

SHIRE OF KOORDA

10 Haig Street, Koorda WA 6475 | PO BOX 20 | 08 9684 1219 | shire@koorda.wa.gov.au

OFFICE HOURS: Monday–Friday 9.00am to 4.00pm | Licensing 9.00am to 3.30pm



DATES TO REMEMBER

Sat 27 Sept

Drive-In Night

Mon 29 Sept

Office Closed - Kings Birthday Public Holiday

Wed 15 Oct

Ordinary Council Meeting. At the Koorda Council Chambers, starting at 5pm

Mon 20 Oct

Special Council Meeting. At the Koorda Council Chambers, starting at 5pm

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Avon Waste Collection Calendar

Visit our website to view the 2025/26 collection calendar.
Services > Waste Management



Council Contacts

Visit our website to view the Council Contacts - Council > About Koorda > Councillors



FIRST AND FINAL NOTICE FIRE HAZARD REDUCTION NOTICE 2025/2026

NOTICE TO ALL OWNERS AND OCCUPIERS OF LAND WITHIN THE SHIRE OF KOORDA

Important: The works outlined below must be completed by 31 October 2025 and maintained in this state up to and including 15 March 2026.

Pursuant to Section 33 of the Bush Fires Act 1954 (WA), the Shire of Koorda (Shire) gives written notice to act as specified in this notice to land that you own and/or occupy and with respect to any matter which is upon the land that you own and/or occupy within the Shire. Failure to neglect to comply with this notice is an offence and can result in a penalty of up to \$5,000.

The Shire's Fire Hazard Inspectors are authorised under the Bush Fires Act 1954 (WA) (Act) and have powers to enter land pursuant to Section 14 of the Act. The Shire advised that its officers, servants, workmen, contractors, vehicles, machinery, and appliances (as the officers deem fit) may carry out the requisitions of this notice that are not complied with by 31 October 2025, and any costs and expenses incurred may be recovered from you as the owner and/or occupier of the land.

DEFINITIONS

"Firebreak" means an area of ground, of a specified width that is kept and maintained 'reasonably' clear of all material (living or dead) by scarifying, cultivating, ploughing or other means, and includes the pruning and removal of any living or dead trees, scrub or other material that overhang the cleared firebreak area to a vertical height of 4.5 metres from the ground.

In this instance, 'reasonably' is intended to mean "best endeavour", acknowledging that it is impracticable to clear and maintain a firebreak 'totally clear' of inflammable material for the period of this notice.

"Flammable Material" means material that can be easily ignited, i.e. – dead or dry grass, leaves, timber, paper, plastic and other material or things deemed by an authorised officer to be capable of combustion.

Rural Land:

- ▶ On all land owned or occupied which is not within a townsite subdivision, firebreaks not less than three (3) metres wide must be cleared inside and along the external boundary of all land.
- ▶ For the purpose of this part, all Road Reserves are to be taken as boundaries.
- ▶ The maximum area allowed with a single perimeter firebreak must not exceed 400 hectares.
- ▶ Where buildings or hay stacks are situated on the property, additional firebreaks not less than three (3) metres in width must be provided within ten (10) metres of the perimeter of such buildings or hay stacks in such manner as to completely encircle the buildings or hay stacks.

Townsite Land:

- ▶ All lots within townsites are required to be completely cleared of all debris of any inflammable nature and maintained free of such material.

If it is considered impractical for any reason to clear firebreaks or remove flammable materials from the land as required by this notice, a written application for a variation may be made to the Chief Executive Officer, to reach him not less than two weeks prior to the date by which the firebreak(s), are to be cleared.

No such application will be considered unless it bears the signature of the Fire Control Officer for the area in which the property is situated signifying the Officer's agreement to the variation applied for.

Restricted-Permit Required: 19 September 2025 to 31 October 2025

Prohibited-No Burning: 1 November 2025 to 31 January 2026

Restricted-Permit Required: 1 February 2026 to 15 March 2026

Landholders should note that as the reasonable installation and maintenance of fire breaks is a local Council requirement, any landholder not meeting this obligation may breach their insurance provisions.

