Shire of Koorda

Drive in, stay awhile

AGENDA

Ordinary Council Meeting

To be held in Shire of Koorda Council Chambers
10 Haig Street, Koorda WA 6475
Wednesday 18 November 2026
Commencing 6.00pm

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, 18 November 2026 in the Shire of Koorda Council Chambers, 10 Haig Street, Koorda.

The format of the day will be:

6.00pm	Council Meeting
Following conclusion of Council Meeting	Council Forum

Zac Donovan
Chief Executive Officer
13 November 2026

DISCLAIMER

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

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

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

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

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

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

Signed 

Zac Donovan
Chief Executive Officer

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Shire of Koorda
Ordinary Council Meeting
6.00pm, Wednesday 18 November 2026

1. Declaration of Opening

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

2. Record of Attendance, Apologies and Leave of Absence

Councillors:

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

Staff:

Mr Z Donovan	Chief Executive Officer
Mr R Stewart	Acting Deputy Chief Executive Officer
Miss C West	Finance Officer

Members of the Public:

Apologies:

Visitors:

Approved Leave of Absence:

3. Public Question Time

4. Disclosure of Interest

5. Applications for Leave of Absence

6. Petitions and Presentations

7. Confirmation of Minutes from Previous Meetings

7.1. Ordinary Council Meeting held on 21 October 2026

Click here to view the Ordinary Council Meeting Minutes

Voting Requirements ☒Simple Majority ☐Absolute Majority

Officer Recommendation

That, in accordance with Sections 5.22(2) and 3.18 of the *Local Government Act 1995,* the Minutes of the Ordinary Council Meeting held 21 October 2026, as presented, be confirmed as a true and correct record of proceedings.

8. Minutes of Committee Meetings to be Received

8.1. Minutes of Internal Committee Meetings to be Received

a. Audit, Risk & Improvement Committee Meeting Minutes for meeting held on 29 September 2026
Click here to view the Audit, Risk & Improvement Committee Meeting Minutes

Voting Requirements ☒Simple Majority ☐Absolute Majority

Officer Recommendation

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

a. Audit, Risk & Improvement Committee Meeting Minutes, 29 September 2026

8.2. Minutes of External Committee Meetings to be Received

a. Regional Water Council of WA Meeting Minutes for meeting held on 10 July 2026
Click here to view the Regional Water Council of WA Meeting Minutes

Voting Requirements ☒Simple Majority ☐Absolute Majority

Officer Recommendation

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

a. Regional Water Council of WA Meeting, 10 July 2026.

9. Recommendations from Committee Meetings for Council Consideration

9.1. Consideration of Koorda Awards Nominations

In accordance with Section 5.23 (4) (b) of the Local Government Act 1995, Council will close the meeting to the public to discuss a matter relating to the personal affairs of an individual.

Governance and Compliance	
Date	7 November 2026
Location	Not Applicable
Responsible Officer	Zac Donovan, Chief Executive Officer
Author	Bec Coufos, Executive Support Officer
Legislation	Nil
Disclosure of Interest	Nil
Purpose of Report	☒Executive Decision ☐Legislative Requirement ☐Information
Attachments	(CONFIDENTIAL – Attachment redacted) Nomination Form

Background:
The Koorda Awards Program was introduced in 2023 to replace the Australia Day Citizenship Awards. Nominations for the 2026 Awards closed at 4.00pm, 31 October 2026.

There are four award categories;
1. Citizen of the Year category, be a person of any age.
2. Citizen of the Year - Youth category, be a person aged between 12 to 24 years.
3. Citizen of the Year - Senior category, be a person over the age of 65.
4. Citizen of the Year - Group category, be a local community group or not-for-profit organisation based within the Shire of Koorda.

Self-nominations will not be accepted. Nominees must be a person who resides in the Shire of Koorda. Sitting members of State, Federal and Local Government are not eligible and nominations must be apolitical in nature.
A person may only be nominated for one category on a nomination form however a person may be nominated more than once (in different categories) on separate nomination forms.
Late entries will not be accepted.

Comment:
The Koorda Awards Committee is to recommend to the Council the Award recipients in each category based on the below selection criteria and process.

Selection Criteria:
The nomination must demonstrate that the person(s) or group(s) citizenship activities occurred within the Shire of Koorda. External activities that benefitted the Koorda community may be taken into consideration during the selection process.

Nominations will be assessed for an individual or group who has:
a. Made a significant voluntary contribution to the Koorda community,
b. Demonstrated leadership on a community issue resulting in the enhancement of community life,

c. Undertaken a significant initiative that has brought about positive change and added value to community life,
d. Invested time and effort above the standard expected of any citizen (hours of time volunteered, range of tasks undertaken, and length of service) and is a good role model for the community.

