



Agenda Attachments

April 2026

- ATTACHMENT 7.1.1 - COUNCIL MINUTES – 17 MARCH 2026**
- ATTACHMENT 7.2.1 - BFAC MINUTES – 26 MARCH 2026**
- ATTACHMENT 7.2.2 - AUDIT COMMITTEE MINUTES – 13 APRIL 2026**
- ATTACHMENT 8.1.1 - ACCOUNTS FOR PAYMENT – MARCH 2026**
- ATTACHMENT 8.1.2 - MONTHLY FINANCIAL REPORT MARCH 2026**
- ATTACHMENT 8.2.1 - FIREBREAK ORDER 2026/2027**
- ATTACHMENT 8.2.2 - COUNCIL PLAN REVIEW**
- ATTACHMENT 8.2.3 - RECORDS DISASTER MANAGEMENT PLAN & IT DISASTER RECOVERY PLAN**
- ATTACHMENT 8.2.4 - DRAFT RED CROSS LEASE (CONFIDENTIAL – UNDER SEPARATE COVER)**
- ATTACHMENT 8.2.5.1 - CONTAINERS FOR CHANGE DRAFT LEASE**
- ATTACHMENT 8.2.5.2 - WARRRL SUMMARY REPORT (UNDER SEPARATE COVER)**
- ATTACHMENT 8.2.6 - BUSINESS GRANT APPLICATION**
- ATTACHMENT 8.2.7 - CCTV SUBSIDY GRANT APPLICATIONS**
- ATTACHMENT 8.2.8 - ROAD NAME CHANGE REQUEST LETTERS**
- ATTACHMENT 8.3.1 - PRIME MOVER ASSESSMENT MATRIX AND QUOTES (CONFIDENTIAL – UNDER SEPARATE COVER)**



MINUTES

ORDINARY COUNCIL MEETING

17 March 2026

UNCONFIRMED

The Ordinary Council Meeting for the Shire of Corrigin held on Tuesday 17 March 2026 in the Council Chambers, 9 Lynch Street, Corrigin commencing at 4.00pm.

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The President Cr. S Jacobs approved the request from Cr. D Hickey to join the meeting via electronic means (Microsoft Teams). Cr. D Hickey confirmed that he can maintain confidentiality for the meeting.

1 DECLARATION OF OPENING

The President Cr. S Jacobs opened the meeting at 4:03pm and acknowledged the Noongar people as the traditional custodians of the land and paid respects to elders past and present as well as the pioneering families who shaped the Corrigin area into the thriving community we enjoy today.

Councillors, staff and members of the public were advised that the Council meeting was being recorded for future publication.

2 ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE

Shire President
Deputy President

Cr. S L Jacobs
Cr. M R Leach
Cr. D L Hickey (Via Teams)
Cr. M B Dickinson
Cr. H V Talbot
Cr. D L Smith
Cr. W T E Dyer

Chief Executive Officer
Deputy Chief Executive Officer
Executive Support Officer

N A Manton
M T Henry
J M Filinski

2 member/s of the public

APOLOGIES

3 DECLARATIONS OF INTEREST

CEO N Manton declared a proximity interest in item 8.3.1 – Bullaring Road Widening Land Acquisition as she owns property on the other side of the road reserve to the land parcel which is subject of the agenda item.

4 PUBLIC QUESTION TIME

Mr. Ken Baldwin asked if the Shire could better support Tidy Towns due to low membership.

The President, Cr. S Jacobs confirmed that the Shire does support tidy towns, however membership needs to be driven by the committee.

5 MEMORIALS

The Shire has been notified that Patricia Trengove, Rex Baker, Marlene Richards and Roger George have passed away since the last Council Meeting.

6 PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS

NIL

7 CONFIRMATION OF MINUTES

7.1 PREVIOUS COUNCIL MEETING

7.1.1 ORDINARY COUNCIL MEETING

Minutes of the Shire of Corrigin Ordinary Council meeting held on Tuesday 17 February 2026 (Attachment 7.1.1).

COUNCIL RESOLUTION

8/2026 Moved: Cr. Talbot

Seconded: Cr. Dyer

That the Minutes of the Shire of Corrigin Ordinary Council meeting held on Tuesday 17 February 2026 (Attachment 7.1.1) be confirmed as a true and correct record.

Carried 7/0

For: Cr. Jacobs, Cr. Leach, Cr. Hickey, Cr. Dickinson, Cr. Smith, Cr. Dyer & Cr. Talbot

Against: Nil

UNCONFIRMED

8 MATTERS REQUIRING A COUNCIL DECISION

8.1 CORPORATE AND COMMUNITY SERVICES

8.1.1 ACCOUNTS FOR PAYMENT

Applicant:	Shire of Corrigin
Date:	09/03/2026
Reporting Officer:	Tanya Ludlow, Finance / Human Resources Officer
Disclosure of Interest:	NIL
File Ref:	FM.0036
Attachment Ref:	Attachment 8.1.1 – Accounts for Payment – February 2026

SUMMARY

Council is requested to note the payments from the Municipal and Trust funds as presented in the Schedule of Accounts Paid for the month of February 2026.

BACKGROUND

This information is provided to Council monthly in accordance with provisions of the *Local Government Act 1995* Section 6.8 (2)(b) and *Local Government (Financial Management) Regulations 1996* Clause 13.

Accountability in local government can be multifaceted, as councils seek to achieve diverse social, political, and financial goals for the community benefit. The accountability principles of local government are based on strong financial probity, financial propriety, adherence to conflict of interest principles and expectations that local government is fully accountable for community resources.

All payments are independently assessed by the Deputy Chief Executive Officer, to confirm that all expenditure that has been incurred, is for the Shire of Corrigin and has been made in accordance with Council policy, procedures, the *Local Government Act 1995* and associated regulations. The review by the Deputy Chief Executive Officer also ensures that there has been no misuse of any corporate credit or fuel purchase cards.

COMMENT

Council has delegated authority to the Chief Executive Officer to make payments from the Shire's Municipal and Trust funds as required. A list of all payments is to be presented to Council each month and be recorded in the minutes of the meeting at which the list was presented.

STATUTORY ENVIRONMENT

S6.4 Local Government Act 1995, Part 6 – Financial Management
R34 Local Government (Financial Management) Regulations 1996

POLICY IMPLICATIONS

Policy 3.1 – Purchasing Policy
Policy 3.14 - Corporate Credit Cards

FINANCIAL IMPLICATIONS

Expenditure in accordance with the 2025/2026 Annual Budget.

COMMUNITY AND STRATEGIC OBJECTIVES

Shire of Corrigin Council Plan 2025-2035:

Objective: Civic Leadership

Strong Governance and Leadership

Council Plan			
Outcome	Strategies	Action No.	Actions
4.1	Deliver a high standard of governance and administration	4.1.2	Long term financial plans are implemented and monitored to assist with the timing and achievement of our goals.
		4.1.3	Implement and monitor the annual budget to support timely progress toward strategic goals

VOTING REQUIREMENT

Simple Majority

COUNCIL RESOLUTION

9/2026 Moved: Cr. Leach

Seconded: Cr. Smith

That Council receives the list of accounts paid during the month of February 2026 as per the attached Schedule of Payment, and as summarised below:

Municipal Account (inclusive of credit card and fuel card purchases)

<i>EFT Payments</i>	<i>EFT22323 – EFT22430</i>	<i>\$402,539.90</i>
<i>Direct Debit Payments</i>		<i>\$71,419.80</i>
<i>EFT Payroll Payments</i>		<i>\$150,548.09</i>

Total Municipal Account Payments ***\$624,507.79***

Trust Account

<i>EFT Payments</i>	<i>EFT22321 – EFT22432</i>	<i>\$7,006.65</i>
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Total Trust Account Payments ***\$7,006.65***

Licensing Trust Account

<i>Direct Debit Payments</i>		<i>\$30,612.45</i>
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Total Licensing Trust Account Payments ***\$30,612.45***

Total of all Accounts ***\$662,126.89***

Carried 7/0

For: Cr. Jacobs, Cr. Leach, Cr. Hickey, Cr. Dickinson, Cr. Smith, Cr. Dyer & Cr. Talbot

Against: Nil

8.1.2 MONTHLY FINANCIAL REPORT

Applicant:	Shire of Corrigin
Date:	11/03/2026
Reporting Officer:	Myra Henry, Deputy Chief Executive Officer
Disclosure of Interest:	NIL
File Number:	FM.0037
Attachment Ref:	Attachment 8.1.2 – Monthly Financial Report for the period ending 28 February 2026

SUMMARY

This report provides Council with the monthly financial report for the month ending 28 February 2026.