Zac Donovan
Chief Executive Officer



www.koorda.wa.gov.au

Find us on socials @ Shire of Koorda



PUBLIC NOTICE – SPECIAL MEETING OF COUNCIL

Notice is hereby given that a Special Meeting of Council will be held at the Council Chambers located at 10 Haig Street, Koorda, on Monday, 20 October 2025 at 5.00pm.

The purpose of this meeting is to; elect a President and Deputy President and to nominate Council Committee Chairs and Members.

Zac Donovan
Chief Executive Officer

RAV APPLICATIONS

A friendly reminder, please ensure to have your RAV applications submitted by 30 September, to be considered for a Letter of Approval.

CONGRATULATIONS KOORDA AG SOCIETY

Congratulations to the Koorda Agricultural Society and all of the volunteers involved with organising another fantastic Koorda Show. It was a great day had by all, topped off with a great fireworks display.

LOCAL ROADWORKS

Maintenance Grading & Works on Warren Road
Verge Maintenance on Downie Road
Gravel Sheeting on Martin Road



Please expect delays when travelling through roadworks. Please be aware and abide by the road work speed limits. We thank you for your patience.

LIBRARY NEWS

Koorda Library School Holiday Sessions

Tuesday 30 September 10am - 11.30am
Lego Building 5 years & over

Thursday 2 October 10am - 11.30am
Card playing / Jigsaws 5 years & Over

Tuesday 7 October 10.30am - 11.30am
Duplo / Imaginative Play Under 5 years

Thursday 9 October 10am - 11.30am
Makedo Cardboard Construction 5 years & Over

Location: Koorda Emergency Service Building 21 Smith Street
Email admin5@koorda.wa.gov.au to book a spot. Limited places. Bookings essential.
Children under 8 years require parent/guardian supervision



SHIRE PLANT AUCTION

As part of the 2025/2026 Plant Replacement Program, the Shire have various plant items budgeted for replacement. The Shire are running a local auction along side the procurement process to allow locals to bid on the items. Trade in prices have been received for each of the vehicles, and are listed below, and form the reserve price for each of the item.

Bids will not be accepted any later than 4.00pm Friday, 10 October 2025. One form should be submitted per item. All bids shall be inclusive of GST. PLEASE NOTE: If you are the successful bidder, vehicles will not be available for collection/changeover until the Shire has received the new replacement vehicles.

To view any items, please contact Works Supervisor Darren West on 0427 841 275. The online bidding form can be found on our website under "Latest News."

<https://www.koorda.wa.gov.au/news/shire-plant-auction/173>



Item 1: 2020 Single Cab 4x2 Ford Ranger Tip Tray Utility
Reserve: \$21,000.00 (inc GST). Odometer: 56,000km



Item 2: 2021 Single Cab 4x4 Ford Ranger Utility
Reserve: \$25,000.00 (inc GST). Odometer: 45,000km



Item 3: 2023 Dual Cab 4x4 Ford Ranger Utility
Reserve: \$36,000.00 (inc GST). Odometer: 40,000km



Item 4: 1986 Isuzu 4x4 FTS Water/Fire Tender
Reserve: \$8,000.00 (inc GST). Odometer: 153,000km

KOORDA COMMUNITY AWARDS NOW OPEN!

Know someone great? Nominate them for the 2025 Koorda Awards!

Award categories include;

Community Citizen of the Year

Citizen of the Year – Youth

Citizen of the Year – Senior

Citizen of the Year – Group



Nominations are open NOW and close 4pm, Friday 31 October 2025.