Selection Process:
Successful nominees will be determined by Council and the results kept strictly confidential until the announcement at the award presentation.
All nominees will be notified prior to the event to allow recipients to invite friends and family to the presentation.
Presentation of the Citizen of the Year Awards will be held at the Community Christmas Tree on Friday 18 December 2026, at the Koorda Recreation Centre.
The Shire of Koorda reserves the right to withdraw any awards issued to recipients who bring the awards program or Shire of Koorda into disrepute.

2026 Nominations:
Nominations for all categories closed on 31 October 2026. At the close of nominations, the Shire had received one nomination in the Citizen of the Year category.
The completed nomination form is attached to the item for the committee's consideration.
The Shire received no other nominations for the Citizen of the Year or any other category.

Consultation:
Nil

Statutory Implications:
Nil

Policy Implications:
Nil

Strategic Implications:
Shire of Koorda Strategic Community Plan 2026-2036
1.3 – Support Youth Volunteers and Community Groups
4.1 - Strengthen engagement transparency and trust

Financial Implications:
Nil additional

Voting Requirements: ☒Simple Majority ☐Absolute Majority

Committee Recommendation

That the Shire of Koorda Awards Committee recommends that the Council endorse awarding the Citizen of the Year in the 2026 Koorda Awards Program to the nominee preferred by the committee at the meeting of 18 November 2026.

10. Announcements by the President without Discussion

11. OFFICER'S REPORTS – CORPORATE & COMMUNITY

11.1. Monthly Financial Statements

Corporate and Community	
Date	09 November 2026
Location	Not Applicable
Responsible Officer	Zac Donovan, Chief Executive Officer
Author	Kristyn Harrap, Payroll & Finance Officer
Legislation	*Local Government Act 1995;* *Local Government (Financial Management) Regulations 1996*
Disclosure of Interest	Nil
Purpose of Report	☐Executive Decision ☒Legislative Requirement ☐Information
Attachments	September 2026 Financial Activity Statement

Background:
This item presents the Statement of Financial Activity to Council for the period ending 30 September 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 2026-2036
4.1. Strengthen Engagement Transparency and Trust

Risk Implications:

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

Timely preparation of the monthly financial statements within statutory guidelines is vital to good financial management. Failure to submit compliant reports within statutory time limits will lead to non-compliance with the Local Government Act 1995 and the Local Government (Financial Management) Regulations 1996.

Financial Implications:

Nil

Voting Requirements: ☒Simple Majority ☐Absolute Majority

Officer Recommendation

That Council, by Simple Majority, pursuant to Regulation 34 of the *Local Government (Financial Management) Regulations 1996*, receives the statutory Financial Activity Statement report for the period ending 30 September 2026, as presented.

11.2. Monthly Financial Statements

Corporate and Community	
Date	11 November 2026
Location	Not Applicable
Responsible Officer	Zac Donovan, Chief Executive Officer
Author	Kristyn Harrap, Payroll & Finance Officer
Legislation	*Local Government Act 1995;* *Local Government (Financial Management) Regulations 1996*
Disclosure of Interest	Nil
Purpose of Report	☐Executive Decision ☒Legislative Requirement ☐Information
Attachments	October 2026 Financial Activity Statement

Background:
This item presents the Statement of Financial Activity to Council for the period ending 31 October 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 2026-2036
4.1. Strengthen Engagement Transparency and Trust

Risk Implications:

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

Timely preparation of the monthly financial statements within statutory guidelines is vital to good financial management. Failure to submit compliant reports within statutory time limits will lead to non-compliance with the Local Government Act 1995 and the Local Government (Financial Management) Regulations 1996.

Financial Implications:

Nil

Voting Requirements: ☒Simple Majority ☐Absolute Majority

Officer Recommendation

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

11.3. List of Accounts Paid

Corporate and Community	
Date	11 November 2026
Location	Not Applicable
Responsible Officer	Zac Donovan, Chief Executive Officer
Author	Kristyn Harrap, Payroll & Finance Officer
Legislation	*Local Government Act 1995;* *Local Government (Financial Management) Regulations 1996*
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 14 October 2026 to 10 November 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.

Consultation:

Zac Donovan, Chief Executive Officer
Finance Officers

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 2026-2036
4.1. Strengthen Engagement Transparency and Trust

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 2026/2027 Budget.