BACKGROUND

The *Local Government (Financial Management) Regulations 1996*, regulation 34 states that a local government must prepare each month a statement of financial activity reporting on the revenue and expenditure, as set out in the annual budget.

Variances between budgeted and actual expenditure including the required material variances (10% with a minimum value of \$10,000) are included in the variance report.

COMMENT

The Shire is required to prepare the Statement of Financial Activity as per *Local Government (Financial Management) Regulation 34* but can resolve to have supplementary information included as required. All mandatory information is provided, and the closing surplus balances to the net current assets at 28 February 2026.

Item	Reference
<p>Cash at Bank The total cash as at 28 February 2026 was \$8,691,979 This is composed of \$824,019 municipal funds (Municipal Bank Account and various till floats), \$3,600,504 in short term investment, and \$4,267,455 in reserve funds.</p>	<p>Page 10 – Cash and Financial Assets Page 11 – Reserve Accounts</p>
<p>Capital Acquisitions The capital budget is approximately 37.24% complete at 28 February 2026. This is due to projects commencing after seeking quotes following the budget adoption.</p>	<p>Page 12 – Capital Acquisitions Page 13 – Capital Acquisitions Continued Page 14 – Disposal of Assets</p>
<p>Receivables Rates outstanding is \$117,526 with 96.4% of rates collected for the year compared to 95.1% in February 2025. Current receivables are \$244,665, which includes \$213,747 of recoups to Main Roads.</p>	<p>Page 15 – Receivables</p>
<p>Closing Funding Surplus/(Deficit) Year to date (YTD) actual closing balance is \$4,690,099 which is composed of \$9,271,256 Current Assets less \$597,196 Current Liabilities less \$3,983,961 Adjustments to Net Current Assets.</p>	<p>Page 5 – Note 2(a) Net current assets used in the Statement of Financial Activity.</p>

Further information on the February 2026 financial position is in the explanation of material variances included in each of the monthly financial reports, please refer to page 6.

STATUTORY ENVIRONMENT

s. 6.4 Local Government Act 1995, Part 6 – Financial Management
 r. 34 Local Government (Financial Management) Regulations 1996
 r. 35 Local Government (Financial Management) Regulations 1996

POLICY IMPLICATIONS

NIL

FINANCIAL IMPLICATIONS

Expenditure in accordance with the 2025/2026 Annual Budget.

COMMUNITY AND STRATEGIC OBJECTIVES

Shire of Corrigin Council Plan 2025-2035:

Objective: Civic Leadership
Strong Governance and Leadership

Council Plan			
Outcome	Strategies	Action No.	Actions
4.1	Deliver a high standard of governance and administration	4.1.2	Long term financial plans are implemented and monitored to assist with the timing and achievement of our goals.
		4.1.3	Implement and monitor the annual budget to support timely progress toward strategic goals

VOTING REQUIREMENT

Simple Majority

COUNCIL RESOLUTION

10/2026 Moved: Cr. Dyer

Seconded: Cr. Hickey

That Council accepts the Statement of Financial Activity for the month ending 28 February 2026 as presented, along with notes of any material variances.

Carried 7/0

For: Cr. Jacobs, Cr. Leach, Cr. Hickey, Cr. Dickinson, Cr. Smith, Cr. Dyer & Cr. Talbot

Against: Nil

8.2 GOVERNANCE AND COMPLIANCE

8.2.1 CODE OF CONDUCT FOR COUNCIL MEMBERS, COMMITTEE MEMBERS AND CANDIDATES' POLICY UPDATE

Applicant:	Shire of Corrigin
Date:	18/02/2026
Reporting Officer:	Jarrad Filinski, Executive Support Officer
Disclosure of Interest:	NIL
File Ref:	CM.0059
Attachment Ref:	Attachment 8.2.1 – Code of Conduct for Council Members, Committee Members and Candidates Policy

SUMMARY

Council is requested to endorse the updated Code of Conduct for Council Members, Committee Members and Candidates Policy to ensure compliance with recent amendments to the prescribed Model Code of Conduct under the *Local Government (Model Code of Conduct) Regulations 2021*.

BACKGROUND

Amendments to the prescribed Model Code of Conduct under the *Local Government (Model Code of Conduct) Regulations 2021* require local governments to update their adopted Codes of Conduct.

Under section 5.104(2) of the *Local Government Act 1995*, local governments must amend their Code of Conduct to incorporate the prescribed changes by no later than 31 March 2026. Following adoption, the CEO is required to publish the updated Code on the Shire's website in accordance with section 5.104(7) of the Act.

The Shire has reviewed and updated its Code of Conduct to align with the amended Regulations. The amendments incorporate legislative changes relating to the role of the Local Government Inspector and clarify decision making responsibilities for behavioural breach complaints.

COMMENT

The amendments ensure the Shire of Corrigin Code of Conduct remains compliant with current legislative requirements and provides clarity in relation to the management of behavioural breach complaints.

Maintaining an up-to-date Code of Conduct supports good governance, accountability, and transparency in Council decision making.

A track changed copy of the updated Code of Conduct for Council Members, Committee Members and Candidates is provided in Attachment 8.2.1.

STATUTORY ENVIRONMENT

Local Government Act 1995

Local Government (Model Code of Conduct) Regulations 2021

S5.39B (3) Adoption of model standards

POLICY IMPLICATIONS

5.1 – Code of Conduct for Council Members, Committee Members and Candidates

FINANCIAL IMPLICATIONS

NIL

COMMUNITY AND STRATEGIC OBJECTIVES

Shire of Corrigin Council Plan 2025-2035:

Objective: Civic Leadership

Strong Governance and Leadership

Council Plan			
Outcome	Strategies	Action No.	Actions
4.2	Keep the community informed and seek their feedback	4.2.1	Improve regular communication and expand channels to inform our community of decisions, actions and opportunities for feedback

VOTING REQUIREMENT

Absolute Majority

COUNCIL RESOLUTION

11/2026 Moved: Cr. Talbot

Seconded: Cr. Leach

That Council adopts the amendments to Policy 5.1 – Code of Conduct for Council Members, Committee Members and Candidates as provided in attachment 8.2.1, to ensure compliance with legislative changes.

Carried by Absolute Majority 7/0

For: Cr. Jacobs, Cr. Leach, Cr. Hickey, Cr. Dickinson, Cr. Smith, Cr. Dyer & Cr. Talbot

Against: Nil

UNCONFIRMED

8.2.2 WALGA CONSULTATION - ELECTION VOTING AND FREQUENCY

Applicant:	Shire of Corrigin
Date:	11/03/2026
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	GR.0008, GOV.0017
Attachment Ref:	Attachment 8.2.2 – Info Page and Discussion Paper

SUMMARY

Council is asked to provide feedback on electoral voting and frequency to inform the WA Local Government Association (WALGA) advocacy position to the State Government.

BACKGROUND

WALGA is undertaking sector engagement regarding Local Government electoral reforms expected to be proposed by the State Government.

In June 2025, Hon Hannah Beazley MLA, Minister for Local Government, expressed support for a four-year election cycle, citing concerns about voter fatigue and the rising costs of conducting biennial elections. These messages were repeated in Minister Beazley's address at the 2025 WALGA Local Government Convention, which also raised the possibility of compulsory voting. These comments have prompted renewed interest and discussion across the sector.

In Western Australia Councillors are currently elected for a four-year term with half of Council elected every two years. This system differs from other Australian jurisdictions, where local government elections are conducted every four years with all council positions elected at the same time.

Voting in local government elections is currently voluntary in Western Australia and voting participation in WA local government elections is relatively low compared with other jurisdictions. Participation in the 2023 and 2025 WA local government elections recorded at approximately 30%.

Postal elections are administered through the Western Australian Electoral Commission (WAEC).

The WALGA analysis of the composition of Councils following the last two Local Government elections in other Australian jurisdictions, all of which have full spill elections concluded that re-elected Councillors make up approximately 50% of Council positions.

