

Storage of Materials

9.2.8 The occupier shall cause all material on the premises to be stored so as not to be offensive or injurious to health whether by smell or otherwise and so as to prevent the creation of a nuisance.

Specified Offensive Trades

9.2.9 (1) For the purposes of this Section, "specified offensive trade" means one or more of the offensive trades carried on, in or connected with the following works or premises -

- (a) fish processing premises, fish curing premises and shellfish and crustacean processing establishments; and
- (b) laundries, dry cleaning premises and dye works.

(2) Where premises are used for or in relation to a specified offensive trade, the occupier shall -

- (a) cause the floor of the premises to -
 - (i) be properly paved and drained with impervious materials;
 - (ii) have a smooth surface; and
 - (iii) have a fall to a bucket trap or spoon drain in such a way that all liquids falling on the floor shall be conducted by the trap or drain to a drain inlet situated inside the building where the floor is situated; and
- (b) cause the angles formed by the walls with any other wall, and by the wall with the floor, to be coved to a radius of not less than 25 millimetres.
- (c) cause all liquid refuse to be -
 - (i) cooled to a temperature not exceeding 26 degrees Celsius and in accordance with the *Metropolitan Water Supply, Sewerage and Drainage Board By-laws 1981* before being discharged into any drain outlet from any part of the premises; and
 - (ii) directed through such screening or purifying treatment as an Environmental Health Officer may from time to time direct.

Directions

9.2.10 (1) An Environmental Health Officer may give to the occupier directions to prevent or diminish the offensiveness of a trade or to safeguard the public health.

(2) The occupier shall comply with any directions given under this Section.

Other Duties of Occupier

9.2.11 In addition to the requirements of this Division, the occupier shall comply with all other requirements of this Part that apply to the particular offensive trade or trades conducted on the premises.

Division 3 - Fish Premises

Interpretation

9.3.1 In this Division, unless the context otherwise requires -

"fish premises" may include a fish-processing establishment, fish curing establishment and a shellfish and crustacean-processing establishment.

Duties of an Occupier

9.3.2 The occupier of a Fish premises shall -

- (a) not suffer or permit any decomposing fish to be kept on the premises where his trade is carried on for a longer period than is reasonably necessary to dispose of them;
- (b) cause all decomposing fish, to be immediately deposited in an impervious receptacle furnished with an airtight cover; and
- (c) cause the brine of pickle to be removed as often as is necessary to prevent it from becoming offensive.

Disposal of Waste

9.3.3 The occupier of a fish premises shall cause all offal and wastes, all rejected and unsaleable fish and any rubbish or refuse which is likely to be offensive or a nuisance to be -

- (a) placed in the receptacles referred to in Section 9.2.7 and disposed of in accordance with that Section; or
- (b) kept in a frozen state in an approved enclosure before its removal from the premises.

Fish Containers

9.3.4 The occupier of a fish premises shall not allow any container used for the transport of fish to -

- (a) remain on the premises longer than is necessary for it to be emptied; or
- (b) be kept so as to cause a nuisance or to attract flies.

Division 4 - Laundries, Dry Cleaning Establishments And Dye Works

Interpretation

9.4.1 In this Division, unless the context otherwise requires –

“dry cleaning establishment” -

- (i) means premises where clothes or other articles are cleaned by use of solvents without using water; but
- (ii) does not include premises in which perchlorethylene or arklone is used as dry cleaning fluid in a fully enclosed machine operating on a full cycle;

“dye works” means a place where articles are commercially dyed; but does not include dye works in which provision is made for the discharge of all liquid waste there from, into a public sewer;

“exempt Laundromat” means a premises in which -

- (a) laundering is carried out by members of the public using, machines or equipment provided by the owners or occupiers of those establishments;
- (b) laundering is not carried out by those owners or occupiers for or on behalf of other persons;
- (c) provision is made for the discharge of all liquid waste therefrom into a public sewer;

“Laundromat” means a public place with coin operated washing machines, spin dryers or dry cleaning machines; and

“laundry” means any place where articles are laundered for the purpose of trade but does not include an exempt laundromat.

Receiving Depot

9.4.2 An owner or occupier of premises shall not use or permit the premises to be used as a receiving depot for a laundry, dry cleaning establishment or dye works except with the written permission of the Council who may at any time by written notice withdraw such permission.

Reception Room

- 9.4.3 (1) The occupier of a laundry, dry cleaning establishment or dye works shall -
- (a) provide a reception room in which all articles brought to the premises for treatment shall be received and shall not receive or permit to be received any such articles except in that room; and
 - (b) cause such articles as may be directed by an Environmental Health Officer to be thoroughly disinfected to the satisfaction of the officer.
- (2) A person shall not bring or permit food to be brought into the reception room referred to in this Section.

Walls and Floors

- 9.4.4 The occupier of a laundry, dry cleaning establishment or dye works shall cause-
- (a) the internal surfaces of all walls to be rendered with a cement plaster with a steel float finish or other approved material to a height of 2 metres with a smooth impervious surface;
 - (b) the floor to be constructed of concrete and finished with a smooth impervious surface; and
 - (c) every floor and wall of any building on the premises to be kept at all times in good order and repair, so as to prevent the absorption of any liquid which may be splashed or spilled or may fall or be deposited on it.