The full Koorda Awards guidelines and criteria are on the following page and the nomination form can be found on our website under Community > Koorda Awards or via the below link

<https://www.koorda.wa.gov.au/community/koordaawards.aspx>



www.koorda.wa.gov.au

Find us on socials @ Shire of Koorda



SHIRE OF KOORDA COMMUNITY AWARDS

10 Haig Street, Koorda WA 6475 | PO BOX 20 | 08 9684 1219 | shire@koorda.wa.gov.au

NOMINATIONS OPEN NOW

Close 4pm, Friday 31

October 2025

**Late nominations will not be
accepted.**

ELIGIBILITY

A person must first be nominated to be considered for the awards. Self-nominations will not be accepted. Nominees must be a person who resides in the Shire of Koorda and for;

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.

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

HOW TO APPLY

Nominations must be submitted on the official Citizen of the Year Nomination Form available from the Shire of Koorda website (Community > Koorda Awards). Completed forms can be submitted via email to ceo@koorda.wa.gov.au or in person to the Shire of Koorda Administration Centre.

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:

- made a significant voluntary contribution to the Koorda community,
- demonstrated leadership on a community issue resulting in the enhancement of community life,
- undertaken a significant initiative that has brought about positive change and added value to community life,
- 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 P&C Community Christmas Tree (Date & Time TBC)
- Shire of Koorda reserves the right to withdraw any awards issued to recipients who bring the awards program or Shire of Koorda into disrepute.



INTEGRATED STRATEGIC PLAN QUARTERLY REPORT

Shire of Koorda - Integrated Strategic Plan 2024	
Current Review Period : July - September 2025	
COMMUNITY PRIORITIES & ACTIONS	COMMENTS
1.1: Local people feel safe, engaged, and enjoy a healthy and peaceful lifestyle.	
1.1.1 - Schedule of quarterly President and CEO meetings with regional representatives from: WAPOL, WACHS and Department of Education representatives.	<p>CEO met with new Koorda Primary School Principal OIC returned to Koorda - catch up meeting planned. Discussion with Koorda WAPOL OIC regarding emergency preparedness grant application. CBFCO/WAPOL Meetings with WAPOL Koorda OIC. Planning for contacts/contingencies over Christmas/New Year period.</p>
1.1.2 - Secure medical practitioner for Koorda for two days per week.	Complete.
1.1.3 - Complete agreement with CRC to define and implement a schedule of events and activities to enhance community lifestyle and engagement.	CRC has suite of community activities scheduled at Volunteer Park. Ongoing weekly CEO meetings with CRC to develop community activities and leverage Shire assets/events.
1.2: Local volunteer groups supported through initiatives that reduce volunteer fatigue and strengthen their resilience.	
1.2.1 - Create a register of volunteers' skills and availability and hold an annual event (via CRC agreement) to recognise registered volunteers.	Community event to recognise and thanks Volunteers organised by CRC and held on 8 March at Volunteers Park. Deed of agreement signed with the CRC for the Community Development Officer Role. The CRC is to provide monthly updates to Council, which includes the creation of a volunteer skill register.
1.2.2 - Review and refine community grants program as required.	<p>Community Grants Program reviewed and amendments made prior to round 1 for 2025/2026. Community Grants Program reviewed at June 2025 Governance Meeting. Next round is open from 1 July to 31 July with applications to be considered in August 2025. Review sought through acquittal process of inaugural Community Grants Program. Minor adjustments made to CGP Guidelines. To monitor acquittals and update program as required.</p>
1.2.3 - Develop grants communication strategy in concert with CRC to alert community groups to opportunities.	<p>Grant Guru subscription renewed. Deed of agreement signed with the CRC for the Community Development Officer Role. The CRC is to provide monthly updates to Council, which includes the creation of a community grant alert.</p>
1.3: Emergency services are supported with effective planning, risk mitigation, response, and recovery.	
1.3.1 - Work with emergency service stakeholders to ensure the Shire and Volunteers meet DFES training and WHS standards.	<p>Draft Bushfire Operational Guidelines considered at the September Bushfire Advisory Committee Meeting prior to final adoption. Application submitted to DFES for a shared CESM resource with the Shires of Mt Marshall & Mukinbudin. Response from DFES on hold awaiting funding from State Government (expected July 2026). Meeting with Koorda CBFCO regarding identification of Fire Weather Officers and potential for shire to access CESM resource with neighbouring shire. Senior Bushfire Volunteer Training undertaken 12 & 13 March for succession planning. Initial discussions with Chief Bushfire Officer regarding training and succession planning. Recommence following harvest.</p>
1.3.2 - Conduct regular LEMC and BFAC meetings and exercises with outcomes reported to community.	<p>Liaising with St John Ambulance to arrange a simulation exercise to include shire bushfire volunteers and works staff. Reviewed and amended Bushfire Policies to be considered at June 2025 Council Meeting. Plans have commenced for group LEMC exercise. Next LEMC meeting to be held Wednesday 25 June.</p>
1.3.3 - Establish closer links to regional emergency services and participate in regional exercises.	<p>CEO attended DFES two-day fire season preparation workshop in Bruce Rock and met with senior WAPOL and DFES representatives. Attended Emergency Management Webinar on Storm and Flood Preparedness. To attend via teams Quarterly District Emergency Management Committee (DEMC) meetings 18 June. Koorda LEMC planning annual exercise for 2025 and will investigate regional exercise scenario to increase participation and promote regional collaboration. Great Eastern Country Zone signed an MOU in 2022 for resource sharing during bushfires.</p>
2.1: Our local economy grows in a sustainable manner.	
2.1.1 - Review planning framework and scheme to ensure contemporary and compliant and engage community and business input to confirm will meet needs and expectations of stakeholders.	<p>Shire Tree Farming Policy has been adopted. CEO met with State Government Minister and representative to promote state adoption of rehabilitation scheme for tree farms and carbon sequestration projects. Draft Local Planning Policy - Tree Farms and Plantation Projects to be considered for endorsement at the June 2025 Council Meeting. Following this a public consultation period will commence for the community to provide any feedback before final adoption. LPS Amendment 2 (L19 Orchard St) and 3 (Grouped Rural Dwellings) advertised in Government Gazette.</p>