A copy of the draft Discussion Paper and Info Page are provided as Attachment 8.2.2.

COMMENT

WALGA is seeking feedback from the local government sector to ensure the advocacy position reflects current views and enables timely, well-informed and effective engagement with the anticipated State Government reform proposals.

STATUTORY ENVIRONMENT

Local Government Act 1995

Local Government (Elections) Regulations 1997

POLICY IMPLICATIONS

NIL

FINANCIAL IMPLICATIONS

Election costs have increased significantly in recent years, particularly where elections are conducted through the WAEC. The estimated cost for the WAEC to conduct a postal election for the Shire of Corrigin in 2025 was \$13,473. The actual cost was \$3,900 as the candidates were elected unopposed and the election did not proceed to a vote.

Local governments previously conducted elections using a first past the post system. With the introduction of the preferential voting system, software provided by WAEC is now required to ensure the accuracy of vote counting.

Reducing election frequency is likely to reduce costs for the Shire of Corrigin.

COMMUNITY AND STRATEGIC OBJECTIVES

Shire of Corrigin Council Plan 2025-2035:

Objective: Civic Leadership

Strong Governance and Leadership

Council Plan			
Outcome	Strategies	Action No.	Actions
4.2	Keep the community informed and seek their feedback	4.2.1	Improve regular communication and expand channels to inform our community of decisions, actions and opportunities for feedback

UNCONFIRMED

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council

1. Supports / Does not support compulsory voting in local government elections in Western Australia
2. Supports / Does not support the introduction of full spill elections every four years to replace the current system whereby half of the positions are elected every two years.

ORIGINAL MOTION

Moved: Cr. Dyer

Seconded:

That Council:

1. Supports compulsory voting in local government elections in Western Australia
2. Supports the introduction of full spill elections every four years to replace the current system whereby half of the positions are elected every two years.

As there was no seconder, the motion lapsed

ALTERNATIVE MOTION

COUNCIL RESOLUTION

12/2026 Moved: Cr. Leach

Seconded: Cr. Talbot

That Council:

1. Does not support compulsory voting in local government elections in Western Australia
2. Does not support the introduction of full spill elections every four years to replace the current system whereby half of the positions are elected every two years.

Carried 6/1

For: Cr. Jacobs, Cr. Leach, Cr. Hickey, Cr. Dickinson, Cr. Smith & Cr. Talbot

Against: Cr. Dyer

8.2.3 2025/2026 BUDGET REVIEW

Applicant:	Shire of Corrigin
Date:	11/03/2026
Reporting Officer:	Myra Henry, Deputy Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	FM.0368
Attachment Ref:	Attachment 8.2.3.1– 2025/2026 Budget Review Attachment 8.2.3.2– 2025/2026 Informing Documents

SUMMARY

The purpose of this report is to present the 2025/2026 Midyear Review, assess the Shire's financial position as of 28 February 2026, and evaluate its performance from 1 July 2025 to 28 February 2026 in relation to the adopted annual budget and projected outcomes for the remainder of the financial year.

BACKGROUND

Local governments are required under *Regulation 33A of the Local Government (Financial Management) Regulations 1996* to conduct a budget review between 1 January and 28 February each financial year. This report provides an indicative summary of the 2025-2026 mid-year budget review.

Budget reviews are a key decision-making tool for both current and future planning, forming an essential part of prudent financial management practices to mitigate financial risks for Council. Beyond ensuring legislative compliance, the review provides a comprehensive reassessment of all budget items, considering both broader economic trends and local financial conditions.

The review serves as an opportunity to reassess the current budget, adopted at the July Ordinary Council meeting, allocate funding for emerging community and social priorities, and ensure the organisation can effectively respond to changing needs for the best outcome for the Shire. Additionally, external factors and urgent matters impacting operational activities and revenue streams have contributed to budget variations, which are discussed further in this report.

COMMENT

The budget review has been prepared in accordance with the *Local Government Act 1995*, *Local Government (Financial Management) Regulations 1996*, and Australian Accounting Standards. The attached report, covering the period from 1 July 2025 to 28 February 2026, incorporates year-to-date budget variations and forecasts to 30 June 2026 and is presented for Council's consideration.

As part of the review process, the status of various projects and programs was assessed to ensure any anticipated variances were captured. The focus of the 2025-2026 mid-year budget review is to evaluate changes in the Shire's operating environment since the beginning of the financial year, assess their financial impact, and consider prevailing economic conditions affecting Council's financial position.

Material Variances and Budget Amendments

The budget review follows the same material variance thresholds as the Shire's monthly financial reporting, using a materiality level of 10% or a \$10,000 minimum, as adopted by Council. Management discretion has been applied where necessary to provide explanations for variances.

A summary of predicted variances by nature and type is included in Note 4 of the report. These variances are categorised as either:

- Permanent Variances – where a difference is expected between the current budget and the final outcome for 30 June 2026.
- Timing Variances – where delays in project implementation are anticipated.

Following the review, some items have been identified as requiring budget amendments to ensure accurate financial reporting.

Key Budget Variations

Annual budgets are inherently based on predictions, and while carefully prepared, unforeseen circumstances and external influences necessitate ongoing reviews. Council must ensure there is sufficient operational capacity to deliver services and budget programs while also accommodating emerging issues.

One key variation identified is a decrease in the actual surplus carried forward from 2025-2026, which is \$132,506 lower than budgeted due to audit adjustments related to grant revenue held as contract liabilities and delays in invoices received. This variance is reflected in Note 4 - Predicted Variances and Note 1 of the attached supporting documents of the Budget Review Documents. In compliance with *Local Government (Financial Management) Regulations 1996* (Section 33A), Council has conducted this budget review by 28 February 2026, identifying areas that require adjustments while maintaining a balanced budget.

Key variances and adjustments include:

- Adjustments to grant funding. This has allowed for budget balancing and additional allocations to some expenditure accounts, including:
 - A variance in the estimated figure for the Federal Assistance Grant, resulting in an increase in income.
 - A reimbursement of LRCI Phase 2 funding that was not included in the budget.
- A variance between the adopted budget surplus and the surplus reported in the Adopted Annual Report.
- Adjustments to the Road Program expenditure and income
 - Increase to the Regional Road Group Grant and Wickepin–Corrigin Road expenditure due to over-expenditure on the Wickepin–Corrigin Road project.
 - Removal of the Doyle Road project due to a reduction in Roads to Recovery funding for the 2025/26 year. This project will be reconsidered during the 2026/27 budget discussions.
- Repayment of funding to DFES relating to Drought Funding and Fire Mitigation, in accordance with Council resolution 120/2025,
- Removal of capital works project grant income and expenditure for the CREC emergency backup generator, as the grant application was not approved.
- Reductions in some capital works projects following staff review.
 - Bilbarin Hall – initial concept plans have exceeded the original budget. The budget has been reduced to \$50,000 to allow further concept development, consultation and quotes. Council will consider future funding requirements during the 2026/27 budget discussions as staff get further quotes. This adjustment contributes \$100,000 towards achieving a balanced budget.
- An increase of \$10,000 for the installation of a covered area over the BBQs at Rotary Park, as quotes have exceeded the initial \$10,000 allowance.
- Reduction in the purchase of OHS equipment for Chemical Treatment Upgrades, as the Shire will look to using contractors for this work and consider including the cost of Shire owned equipment in a future budget.
- Various reserve transfers.

- Plant Replacement – use of funds to cover the replacement of the failed pool cleaner and water heater not included in the budget.
- Leave Reserve – use of reserve funds to cover higher than anticipated Long Service Leave expenditure due to staff retirements.
- Land Subdivision Reserve – increased funds due to a higher-than-expected number of lot sales.

A detailed breakdown of all proposed amendments is provided in Note 1 of the attached supporting documents.

Future Considerations and Monitoring

Ongoing budget monitoring will be essential, and further adjustments may be required later in the financial year to ensure financial stability leading into the 2026-2027 budget process.