Laundry Floor

9.4.5 The occupier of a laundry shall provide in front of each washing machine a non-corrosive grating, at least 910 millimetres in width and so constructed as to prevent any person from standing in water on the floor.

Escape of Dust

9.4.6 The occupier of a dry cleaning establishment shall provide effective means to prevent the escape into the open air of all dust or other material from the premises.

Precautions Against Combustion

9.4.7 The occupier of a dry cleaning establishment where volatile liquids are used shall take all proper precautions against combustion and shall comply with all directions given by an Environmental Health Officer for that purpose.

Trolleys

- 9.4.8 The occupier of a dry cleaning establishment shall -
- (a) provide trolleys for the use of transporting dirty and clean linen; and
 - (b) ensure that each trolley is -
 - (i) clearly designated to indicate the use for which it is intended;
 - (ii) lined internally with a smooth impervious non-absorbent material that is easily cleaned;
 - and
 - (iii) thoroughly cleaned and disinfected on a regular basis.

Sleeping on Premises

9.4.9 A person shall not use or permit any room in a laundry, dry cleaning establishment or dye works to be used for sleeping purposes.

PART 11 - OFFENCES AND PENALTIES*Division 1 - General***Penalties**

11.1.1 (1) A person who contravenes a provision of these Local Laws commits an offence.

(2) A person who commits an offence under subsection (1) is liable to -

- (a) a penalty which is not more than \$1,000 and not less than -
 - (i) in the case of a first such offence, \$100;
 - (ii) in the case of a second such offence, \$200; and
 - (iii) in the case of a third and subsequent such offence, \$500; and
- (b) if the offence is a continuing offence, a daily penalty, which is not more than \$100 and not less than \$50 for each day during which, the offence continues.

PART 12 - SCHEDULES OF FORMS

Schedule 1

Shire of Koorda

Health Act 1911

APPLICATION FOR LICENCE OF A MORGUE

To: Chief Executive Officer

Shire of Koorda

I

(Full name in block letters)

of

(Residential Address)

apply to licence the premises listed below as a Morgue.

Address of premises:

.....

Name of premises:.....

Dated this day of(year).....

..... (Signature of Applicant)

Schedule 2

Shire of Koorda

Health Act 1911

CERTIFICATE OF LICENCE OF A MORGUE

This is to certify the following premises is licensed as a Morgue from the

.....day of until the 30th day of June.....

Address of premises:

.....

.....

.....

Name of

premises:.....

Dated this day of(year).....

..... (Environmental Health Officer)

Schedule 3

Shire of Koorda
Health Act 1911

APPLICATION FOR REGISTRATION OF CATTERY

To: Chief Executive Officer
Shire of Koorda

I/We,.....

(Full name of Applicant/s)

of

(Residential Address of Applicant/s)

apply for registration, for the year ended

of

(Location of Premises)

being premises in or upon which there is (or is to be) a Cattery, namely

(Description of Cattery)

under the business name

of.....

..... (Signature of Applicant/s)

..... (Date)

The prescribed registration fee of \$.....is attached.

Schedule 4

Shire of Koorda
Health Act 1911

CERTIFICATE OF REGISTRATION OF CATTERY

This is to certify that the premises situated at

of which

..... is

the occupier;

are registered as a Cattery.

Trade Name

This registration expires on

Dated this day of(year).....

..... (Environmental Health Officer)

Schedule 5
Shire of Koorda
Health Act 1911

APPLICATION FOR REGISTRATION OF A LODGING HOUSE

To: Chief Executive Officer

Shire of Koorda

I/We, ...

(Full name of Applicant/s)

of

(Residential Address of Applicant/s)

apply for the registration of premises situated (or to be situated)

at.....

.....

.....

as a lodging house to be classified as –

- a lodging house;
- a short term hostel;
- recreational campsite; or
- serviced apartments

(Specify which is to apply)

and for my name to be entered in the Register as the keeper of the lodging house.

Description of Lodging

Details

Number

Area

Number of Storeys

.....

.....

Rooms for private use

.....

.....

ï

.....

.....

ï Bedrooms

.....

.....

ï Dining Rooms

.....

.....

ï Kitchens

.....

.....

ï Sitting Rooms

.....

.....

ï Other Rooms (specify)

.....

.....

Rooms for lodgers

.....

.....

Bedrooms

.....

.....

Dining Rooms

.....

.....

Kitchens

.....

.....

Sitting Rooms

.....

.....

Other (specify)

.....

.....

Details

Number

Sanitary Conveniences for male lodgers

- Toilets

.....

- Urinals

.....

- Baths

.....

- Showers

.....

- Wash hand basins

.....