2.1.2 - Develop continuity plans for power and telecommunications infrastructure and advocate requirements with other levels of government and regional stakeholders as required.	<p>CEO attended webinar on potential for new NBN low orbiting satellite trial to surpass need for Telstra ATU system during emergency loss of communications.</p> <p>Potential for NBN Raised with Telstra representative at NEWROC council meeting (27 May) prospect of Koorda staff being included in ATU training. Non committal response.</p> <p>NEWROC executive meeting (25 Feb) advised two Koorda Telstra sites enabled for emergency power connection however Telstra decline to engage shire in program. Shire to conduct community survey on connectivity and emergency communication services. NEWROC meeting (26 Nov) update on EO work to secure ATUs for Shire. Minister commitment to CEO to investigate inclusion of Koorda. WDC investigating inclusion of Koorda with Telstra dependent on neighbouring connectivity. Telstra will not permit Shire to purchase ATUs.</p>
2.1.3 - Develop local supplier panel to support and streamline local purchasing by Shire.	Not commenced
2.1.4 - Create economic development strategy in consultation with community and business to identify unique proposition and operational barriers.	<p>NEWROC progressing micro grid concept with update at NEWROC council meeting (27 May).</p> <p>NEWROC economic development strategy completed. Provide basis for local consultation.</p>
2.1.5 - Complete community infrastructure projects including Business Buzz and Green Heart townscape projects, and the Recreation Precinct phases 2 and 3.	<p>Bowling Green project nearing completion.</p> <p>Bowling Green re-locations currently underway at Recreation Centre. Council to consider preferred Recreation Centre Management Model at June 2025 Council Meeting in a hope to liaise with clubs to finalise the preferred model.</p> <p>Railway Street truck bay works complete.</p> <p>Footpath works almost complete for new footpaths on Greenham Street (North) and Scott Street (East)</p> <p>Green Heart Project Plan completed November 2024.</p>
2.1.6 - Develop Shire Housing Strategy to include expanded short-term and worker accommodation.	<p>First draft of NEWROC Housing Strategy has been tabled at NEWROC Executive Meeting for review and comment.</p> <p>DCEO attended Department of Communities Wheatbelt Housing Forum in Northam on 8 May to provide input as they prepare place based regional housing plans. DCEO on steering committee for NEWTravel Accommodation and Market Expansion Project.</p> <p>NEWROC Housing Survey currently underway to gauge accommodation needs from local businesses.</p> <p>Council endorsed participation in Wheatbelt Development Commission housing investigation to produce a housing strategy for the Shire at the November 2024 OCM.</p>
2.2: Tourism helps to diversify and grow our local economy.	
2.2.1 - Undertake redevelopment of Drive-In facilities and develop and implement promotion strategy.	<p>Drive In promoted in two-page editorial in 4 September edition of Farm Weekly.</p> <p>Drive-In Renovation project on hold to investigate supporting grant funding.</p>
2.2.2 - Investigate enhancing tourist experience with free Wi-Fi at Yalambee Units and Caravan Park.	TV dishes to be installed at Yalambee units in February as part of closure of rebroadcast service in June 2025. Ablution cover works at the Caravan Park have commenced.
2.2.3 - Investigate a unique event that leverages the Shire's assets to attract visitors and tourists.	To be commenced
3.1: Shire owned facilities are renewed and maintained in a strategic manner to meet community needs.	
3.1.1 - Review asset management program to include asset life planning and replacement with defined scheduled maintenance program.	<p>The 2025-2035 Strategic Resourcing Plan (incorporating the long term financial plan and asset management plan) is currently being drafted for consideration at a future Council Meeting.</p> <p>Executive Management Team participated at a workshop on 7 March for updating the Shire of Koorda Strategic Community Plan, which incorporates the Long Term Financial Plan and Asset Management Plan.</p>
3.1.2 - Develop and implement online user maintenance request system.	<p>RFQ issued to 4 digital providers for upgrade to shire website with scope to review community reporting portals.</p> <p>for Microsoft Planner utilised to track progress of online maintenance requests. Additional functionality to be investigated with revision of shire website. System implemented. To continue improvements to streamline end user experience and increase efficiencies within Shire.</p>
3.2: Safe, efficient, and well maintained road, and footpath infrastructure.	
3.2.1 - Review and enhance existing road construction and maintenance strategy to align with changing funding provision and opportunities.	<p>The following works policies have been drafted for consideration at the June 2025 Council Meeting; "W - Access Road Construction and Road Reserve Closure," "W - Roads - Construction, Clearing and Grading"</p> <p>Tree removal planned for corner of Ninghan Rd and Railway St to redress damage to pavement and road.</p>