STATUTORY ENVIRONMENT

Regulation 33A of the Local Government (Financial Management) Regulations 1996 requires:

- (1) *Between 1 January and the last day of February in each financial year a local government is to carry out a review of its annual budget for that year.*
- (2A) *The review of an annual budget for a financial year must —*
 - (a) *consider the local government's financial performance in the period beginning on 1 July and ending no earlier than 31 December in that financial year; and*
 - (b) *consider the local government's financial position as at the date of the review; and*
 - (c) *review the outcomes for the end of that financial year that are forecast in the budget; and*
 - (d) *include the following —*
 - i. *the annual budget adopted by the local government;*
 - ii. *an update of each of the estimates included in the annual budget;*
 - iii. *the actual amounts of expenditure, revenue and income as at the date of the review;*
 - iv. *adjacent to each item in the annual budget adopted by the local government that states an amount, the estimated end of year amount for the item.*
- (2) *The review of an annual budget for a financial year must be submitted to the council on or before 31 March in that financial year.*
- (3) *A council is to consider a review submitted to it and is to determine* whether or not to adopt the review, any parts of the review or any recommendations made in the review.*
**Absolute majority required.*
- (4) *Within 14 days after a council has made a determination, a copy of the review and determination is to be provided to the Department.*

Section 6.8(1)(b) of the Local Government Act 1995 provides that expenditure can be incurred when not included in the annual budget provided it is authorised in advance by resolution (absolute majority required).

POLICY IMPLICATIONS

3.7 Annual Budget Preparation

FINANCIAL IMPLICATIONS

Authorisation of expenditure through budget amendments recommended. Other specific financial implications are as outlined in the attachments.

COMMUNITY AND STRATEGIC OBJECTIVES

Shire of Corrigin Council Plan 2025-2035:

**Objective: Governance and Leadership
Strong Governance and Leadership**

Council Plan			
Outcome	Strategies	Action No.	Actions
4.1	Deliver a high standard of governance and administration	4.1.2	Long term financial plans are implemented and monitored to assist with the timing and achievement of our goals.
		4.1.3	Implement and monitor the annual budget to support timely progress toward strategic goals

VOTING REQUIREMENT

Absolute Majority

COUNCIL RESOLUTION

13/2026 Moved: Cr. Smith

Seconded: Cr. Leach

That Council:

1. *Adopt the 2025/2026 midyear budget review as provided in Attachment 8.2.3.1 and make amendments as per Note 1 of the informing documents.*
2. *Forward the adopted 2025/2026 midyear budget review to the Department of Local Government, Sport and Cultural Industries in accordance with the Local Government (Financial Management) Regulations 1996.*

Carried by Absolute Majority 7/0

For: Cr. Jacobs, Cr. Leach, Cr. Hickey, Cr. Dickinson, Cr. Smith, Cr. Dyer & Cr. Talbot

Against: Nil

8.3 WORKS AND SERVICES

8.3.1 BULLARING ROAD WIDENINGS LAND ACQUISITION

Applicant:	Shire of Corrigin
Date:	12/03/2026
Reporting Officer:	Garrick Yandle, Infrastructure Agriculture Pty Ltd reviewed by CEO, Natalie Manton
Disclosure of Interest:	CEO, N Manton owns land to the north of Lot 8428
File Ref:	ROA.
Attachment Ref:	Attachment 8.3.1.1 – Plan 8970/24/1 Attachment 8.3.1.2 – Bullaring Pingelly Lomos Roads Land Transfer Map Attachment 8.3.1.3 – Deposited Plan 430100

SUMMARY

For Council to consider the acquisition of land from local landholders associated with road widening of Bullaring Road and Lomos South Road.

BACKGROUND

The owner, Shelley Nominees Pty Ltd, of lot 8428 Bullaring contacted the Shire of Corrigin in 2024 regarding the encroachment of the Bullaring Road into their land. A surveyor they had engaged to repeg the boundary of their land determined that the existing fence on the southern side of road reserve 3584398 was located approximately 19.6m inside the farm boundary. The bitumen road was also found to encroach both Lots 8428 and 8429.

It is unknown when the road was constructed and why it is not located centrally within the road reserve. The road may have been historically constructed slightly south of the centre of the road reserve to allow for drainage on the northern side. The Bullaring Road section of the road reserve and land boundaries are unusual and do not line up as would be expected.

Historical widening of roads can often result in the road carriageway encroaching on neighbouring rural properties. Sometimes when the physical construction works take place, limited formal arrangements regarding land ownership or transfer occur at the time in order to expedite road works, with most arrangements being informal with the assumption that the process may potentially be formalised at a later time. In most cases the adjoining land holder is willing to give up a small portion of their land for the greater community benefit of improved road infrastructure.

The surveyor recommended that the Shire of Corrigin conduct a further survey of the road reserve with a view to widen the road reserve to address the historical encroachment. In 2025, the Shire engaged Scanlan Surveys Licensed Surveyors (Scanlan) to conduct a survey to be used as a basis for correcting the road reserve and land boundaries to prepare a plan of the proposed road widenings in Bullaring based upon locations associated in Figure 1.



Figure 1

In addition to the initial survey which identified an encroachment of a portion of the Bullaring Road onto land owned by Shelley Nominees Pty Ltd, Scanlan identified several other sections of encroachment on Lomos South Road. (Attachment 8.3.1.1 - Plan 8970/24/1). The widening and realignment of the intersection of the Bullaring Pingelly and Lomos Roads to improve visibility and straightening of Lomos Road was most likely completed as part of the Grain Freight Improvement Program in 2012.

Scanlan have prepared a plan of the proposed road widenings in Bullaring (Attachment 8.3.1.1 - Plan 8970/24/1). The total land to be acquired via the land transfer process is 2.30 hectares across 5 separate portions as outlined on Plan 8970/24/1 are summarised in Table 1. The specific areas of each portion on Plan 8970/24/1 areas identified in Figure 2.

Table 1 – land acquisition areas identified on Plan 8970/24/1

Lot	Area (m ²)	Road
201	6,196	Bullaring Road
202	8,057	Bullaring Road
203	2,270	Cnr Lomos & Bullaring
203	3,866	Lomos South Cnr
203	2,590	Lomos South Cnr
	22,979	m²
	2.30	ha

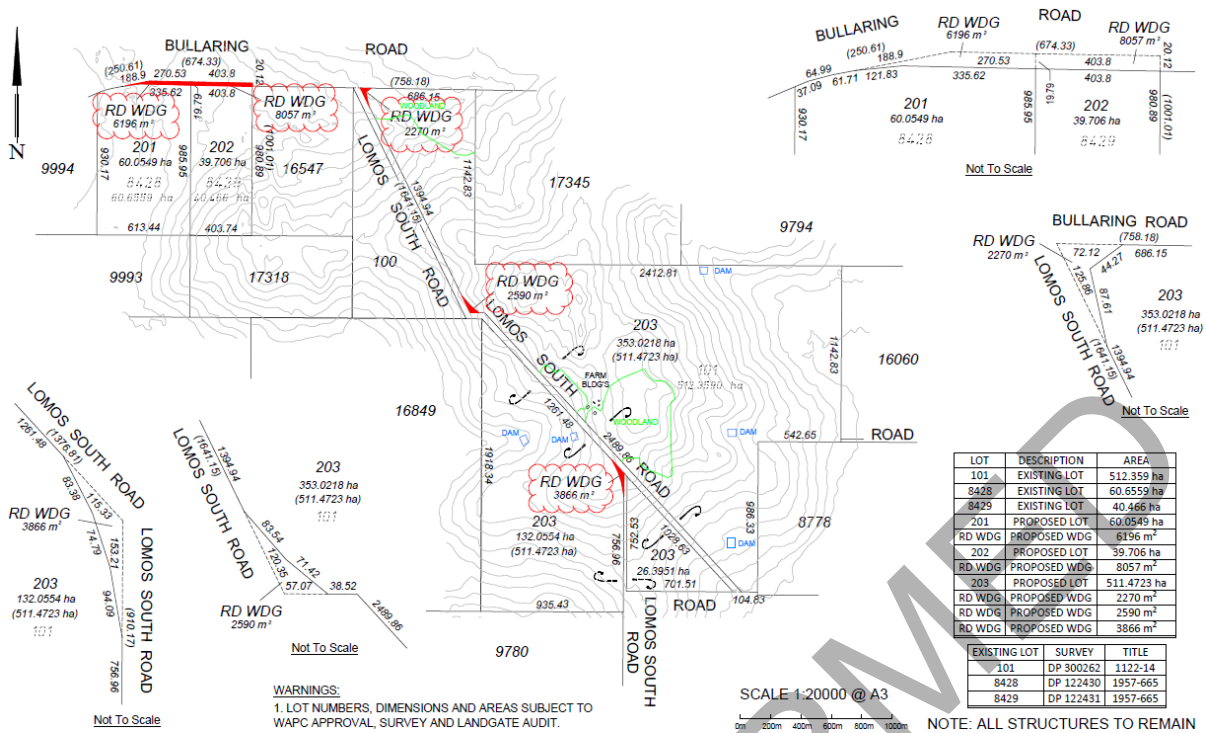


Figure 2 - land acquisition locations identified on Plan 8970/24/1

COMMENT

The CEO initially commenced the process with Scanlan Surveys but has taken a step back from the process due to being a neighbouring landholder of Shelley Nominees Pty Ltd and engaged Haddeo Infrastructure Agriculture Pty Ltd to facilitate the communication with Scanlan Surveys, Shelley Nominees Pty Ltd, WAPC, Department of Land Heritage (DLH) to finalise the process.