Sanitary Conveniences for female lodgers

Toilets

Baths

Showers

Wash hand basins

• Laundry Facilities

• Washtroughs

• Washing machines

• Drying cabinets or clothes lines

Additional Details -

(a) Lodgers' meals will be provided by the manager/keeper/lodgers.

(b) The keeper will/will not reside continuously on the premises.

(c) Name and occupation of proposed manager if keeper resides elsewhere -

(d) There will be.....family members residing on the premises with the keeper/manager.

Application fee of \$.....is attached.

..... (Signature of Applicant/s)

..... (Date)

Schedule 6

Shire of Koorda

Health Act 1911

CERTIFICATE OF REGISTRATION OF A LODGING HOUSE

This is to certify that the premises situated at

.....

are registered as a Lodging House and classified as -

- a lodging house;
- a short term hostel;
- recreational campsite; or
- serviced apartments

(Specify which is to apply)

until 30 June....., on the following conditions -

(1) That....., whose name is entered on the register of keepers of the Shire of Koorda, continues to be the keeper of the lodging house;

(2) That....., appointed by the keeper to be the manager of the lodging house, continues to be the manager of the lodging house;

(3) That the Certificate of Registration is not cancelled or revoked;

(4) That the maximum number of rooms to be used as sleeping apartments for lodgers is.....; and

(5) That the maximum number of lodgers accommodated on the premises shall not exceed..... This certificate of registration is issued subject to the Health Act and the Shire of Koorda Health Local Laws and is not transferable.

Fee received: \$.....Dated.....

..... (Environmental Health Officer)

Schedule 7
Shire of Koorda
Health Act 1911

NOTICE OF CHANGE OF OWNER OF A LODGING HOUSE

To: Chief Executive Officer
Shire of Koorda
I/We,

.....
(Full name of Applicant/s)
of
.....
(Residential Address of Applicant/s)
am/are the new owner/s of premises situated at
.....
..... which are registered in the name of
for the carrying on of the lodging house business.
..... (Signature of Applicant/s)
..... (Date)

Schedule 8
Shire of Koorda
Health Act 1911
REGISTER OF LODGERS

Location of Lodging House
.....

Date of Arrival	Name	Previous Address	Signature	Room No.	Date of Departure
.....					
.....					

Schedule 9
Shire of Koorda
Health Act 1911
LIST OF LODGERS

To: Chief Executive Officer
Shire of Koorda

The following is the name of every person who resided in the lodging house at
.....
on the day of(year)
..... (Signature of Keeper)
..... (Date)

Schedule 10

Shire of Koorda

Health Act 1911

CERTIFICATE OF SLEEPING ACCOMMODATION FOR A LODGING HOUSE

To:

(Full name of Keeper)

of

.....

(Residential Address of Keeper)

For the registered lodging house situated at

.....

.. The rooms listed below are not to be occupied by more than the number of lodgers or residents indicated below.

Room Number

Maximum Occupancy

.....

.

.....

.

Dated.....

..... (Environmental Health Officer)

Schedule 11

Shire of Koorda

Health Act 1911

APPLICATION FOR CONSENT TO ESTABLISH AN OFFENSIVE TRADE

To: Chief Executive Officer

Shire of Koorda

I/We,.....

.. (Full name of Applicant/s)

of

.....

(Residential Address of Applicant/s)

apply for consent to establish an offensive trade being

.....

(Description of Offensive Trade)

in or upon

.....

(Location of the House or Premises)

Notice of my/our intention to make this application was advertised in

(Name of

Newspaper).....

..(Date of

Advertisement).....
.....
Plans and specifications of the buildings proposed to be used or erected in connection with the proposed offensive trade are attached.
(Signature of Applicant/s)
(Date).....

Schedule 12
Shire of Koorda
Health Act 1911
APPLICATION FOR REGISTRATION OF PREMISES FOR OFFENSIVE TRADE

To: Chief Executive Officer
Shire of Koorda
I/We,.....
(Full name of Applicant/s)
of
.....
(Residential Address of Applicant/s)

apply for registration, for the year ended
of
.....
(Location of Premises)
being premises in or upon which there is (or is to be) carried on an offensive trade,
namely -
.....
(Description of Offensive Trade)
under the business name of
.....

..... (Signature of Applicant/s)
..... (Date)
The prescribed registration fee of \$.....is attached.

Schedule 13
Shire of Koorda
Health Act 1911
CERTIFICATE OF REGISTRATION OF PREMISES FOR OFFENSIVE TRADE

This is to certify that the premises situated at.....
.....
of which
is the occupier;
are registered for the carrying on of the trade of
.....
Trade Name

.....
This registration expires on

.....
Dated this day of(year).....
..... (Environmental Health Officer)

Passed at an ordinary Meeting of the Council of the Shire of Koorda held on this 17th day of October 2001.

The Common Seal of the Shire of Koorda was placed here in the presence of -

V. F. ORCHARD, President.
G. J. McDONALD, Chief Executive Officer.

On this 17th day of October 2001.

Consented to -

Dr VIRGINIA A. McLAUGHLIN,
Acting Executive Director Public Health.

Dated this 7th day of December 2001