Voting Requirements: ☒Simple Majority ☐Absolute Majority

Officer Recommendation

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

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

For the period 14 October 2026 to 10 November 2026.

Municipal Voucher V257 to V306	**Totalling $ 477,319.47**
Purchase Card Transactions (V295)	**Totalling $ 2,196.61**
	Total $ 479,516.08

12. OFFICER'S REPORTS – GOVERNANCE & COMPLIANCE

12.1. Approval to Write Off Debt

Governance and Compliance	
Date	13 September 2026
Location	Shire of Koorda
Responsible Officer	Zac Donovan, Chief Executive Officer
Author	As above
Legislation	Local Government Act 1995 Sections 5.42, 6.56 and 6.12 (1)(c) and Schedule 6.2
Disclosure of Interest	Nil
Purpose of Report	☐Executive Decision ☒ Legislative Requirement ☐Information
Attachments	Nil

Background:
On Saturday 12 September the Shire of Koorda exercised its power, under Section 6.56 of the Local Government Act, and commissioned to be sold by auction properties at 40 Greenham, 27 and 51 Smith Streets to recover rates and costs which have been overdue in excess of three years.

At the 16 September Ordinary Council Meeting it was reported to Council that the Shire expected a combination of the $244,000 raised at auction, combined with rental income, will resolve the $133,927.19 owed to the Shire in overdue rates and charges, interest and costs of recovery including selling and transfer fees and any additional legal fees.

However, a previously unidentified debt owed to the WA Water Corporation for $8,298.04 against 40 Greenham Street, that was discovered during settlement, had needed to be paid on a pro rata basis against the non-selling amounts owed to the Shire.

As there are insufficient funds from the sale of 40 Greenham to meet all these non-selling costs, the purpose of this item is to provide Council sufficient detail to approve writing off the portion of moneys owed to the Shire that will not be recovered.

Comment:
The sale of 40 Greenham Street realised $44,000 at auction with, in addition to the $2,000 received by the shire in rental income prior to sale, would have been sufficient to cover the $45,702.47 in costs on the property, comprising $29,421.14 rates, charges and interest, $16,281.33 legal and agency costs.

As per Schedule 6.2 of the Local Government Act 1995, all the costs incurred by the Shire for the seizure and sale of the property are settled as the priority. These include legal fees for running the process, real estate and settlement agency fees, electrical clearances and advertising.

After the deduction of these costs from that realised at auction, $28,213.35 remained for distribution to the second parties in the hierarchy of payment, being the Shire's outstanding rates, fees and charges and interest along with any other Federal or State government agencies or departments.

With the funds remaining after the payment of the Shire's selling costs being less than the total owed to the Shire ($29,421.14) and the Water Corporation ($8,298.04), the payments were made pro rata at the rate of 74.8% of the total owed to each party. As such the Water Corporation received $6,06.94 and the Shire $22,006.41 which is $7,549.71 less than the total owed.

The property seizure and sale process involves the Shire undertaking all means available to attempt to recover the moneys owed on the subject property prior to undertaking the public auction. The Shire is transferred possession of the property with the responsibility to manage the distribution. The Shire does not have responsibility to ensure all debts are fully discharges for third parties.

Given the Shire has been through the exhaustive process of trying to recover moneys owed prior to the auction and the property was a deceased estate, there is no prospect of the Shire recovering the $7,549.71 which remains outstanding.

As such the Shire will now need to write off the remaining debt of $7,549.71. The Shire's Delegation Register (section 4.2) requires a resolution of Council to write off debts in excess of $1,500. As per Section 6.12(1)(c) of the Local Government Act 1995 the decision requires an absolute majority.

Consultation:
Mark Smith, Senior Conveyancer, Icon Conveyancing
Brett Molony, Director, Palisade Corporate Law
Charli West, Finance Officer

Statutory Implications:
Local Government Act 1995 Sections 5.42, 6.56 and 6.12 (1)(c) and Schedule 6.2

Policy Implications:
F- Debt Recovery V1.0

Strategic Implications:
Shire of Koorda Strategic Community Plan 2026-2036
4.3 Maintain Strong Financial Sustainability

Risk Implications:

Risk Profiling Theme	Possible poor community perception of Shire
Risk Category	Reputational
Risk Description	Community may not understand why debt cannot be pursued.
Consequence Rating	Minor (2)
Likelihood Rating	Unlikely (2)
Risk Matrix Rating	Low (4)
Key Controls (in place)	Professional settlement process
Action (Treatment)	Nil additional
Risk Rating (after treatment)	Effective

Financial Implications:
Item is to write off $7,549.71 in moneys owed to the Shire.