Shire Officers have undertaken the required processes and lodging the relevant documents is merely the required administrative process to be undertaken to formalise the land transfer.

The signed Form 1A Consent Bullaring Road Widening application for the road widenings will be lodged with the Western Australian Planning Commission. The WAPC will take approximately 90-days to audit the application and grant approval for the road widenings. Once Scanlan receive the WAPC approval, they will lodge the attached Deposited Plan 430100 (Attachment 8.3.1.3) at Landgate and the WAPC for their final audit. Once the deposited plan has been audited and approved, it will be placed 'in order for dealings' at Landgate. It is at this point the Shire will be able to engage a settlement agent or solicitor to apply for the new lot titles.

The application is now ready to lodge and to facilitate the lodgement and have requested Council confirm that the proposed plan is satisfactory and return the signed Form 1A Consent to Apply.

STATUTORY ENVIRONMENT

Section 168 of the [Land Administration Act 1997](#) (LAA) empowers the Shire of Corrigin to purchase interests in land for public works via negotiated agreement, bypassing the formal Notice of Intention to Take process. Written consent is required from the property owner to allow acquisition by agreement as an alternative to compulsory taking.

s. 168 Land Administration Act 1997

168. Agreement to purchase or consent to take required interest, acquiring authority's powers as to

(1) *If any interest in land is required for a public work, the acquiring authority may, whether or not a notice of intention has been registered —*

(a) enter into an agreement to purchase the interest; or

(b) obtain the written consent of the person to the taking of the interest, with compensation to be provided under Part 10.

(2) *On commencing negotiations with any person for such an agreement, the acquiring authority must advise the person, by means of a statement in an approved form, of procedures under this Part and Part 10 for the taking of land, payment of purchase money or compensation for land taken, rights of appeal or review and rights as to the future disposition of interests in land taken by agreement or compulsorily taken.*

POLICY IMPLICATIONS

NIL

FINANCIAL IMPLICATIONS

To date the shire has paid the cost of the conducting a field survey and preparation of plans for submission to the Western Australian Planning Commission (WAPC) of \$15,815.50.

The Shire will cover the cost of issuing new titles. It is expected to cost an additional \$3,000 to complete the process.

Shire representatives undertook conversations with local real estate agents to determine if this area is significant and if so what its value would be on current land values. This included a discussion with local real estate agent Jeff Douglas to form an accurate market value for the land. In their opinion as an appraiser they have suggested that the market value would be nil in this case. However, he was able to advise on recent sales of farming land within close proximity to the property was around \$4million for 900acres. This is around \$4,500/acre or \$11,000/ha. It should be noted that most of the portions of land identified are not particularly arable in that they are either saline, remnant vegetation or of negligible magnitude to be of any commercial value.

A similar issue occurred on Gnerkadilling Bending Road in 2014 where the road encroached on the landowner's property. In this instance the land was surveyed, and the encroachment area was subdivided from the original property and amalgamated with the road reserve. The value of 8,304m² of land was valued by a real estate agent as having nil value. The compensation paid to the landowner was \$1,250 based on recent sale of land in the area at the time.

Liaison has been undertaken with the landowner to determine their expectation regarding compensation for the land transfer and reduction in their land area. Conversation with the landowner (19/2/26) indicated they do not necessarily want this process finalised for financial benefit and have indicated that the land proposed is not necessarily arable as it is salty as well as shrubland adjacent to the road reserve, as such it is of limited value to them.

COMMUNITY AND STRATEGIC OBJECTIVES

Shire of Corrigin Council Plan 2025-2035:

Objective: Economy

A Strong, Diverse Local Economy

Council Plan			
Outcome	Strategies	Action No.	Actions
2.1	Road network is safe, well maintained and capable of the freight task.	2.1.1	Continue to deliver the Road Management Program with a view to improve maintenance of gravel roads, in line with Council's adopted road hierarchy and long term road construction and maintenance plans

VOTING REQUIREMENT

Simple Majority

COUNCIL RESOLUTION

14/2026 Moved: Cr. Talbot

Seconded: Cr. Dyer

That Council:

1. *Acknowledges the historical encroachment of the Bullaring Pingelly and Lomos Roads onto private property.*
2. *Endorse Plan 8970/24/1 and approve the lodgement of FORM 1A CONSENT TO APPLY - Bullaring Road Widenings with Western Australian Planning Commission to rectify the tenure through survey and Landgate processes.*
3. *Authorise the CEO to negotiate payment of compensation with landholders Shelley Nominees Pty Ltd for the acquisition of land associated with proposed Deposited Plan 430100 based on valuation and subject to budget constraints.*

Carried 7/0

For: Cr. Jacobs, Cr. Leach, Cr. Hickey, Cr. Dickinson, Cr. Smith, Cr. Dyer & Cr. Talbot

Against: Nil

9 CHIEF EXECUTIVE OFFICER REPORT

The Chief Executive Officer report was provided to Council during the Discussion Forum

10 PRESIDENT'S REPORT

The President, Cr. Jacobs gave an overview of meetings and events attended.

11 COUNCILLORS' QUESTIONS, REPORTS AND INFORMATION ITEMS

Cr. Dickinson and Cr. Talbot expressed their experience hosting medical students during the medical student immersion program.

The Deputy President, Cr. Leach gave an overview of meetings attended and upcoming events.

12 URGENT BUSINESS APPROVED BY THE PRESIDENT OR DECIDED BY THE COUNCIL

13 INFORMATION BULLETIN

14 WALGA AND CENTRAL ZONE MOTIONS

15 NEXT MEETING

Ordinary Council Meeting on 21 April 2026 at 4pm.

16 MEETING CLOSURE

The President, Cr. Jacobs closed the meeting at 4:43pm.

UNCONFIRMED



MINUTES

**BUSH FIRE ADVISORY
COMMITTEE MEETING
Thursday 26 March 2026**

Commenced at 4.00pm

Venue: Community Resource Centre, 55 Larke Crescent, Corrigin

CORRIGIN BUSH FIRE ADVISORY COMMITTEE TERMS OF REFERENCE

1.0 NAME

The Committee shall be known as the Corrigin Bush Fire Advisory Committee (Committee).

2.0 ROLE OF THE ADVISORY COMMITTEE

To formulate for Council's consideration, recommendations and policy on matters relating to bush fire prevention, control and extinguishment.

3.0 OBJECTIVES OF THE ADVISORY COMMITTEE

- To advise Council on all matters relating to the operations of the Bush Fires Act 1954.
- To advise Council on the best and most efficient means of maximising fire control resources in the district.

4.0 MEMBERSHIP

The Council appoints to the Committee those ex officio representatives listed in the categories of membership outlined below. Membership of the Committee shall, unless otherwise specified, be for a term ceasing at the date of the Local Government election in the year the Shire's local government elections are held, after which time the Council may appoint members for a further term.

Council may dismiss members who miss two consecutive meetings without reasonable cause. Membership of the Committee shall be:

- The President of the Shire of Corrigin.
- The Chief Bush Fire Control Officer (CBFCO).
- The Deputy Chief Bush Fire Control Officer (DBFCO).
- One Bush Fire Control Officer (appointed by the Shire in accordance with the Bush Fires Act 1954) from each Brigade.
- One Councillor nominated by the Council.

Chief Executive Officer and other Shire staff members will provide advice and administrative support to the Committee.