3.2.2 - Road asset review to determine routes and develop works program required to support future industry requirements.	Item endorsed at August 2024 Council Meeting to facilitate local industry during harvest, by allowing critical roads to be afforded Restricted Access Vehicle ratings of RAV 7 for the period between 1 October 2024 to 31 January 2025 (Subject to specific conditions. Full list of roads available in minutes).
3.3: A high standard of sustainable waste services.	
3.3.1 - Construct waste transfer station to extend life of existing landfill and to prepare for regional solution.	<p>CCTV installed at entrance of Landfill site to monitor use. Additional CCTV in 25/26 budget for inside Landfill site to observe trends and promote proper waste disposal.</p> <p>Community survey ran for 6 weeks for future landfill requirements, 27 responses were received. Council endorsed to further develop options for reduced public access to the Landfill Site during budget development. The Landfill site has now been fenced, and CCTV will soon be installed to monitor usage. Additional CCTV planned as part of 2025-26 budget.</p> <p>Initial project outline presented at February OCM. CEO and Works Supervisor working on project proposal for Koorda Transfer Station.</p>
3.3.2 - Continue to work towards a Regional Waste solution with NEWROC.	Shire of Mt Marshall confirmed with NEWROC identified site. November NEWROC meeting resolved that Mount Marshall and Wyalkatchem CEOs continue to develop costings for regional solution.
3.4: Conservation of our natural environment for future generations.	
3.4.1 - Develop Shire strategy for renewable energy options to trial prior to implementation.	NEWROC EO to report on renewable energy workshop on 27 November.
3.4.2 - Partner with Wheatbelt NRM and DWER for future grant and project opportunities.	Initial stages of WDC project to define Shire and region housing needs and capacity. Will provide basis for Shire housing strategy and subsequent grant applications.
3.4.3 - Identify climate change initiative that Shire can implement and involve community in development and implementation.	<p>Switch Your Thinking has partnered with the Western Australian Government to deliver an Energy Efficiency Pilot Program during 2025, to help residents and small to medium-sized build energy literacy and implement energy efficiency measures. Launching in late-February, the Pilot Program is working with 55 local governments across Western Australia (Koorda being one) to provide access to relevant, accessible energy efficiency education (such as home energy audit kits and workshops).</p> <p>The Koorda Library houses a do-it-yourself "Energy Audit Kit" for residents/business owners to undertake energy audits at their home/business.</p>
4.1: Open and Transparent Leadership.	
4.1.1 - Ensure efficient use of resources and that governance and operational compliance and reporting meets legislative and regulatory requirements.	<p>Final audit site visit undertaken in August, currently no preliminary findings to report.</p> <p>No findings or management letter issued from Auditors following the 2024/25 Interim Audit. Final Audit Field work scheduled for 25-28 August 2025.</p>
4.1.2 - Ongoing refinement of organisational structure and capacity, and alignment of resources with strategic Community, Economic and Environmental priorities.	<p>Draft Workforce Plan 2025-2029 tabled at September 2025 OCM for consideration.</p> <p>Shire exploring engagement of Dowerin Work Camp employment program. CEO recruitment process complete. CEO recruitment item at December OCM. Council endorsed NEWROC Economic Development Strategy at August 2024 OCM.</p>
4.1.3 - Develop communications strategy and scheduled tactics to engage and report outcomes to community and business stakeholders.	<p>CEO and President met with representative of Koorda Bowling Club as part of continuing updates on Bowling Green construction process.</p> <p>Introduction of "Council Meeting Minutes Summary" introduced in March to inform community of recent Council resolutions.</p> <p>Renewed focus on use of Facebook with assigned staff resource.</p>
4.1.4 - Initiate annual customer satisfaction and perceptions survey and report results to community.	Community Survey undertaken in May to encourage feedback to be considered within the Disability Access and Inclusion Plan which is currently being reviewed. Community surveys underway on worker housing, and waste dump improvements with a survey on communications planned for April.
4.2: Investment in the skills and capabilities of our elected members and staff.	
4.2.1 - Develop professional development programs for staff and elected members.	<p>2025 Local Government Election Nominations closed 4 September 2025. Five nominations were received for the five vacant positions. New Councillors to undertake mandatory training when duties commence.</p> <p>Annual Staff performance reviews underway and nearing completion.</p> <p>Management and follow up of outstanding Elected Member training requirements.</p>