Voting Requirements: ☐Simple Majority ☒Absolute Majority

Officer Recommendation

That the Shire write off $7,549.71 owed following the sale and settlement of 40 Greenham Street Koorda.

ABSOLUTE MAJORITY VOTE REQUIRED

12.2. Office Christmas Closure

Governance and Compliance	
Date	23 October 2026
Location	Shire of Koorda
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	Nil

Background:
Traditionally the Shire of Koorda closes for the two weeks encompassing the Christmas and New Year public holidays. Both the office and depot are shut down with calls diverted to message and the CEO mobile provided as a point of contact for emergencies.

Minimal gardening crews are kept on for maintenance with cleaning staff are scheduled in line with short-stay bookings and for intermittent checks on the caravan park. All other staff are required to take annual leave or leave without pay if they do not sufficient leave accrued.

The purpose of this item is to for Council to endorse the proposed Shire opening hours.

Comment:
The proposed Shire of Koorda closure period this year will be from Monday 21 December 2026 to Friday 1 January 2027. That is the last day the Shire office will be open for 2026 will be Friday 18 December and reopen on Monday 4 January 2027.

Two outdoor staff will be rostered on for town maintenance during the shutdown. All other staff will be required to take seven days annual leave that, with the three public holidays, will accommodate their absence during the period. Staff who have not accrued sufficient annual leave prior to the closure and will be required to take leave without pay for the seven additional leave days.

Short-term bookings at Yalambee will be reviewed prior to the shutdown to coordinate cleaning requirements with bookings suspended during the office closure as with previous years. The advent of the Shire having online booking will also need to be restricted over the period.

Regarding community communication as to the Shire closure, details will be advertised on Facebook and in the Narkal Notes in the weeks preceding the period and a notice posted at the office entrance in the week prior and during the shutdown and on the Shire website.

Consultation:
Darren West, Works Supervisor

Policy Implications:
Nil

Strategic Implications:
Shire of Koorda Strategic Community Plan 2026-2036
4.1 Strengthening engagement transparency and trust

Financial Implications:
Nil

Statutory Implications:
Nil

Risk Implications:

Risk Profiling Theme	Ratepayers may feel inconvenienced by the Shire shut down
Risk Category	Reputational
Risk Description	Lack of awareness of closure
Consequence Rating	Minor (1)
Likelihood Rating	Possible (3)
Risk Matrix Rating	Low (4)
Key Controls (in place)	Emergency contact provided
Action (Treatment)	Communications prior
Risk Rating (after treatment)	Effective – Low (3)

Voting Requirements: ☒Simple Majority ☐Absolute Majority

Officer Recommendation

That Council endorses the Shire of Koorda office and depot closure inclusive from Monday 21 December 2025 to Friday 1 January 2027.

13. OFFICER'S REPORTS – WORKS & ASSETS

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

15. Elected Members' Motions

16. Matters Behind Closed Doors

16.1. Revised Alcohol and Drugs Policy

It is recommended that Council close the meeting to members of the public in accordance with section 5.23 (4) (f) of the Local Government Act 1995, as it contains information the making public of which would be likely to impair the effectiveness of any lawful method or procedure for preventing, detecting, investigating or dealing with any contravention or possible contravention of the law.

Governance and Compliance	
Date	30 October 2026
Location	Not Applicable
Responsible Officer	Zac Donovan, Chief Executive Officer
Author	As Above
Legislation	Local Government Act 1995 Local Government (Model Code of Conduct) Regulations 2021 Work Health and Safety Act 2020 (WA) Work Health and Safety (General) Regulations 2022 (WA).
Disclosure of Interest	Nil
Purpose of Report	☒Executive Decision ☐Legislative Requirement ☒Information
Attachments	(CONFIDENTIAL – Attachment sent under separate cover) O – Alcohol and Other Drugs Policy v1.1

16.2. New Waste Collection Contract

It is recommended that Council close the meeting to members of the public in accordance with section 5.23 (4) (d) (iii) of the Local Government Act 1995, as it contains information concerning a contract that which by making public would be likely to have an adverse effect on the supplier's business interests.

Governance and Compliance	
Date	15 September 2026
Location	Not Applicable
Responsible Officer	Zac Donovan, Chief Executive Officer
Author	As above
Legislation	Local Government Act 1995 section 3.57
Disclosure of Interest	Nil
Purpose of Report	☐Executive Decision ☐Legislative Requirement ☒Information
Attachments	(CONFIDENTIAL – Attachment sent under separate cover) SOKD Avon Waste Contract - Dec 2026

17. Closure