A Representative from Department of Fire and Emergency Services (DFES) Upper Great Southern Region and any other agency as determined by the Presiding Member will be invited to attend and provide reports on their respective agencies.

5.0 PRESIDING MEMBER

The President takes the role of Presiding Member. The members of the Committee shall elect a Deputy Presiding Member to chair in the absence of the Presiding Member.

The election of the Presiding Member and the Deputy shall also be required to be repeated at the first meeting after the local government election to satisfy the requirements of the Local Government Act.

This can be facilitated by the CEO or the CEO's representative conducting the election calling for a motion to confirm the election of the CBFCO and the Deputy Chief Bush Fire Control Officer.

The Presiding Member shall ensure that minutes of the proceedings are kept and that business is conducted in accordance with the Shire of Corrigin Standing Orders.

The minutes of the Committee are to be submitted to the next ordinary meeting of the committee for confirmation. The person presiding at the meeting at which the minutes are confirmed is to sign the minutes and certify the confirmation. The Local Government Act 1995 places responsibility for speaking on behalf of Council with the President, or the CEO if the President agrees. The Presiding Member if not the Shire President as well as individual members of the Committee are to refrain from speaking publicly on behalf of the committee or Council, or to issue any form of written material purporting to speak on behalf of the

committee or Council without the prior approval of the Shire President.

6.0 CONDUCT OF MEETINGS

Ordinary meetings of the Committee shall be held on a day as determined by the Presiding Member generally in March or April and September or October each year. Written notice shall be given to all Committee members, at least 14 days prior to the meeting. Special meetings of the Committee may be convened by:

- the Presiding Member
- written notice to all Committee members, such notice being signed by at least four members of the Committee, giving not less than 7 days notice and stating purpose of the meeting.
- the Council

The time and venue of meetings will be determined by the Presiding Member or the Council having due regard to the general convenience of the Committee members.

The Committee is established by the Council of the Shire of Corrigin under the powers and given in section 5.8 of the Local Government Act 1995 and under section 67 (Advisory Committees) of the Bush Fires Act 1954. Notice of meetings, quorum requirements of 50% of members and all other matters pertaining to the conduct of the committee shall be carried out in accordance with the Local Government Act 1995.

7.0 DELEGATED POWERS

The Committee has no delegated powers and is an advisory committee to Council only. Recommendations of committees meetings are to be presented to Council by Shire staff for noting or for consideration as soon as practicable after unconfirmed minutes of Committee meetings are available.

1. DECLARATION OF OPENING

The Chairperson, Shire President Cr. S Jacobs opened the meeting at 4:05pm.

2. ATTENDANCE/APOLOGIES

Shire Deputy President	Cr S Jacobs
Chief Executive Officer	N Manton
Executive Support Officer	J Filinski
Chief Bushfire Control Officer	G Evans
Deputy Chief Bushfire Control Officer	S Bolt
Acting Community Emergency Services Manager (CESM)	R Northey
Fire Control Officers (FCOs)	S Jacobs
	K Courboules
	K Sturges
	B Talbot
	J Bell
	P McBeath
	J Baker
	B Talbot
	C Jespersen
	T George

APOLOGIES

DFES Area Officer Narrogin West	B Davies
FCO's	G Connelly
	J Hewett
	A Rendell
	C Poultney

3. CONFIRMATION OF PREVIOUS MINUTES

Minutes of the Bush Fire Committee meeting held on Thursday 2 October 2025 (Attachment 3.1).

COMMITTEE RESOLUTION

Moved: G Evans

Seconded: K Courboules

Minutes of the Bush Fire Advisory Committee meeting held on Thursday 2 October 2025 (Attachment 3.1) be confirmed as a true and correct.

Carried

3.1. Receipt of Volunteer Bush Fire Brigade Minutes

COMMITTEE RESOLUTION

Moved: T George

Seconded: S Jacobs

Minutes of the Corrigin Central Bush Fire Brigade meeting held on 18 February 2026 (Attachment 3.1.1) be received and noted.

Minutes of the Bilbarin Bush Fire Brigade meeting held on 16 October 2025 (Attachment 3.1.2) be received and noted.

Minutes of the Bulyee/Kunjin Bush Fire Brigade meeting held on 9 October 2025 (Attachment 3.1.3) be received and noted.

Minutes of the Bullaring Bush Fire Brigade meeting held on 31 October 2025 (Attachment 3.1.4) and 6 March 2026 (Attachment 3.1.5) be received and noted.

Corrigin East Bush Fire Brigade - no meeting held

Carried

4. ELECTION OF OFFICERS

A Fire Control Officer as described in the *Bushfires Act 1954* and Bush Fire Brigade Standard Operating Procedures (SOP) recognise that if a FCO is in attendance at the fire they are to become the Incident Controller as described below.

Bush Fires Act 1954 section 44

*(3) Subject to the provisions of sections 13(6) and 45, where the bush fire brigade of a local government is present at a fire which is burning within the district of the local government, **if a bush fire control officer of the local government is not present, the captain or in his absence the next senior officer of the bush fire brigade of the local government**, or in the absence of the captain and all other officers of that bush fire brigade, any other member of that bush fire brigade has and shall take supreme control and charge of all operations and the officers and members of another bush fire brigade if present are subject to and shall act under his orders and directions.*

*(4) Subject to the provisions of sections 13(6) and 45, **where a bush fire control officer of a local government is present at a fire** which is burning in the district of the local government, he **has supreme control and charge of all operations, and the officers and members of all bush fire brigades present at the fire** are subject to and shall act under his orders and directions.*

**Chief Bush Fire Control Officer
COMMITTEE RESOLUTION**

Moved: S Jacobs

Seconded: P McBeath

That Greg Evans be appointed Chief Bush Fire Control Officer for 2026/27.

Carried

**Deputy Chief Bush Fire Control Officer
COMMITTEE RESOLUTION**

Moved: T George

Seconded: S Jacobs

That Steven Bolt be appointed Deputy Chief Bush Fire Control Officer for 2026/27.

Carried

Fire Control Officers

Fire Control Officers nominated by Bilbarin, Bullaring, Bulyee and Central brigades.
Corey Weguelin nominated as a new FCO by Central Brigade

COMMITTEE RESOLUTION

Moved: G Evans

Seconded: B Talbot

That the following people be appointed as Bush Fire Control Officers for 2026/27:

Bilbarin Brigade

Sadow Jacobs	0427 652 042
Steven Bolt	0427 652 043
Paul McBeath	0427 629 024

Bullaring Brigade

Greg Evans	0429 657 021
Craig Jespersen	0427 887 075
Juan Baker	0427 378 970
Joel Bell	0429 657 097

Bulyee/Kunjin Brigade

John Hewett	0427 632 480
Braden Grylls	0428 658 048
Craig Poultney	0427 454 002
Kim Sturges	0488 658 040

Central Brigade

Garrick Connelly	0488 632 107
Adam Rendell	0427 632 291
Corey Weguelin	0427 312 448
Natalie Manton	0427 425 727
Roger Northey	0448 494 027

Corrigin East Brigade

Tim George	0427 655 045
Kim Courboules	0427 632 624
Bruce Talbot	0427 632 224

Carried

COMMITTEE RESOLUTION

Harvest Ban Officers

Moved: C Jespersen

Seconded: J Bell

That the following people be authorised Harvest Ban Officers for 2026/27:

- *Natalie Manton*
- *Adam Rendell, Garrick Connelly (proxy),*
- *Sadow Jacobs, Steven Bolt (proxy),*
- *Paul Baker, Juan Baker (proxy),*
- *Greg Evans, Braden Grylls (proxy)*

Carried

Fire Weather Officers

A checklist has been provided as attachment 4.0.1 for Fire Weather Officers to complete when fulfilling duties within the role.

Instructions for accessing BOM Registered user for Fire Weather Officers/Fire Control Officers has been provided as attachment 4.0.2

COMMITTEE RESOLUTION

Moved: J Baker

Seconded: K Courboules

That the following Fire Control Officers are appointed as Fire Weather Officers for 2026/27

- *Greg Evans responsible for Town Centre and Southwest Quarter,*
- *Steven Bolt responsible for Northwest Quarter*
- *Sadow Jacobs responsible for Northeast Quarter*
- *Adam Rendell responsible for Southeast Quarter.*

Carried

Training Officer

COMMITTEE RESOLUTION

Moved: S Bolt

Seconded: G Evans

That Roger Northey, CESM, be appointed as Training Officer for 2026/27.