4.2.2 - Align staff culture development program with practical skills development and strategic planning.	Deputy CEO and Maintenance and Property Officer attended separate Australian Institute of Management courses to enhance team alignment. Workforce Engagement and Planning Survey undertaken in April/May with Shire staff to assist in the 2025 Workforce plan update. Manual handling/ergonomic workshops held with Staff in June 2025. Introduction of weekly Administration team meetings in May and addition of quarterly team events to commence in June 2025. All staff attended first aid training in July 2024
4.2.3 - Set Elected Member SAT band allocation at 80 per cent for Band 4 Local Government.	60% allocation included in 2025/2025 Draft Budget with view to progressive achievement of 80% objective. Elected Members adopted the below allocations for the final 2024/2025 Budget; 43% President allowance, 26% President Annualised Meeting Fee and 45% Elected Member Annualised Meeting Fee.
4.3: Forward planning and delivery of services and facilities that achieve strategic priorities.	
4.3.1 - Enhance service delivery through mutually beneficial partnerships with neighbouring Local Governments and Band 1 Local Governments.	City of Wanneroo EHO attended shire to assist local hospitality businesses and shire to ensure facilities and process met community health standards. Partnership with the City of Wanneroo for Health Services and Shire of Chittering for Building Services.
4.3.2 - Report to Council progress of Council Actions using a quarterly score card and report results to community.	Advertised 2024 Integrated Strategic Plan review for comment to the community in July 2024.