Carried

Dual Fire Control Officers

COMMITTEE RESOLUTION

Moved: B Talbot

Seconded: J Baker

That the following people be appointed as Dual Fire Control Officers for 2026/27

Shire of Brookton	Greg Evans, Braden Grylls
Shire of Bruce Rock	Sadow Jacobs, Tim George
Shire of Kondinin	Bruce Talbot, Tim George
Shire of Kulin	Bruce Talbot
Shire of Narembeen	Tim George
Shire of Pingelly	Greg Evans, Braden Grylls
Shire of Quairading	Craig Poultney
Shire of Wickepin	Craig Jespersen, Joel Bell

Carried

4.1. Confirmation of Brigade Office Bearers

Brigades have confirmed the following positions.

Bilbarin

Captain: *Steven Bolt*

Secretary: *Sadow Jacobs*

Equipment Officer: *Sadow Jacobs*

Training Officer: *Steven Bolt*

Bullaring

Captain: *Juan Baker*

Secretary: *Callum Evans*

Equipment Officer: *Juan Baker*

Training Officer: *Juan Baker*

Bulyee

Captain: *Kim Sturges*

Secretary: *Amy Lee*

Equipment Officer: *Kim Sturges, Lyndon Baker & Clancy Baker*

Training Officer: *Lyndon Baker*

Corrigin Central

Captain: *Garrick Connelly*

Secretary: *Liam Shaw*

Equipment Officer: *Justin Downing Grose*

Training Officer: *Darian Smith*

Corrigin East

Captain: *Tim George*

Secretary: *Kim Courboules*

Training Officer: *Kim Courboules*

5. REPORTS

5.1. Incident Reports

19 November 2025	Yealering lightning
13 December 2025	CBH Corrigin woodchips
24 December 2025	Bendering Reserve – shire water tanker
6 January 2026	Bulyee - Brookton Highway truck fire
16 January 2026	Dangin Mears Road, South Caroling Shire of Quairading
27 January 2026	Bin on fire, Walton Street
29 January 2026	Babakin Corrigin Wogerlin Road stubble crunching
31 January 2026	Pole top fire Larke's
10 February 2026	Bartlett Road
27 February 2026	Lomos North Road
9 March 2026	Power line hit CBH

Brigades supported multiple fires outside of the region.

See attached Incident Notification Management Procedures (Attachment 5.1).

FCO's to respond to DFES COMMS as soon as job is active and update throughout until the job is closed. Important for good communication and insurance for volunteers.

Confirmed BFB brigades are responsible for managing fires outside of the gazetted Corrigin townsite. BFB are not trained for electric vehicle fires so should call VFRS to handle the electric vehicle fire whilst the BFB manages the perimeter. An awareness day will be planned for the future.

Send all incident and attendance forms to roger.northey@dfes.wa.gov.au as soon as possible after every incident.

5.2. DFES Report

DFES Area Officer report is provided as an additional attachment with the minutes.

6. FIREBREAK ORDER 2026/2027

Firebreak Order for 2026/2027 provided as Attachment 6.0.

COMMITTEE RESOLUTION

Moved: G Evans

Seconded: S Jacobs

That the Bush Fire Advisory Committee recommend to Council that the Firebreak Order 2026/27 be endorsed.

Carried

7. GENERAL BUSINESS

7.1. Restricted And Prohibited Burning Period

Restricted and prohibited dates are noted below

	Restricted Start	Prohibited Start	Prohibited End	Restricted End
Gazetted	19 September	1 November	15 February	15 April

Permit holders are required to check the fire danger index and must not light a fire on a day when the rating is **HIGH** or above.

Check fire danger index at www.emergencywa.gov.au

Action:

Permit Book - Yellow copies to shire for record keeping.

Remind permit holder to notify DFES COMMS number on permit on the day of burning to avoid 000 calls from public.

7.2. Easter SMS Message

The following text message will be used during Easter:

No burning is permitted on Good Friday 3 April 2026 and Easter Sunday 5 April 2026 in the Shire of Corrigin

7.3. Brigade Lists

Membership information was sent to all brigade members on 31 July 2025 including:

- Bush Fire Local Law
- Bush Fires Act 1954
- Bushfire Policies and Procedures
- Insurance Information
- DFES Guidelines for Operating Private Equipment at Fires
- Training Information & eAcademy Access Instructions
- Details Update Form
- PPE Order form.

Brigade Captain/Secretary to sign all applications for new membership.

Updated brigade lists for review, and application forms to be provided to volunteers not on the DFES register. Send new and completed applications to

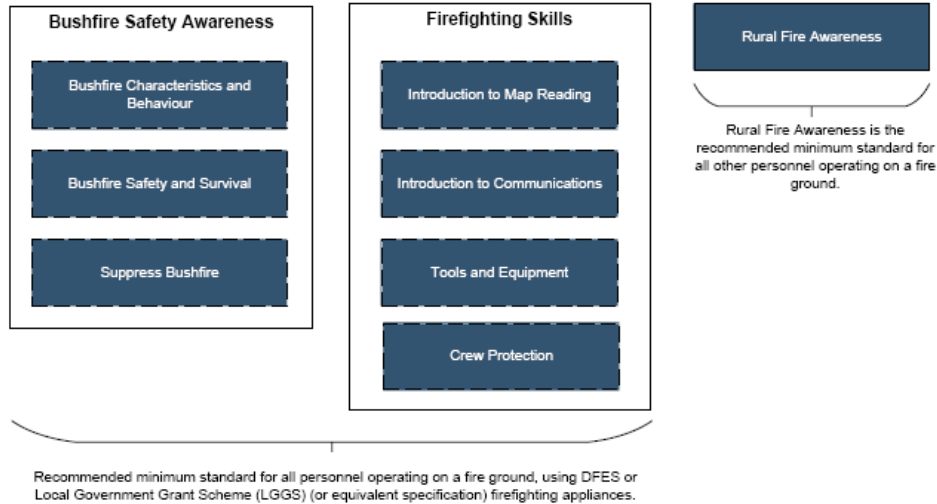
eso@corrigin.wa.gov.au

Action:

Brigade Captain to review brigade membership list and advise ESO of any changes.
Update What's app group to include new members.

7.4. Training

Minimum training requirements as per Bushfire Policies and Procedures Manual and recommended by DFES in attachment 7.4 is summarised below:



Rural Fire Awareness Training is available online for brigade members and farm workers. All members will need to complete Rural Fire Awareness by October 2026.

Current completion of Rural Fire Awareness:

- Bilbarin Brigade – 36%
- Bullaring Brigade – 48%
- Bulyee Brigade – 45%
- Corrigin Central Brigade – 46%
- Corrigin East Brigade – 16%

Aiming for 100% of members to have completed Rural Fire Awareness by October 2026.

Firefighting Skills

- 31 March 2026 – East Brookton
- 13 April 2026 – Corrigin CRC

Fire Safety Awareness

- 24 March 2026 – East Brookton
- 7 April 2026 – Corrigin CRC

Leadership, communication and incident management was identified as a priority for FCO's

7.5. Personal Protective Equipment

Please advise CESM if any PPE needs replacing in the trucks and pass on uniform order forms to members who need new PPE.

7.6. Radio Maintenance

Brigades to send radio maintenance requests to CESM R Northey to ensure work orders are produced prior to the next round of servicing. This includes broken radios, radios moving from one vehicle to another, etc.