Shire of Koorda - Workforce Plan 2022	
Current Review Period : July - September 2025	
WORKFORCE OBJECTIVE & ACTIONS	COMMENTS
1: Attracting and selecting the right people.	
1.1 - Develop an employment brand for the Shire of Koorda.	COMPLETED - Employment brand developed and utilised for all job vacancies.
1.2 - Provide flexible work arrangements and promote the positive workplace.	COMPLETED - Flexible arrangements in place.
1.3 - Develop an appropriate induction and orientation process.	COMPLETED - New employee packs developed and provided.
2: Developing a flexible, innovative and capable workforce.	
2.1 - Encourage employees to identify professional development and training opportunities.	Staff performance reviews undertaken in June 2025. Final performance review of senior staff (DCEO and Works Supervisor) and annual planning/objectives scheduled for March to include training and development.
2.2 - Continually review and upgrade finance and administration systems to improve performance.	Quarterly reporting of improvements made tabled at Quarterly Audit meeting in regard to Financial Management. Consultants being engaged to perform 3 yearly review of Financial Management, Risk Management, Legislative Compliance and Internal Controls - currently planned for January 2026. No findings or recommendations came out of the 2024/25 Interim Audit. Executive Management Team investigating internal audit functions. NEWROC executive group to hold workshop in New Year to explore shared services opportunities. Shire terminated LG Best Practice reporting support.
2.3 - Encourage all staff to contribute to a workplace culture that values safety and eliminates workplace injuries.	Manual handling/ergonomic workshops held with Staff in June 2025. CEO initial planning meeting with LGIS for Tier 2 Safety Assessment in September. Work Supervisor liaising with LGIS to reintroduce Take 5 job start program. LGIS 3 steps to safety assessment has been scheduled for early 2025.
3: Retaining and engaging our valued workforce	
3.1 - Provide opportunities for staff to act in other roles that will support their development.	Ongoing.
3.2 - Foster and value openness by encouraging effective communication throughout the shire.	Based off workforce engagement & planning survey, 2025-2029 Workforce Plan has been drafted for consideration. Workforce Engagement and Planning Survey undertaken in April/May with Shire staff to assist in the 2025 Workforce plan update. Consideration to align with long term financial planning project currently underway. Ongoing. Project to be implemented to review Workplace Plan and to include all staff input and consultation.
3.3 - Review current meeting structure and introduce meetings that improve performance.	Introduction of weekly Administration team meetings in May and addition of quarterly team events to commence in June 2025.
3.4 - Encourage participation in whole of organisation social activities.	Planning underway for annual Council Function. Ongoing.
3.5 - Review our performance management framework and create a simplified performance review process that aligns to our strategic objectives.	DCEO and Work Supervisor performance reviews undertaken for 2025, documentation to be completed. Performance Management Framework in place is relevant. Annual reviews of framework undertaken before each review period to ensure it
4: Developing a strategic workforce for improved performance.	
4.1 - Develop an Employee Code of Conduct.	Completed. Annual employee acknowledgement of Code undertaken within performance reviews.
4.2 - Develop position-based information that includes job task instructions, key contacts, and a calendar.	Documentation exists. To periodically review to ensure information is up to date and relevant.
4.3 - Develop succession plans for key roles.	To review/develop plans in line with 2025 Workforce Plan review.
4.4 - Develop a contemporary suite of human resource policies and procedures.	NEWROC investigating capacity for shared HR service. Policies being drafted for review and adoption.