Action: Radio repair/swap requests to be sent to roger.northey@dfes.wa.gov.au

7.7. Fuel Allocation

Volunteer fuel cards will expire in June 2026. Funds remaining on each card are as follows:

Bilbarin BFB - \$1,000
Bullaring BFB - \$1,000
Corrigin Central BFB - \$1,000
Bulyee/Kunjin BFB - \$1,000
Corrigin East - \$1,000

Bushfire Control Officers - 2025/2026 Volunteer Fuel Card Distribution List

Name	Amount
Greg Evans	\$ 750.00
Steven Bolt	\$ 500.00
Sadow Jacobs	\$ 250.00
Paul McBeath	\$ 250.00
Juan Baker	\$ 250.00
Craig Jespersen	\$ 250.00
Joel Bell	\$ 250.00
Kim Sturges	\$ 250.00
John Hewett	\$ 250.00
Braden Grylls	\$ 250.00
Craig Poultney	\$ 250.00
Tim George	\$ 250.00
Kim Courboules	\$ 250.00
Bruce Talbot	\$ 250.00
Garrick Connelly	\$ 250.00
Adam Rendell	\$ 250.00
Extra	\$ 250.00
	<hr/> \$ 5,000.00 <hr/>

7.8. Aboriginal Heritage and Fire Management

The Department of Fire and Emergency Services (DFES) has released Aboriginal Heritage and Fire Management – Interim Guidance 2025/26. The guidance outlines practical measures to minimise harm to Aboriginal heritage during bushfire mitigation and suppression activities, while recognising that life and property protection remains the overriding priority during emergencies. It is relevant to local governments, contractors, and Volunteer Bush Fire Brigades, and should be considered during both planning and operational activities.

A link to the full guidance is provided for members' information.

[Aboriginal Heritage and Fire Management – Interim Guidance 2025/26.](#)

8. MEETING CLOSURE

The Chairperson, Shire President Cr. S Jacobs closed the meeting at 5:28pm and thanked everyone for their attendance.



MINUTES

AUDIT, RISK AND IMPROVEMENT
COMMITTEE MEETING

Monday 13 April 2026

6:00pm

Council Chambers

This document can be made available (on request) in other formats for people with a disability

Strengthening our community now to grow and prosper into the future

TERMS OF REFERENCE

1.0 INTRODUCTION

The Council of the Shire of Corrigin (hereinafter called the Council) hereby establishes a committee under the powers given in *Section 5.8* and *Section 7.1 A* of the *Local Government Act 1995*, *Local Government Amendment Act 2024* and *Audit Regulations*, such committee to be known as the Audit, Risk and Improvement Committee, (hereinafter called the Committee). The Council appoints to the Committee those persons whose names appear in Section 5.0 below.

Membership of the Committee shall, unless otherwise specified, be for a term ceasing at the date of the Local Government election in the year the Shire's local government elections are held, after which time the Council may appoint members for a further term. The Committee shall act for and on behalf of Council in accordance with provisions of the *Local Government Act 1995*, and associated regulations, local laws and policies of the Shire of Corrigin and this Instrument.

2.0 NAME

The name of the Committee shall be the Audit, Risk and Improvement Committee.

3.0 ROLE

The Committee's role is to report to Council and provide appropriate advice and recommendations on matters relevant to its objectives to facilitate decision-making by Council in relation to the discharge of its responsibilities.

4.0 OBJECTIVES OF THE COMMITTEE

4.1 To provide guidance and assistance to the Council in:

- a) carrying out its audit functions under Part 7 of the *Local Government Act*.
- b) the development of a process to be used to select and appoint an auditor.
- c) determining the scope and content of the external and internal audit and advising on the general financial management of the Shire.
- d) overseeing the audit process and meeting with the external auditor after each visit to discuss management issues and monitoring administration's actions on, and responses to, any significant matters raised by the auditor.
- e) evaluating and making recommendations to Council on internal and external audit reports prior to them being presented to Council.
- f) receiving and verifying the annual Local Government Statutory Compliance Return.
- g) review reports provided by the CEO on the Shire's systems and procedures in relation to:
 - i. risk management;
 - ii. internal control; and
 - iii. legislative compliance;

at least once every two years and report to Council the results of that review. Ref: *Functions of Audit Committees (Audit Regulations)*.

4.2 To advise Council on significant high level strategic risk management issues related to the Shire of Corrigin including issues involving:

- a) the community;
- b) the workforce;
- c) vehicles and plant;
- d) buildings and similar property;
- e) revenue streams;
- f) legal liability;

- g) electronically stored information;
- h) environmental impact;
- i) fraud; and
- j) reputation.

5.0 MEMBERSHIP

The Committee shall consist of all Councillors. Additionally up to two independent members with expertise in financial or legal matters will provide additional independent external advice to the Committee. The external independent persons will have senior business, legal or financial management/reporting knowledge and experience, and be conversant with the financial and other reporting requirements.

Appointments of external consultants shall be made by the CEO following a decision of Council and the allocation of sufficient funds to provide consultation fees using relevant professional fee schedules. No member of staff including the CEO is to be a member of the Committee, but the CEO may participate as Council's principal advisor, unless expressly excluded by resolution of the Committee.

6.0 PRESIDING MEMBER

The Council must appoint a Presiding Member, a Deputy of the Presiding Member, and may, at its discretion, appoint a Deputy Presiding Member. Presiding members cannot be members of the Council or shire staff.

The Presiding Member shall ensure that minutes of the proceedings are kept and that business is conducted in accordance with the Shire of Corrigin Standing Orders (Local Law).

The *Local Government Act 1995* places responsibility for speaking on behalf of Council with the President, or the CEO if the President agrees. The Presiding Member if different from the President is to refrain from speaking publicly on behalf of the committee or Council, or to issue any form of written material purporting to speak on behalf of the committee or Council without the prior approval of the President.

7.0 CONDUCT OF MEETINGS

The Committee shall meet at least three times per year. A schedule of meetings will be developed and agreed to by the members. As an indicative guide, meetings would be arranged to coincide with relevant Council reporting deadlines, for example in February to discuss the Statutory Compliance Return, in July to discuss the year's financial performance and to discuss the annual audit program and in November to discuss the Annual Financial Report. Additional meetings shall be convened at the discretion of the Presiding Member.

Any three members of the Committee collectively or the internal or external auditor themselves may request the Presiding Member to convene a meeting. Urgent matters which may arise should be referred directly to Council through the monthly meetings or to a Special Council meeting.

- 7.1 Notice of meetings shall be given to members at least three days prior to each meeting.
- 7.2 The Presiding Member shall ensure that detailed minutes of all meetings are kept and shall, not later than five days after each meeting, provide Council with a copy of such minutes. Council shall provide secretarial and administrative support to the Committee.
- 7.3 All members of the Committee shall have one vote. If the vote of the members present is equally divided, the person presiding must cast a second vote.
- 7.4 The Chief Executive Officer should attend all meetings, except when the Committee chooses to meet in camera with the exclusion of the CEO.
- 7.5 Representatives of the external auditor should be invited to attend at the discretion of

the Committee but must attend meetings either in person or by telephone link up considering the draft annual financial report and results of the external audit.

- 7.6 The internal auditor or representative shall be invited to attend meetings, at the discretion of the Committee, to consider internal audit matters.

8.0 QUORUM

A quorum for a meeting shall be at least 50 percent of the number of members, whether vacant or not. A decision of the Committee does not have effect unless a simple majority has made it.

9.0 DELEGATED POWERS

The Committee has no delegated powers under the *Local Government Act 1995* and is to advise and make recommendations to Council only.

The Audit, Risk and Improvement Committee is a formally appointed committee of Council and is responsible to that body.

The Audit, Risk and Improvement Committee does not have executive powers or authority to implement actions in areas over which management has responsibility and does not have any delegated financial responsibility. The Committee does not have any management functions and is therefore independent of management.

The following guidelines are to provide further direction from Council for the operation of the Committee:

9.1 External Audit

The Committee shall:

- Liaise with the Office of the Auditor General regarding the appointment of a suitable Auditor.
- Prior to appointment, discuss the scope of the audit and any additional procedures required from the external auditor. Invite the external auditor to attend audit committee meetings to discuss the audit results and consider the implications of the external audit findings.
- Inquire of the auditor if there have been any significant disagreements with management and whether they have been resolved.
- Monitor management responses to the auditor's findings and recommendations.
- Review the progress by management in implementing audit recommendations and provide assistance on matters of conflict.
- Provide a report and recommendations to Council on the outcome of the external audit.

9.2 Co-ordination of Auditors

The Committee shall:

- Oversee the work of the internal audit function to facilitate co-ordination with the external auditor.
- Meet periodically with the Chief Executive Officer, senior management staff and internal and external auditors to understand the organisation's control environment and processes.

9.3 Duties and Responsibilities

The following duties and responsibilities of the Committee will include:

- i. To review the scope of the internal audit plan and program and the effectiveness of the function. This review should consider whether, over a period of years the internal audit plan systematically addresses:

- internal controls over significant areas of risk, including non-financial management control systems.
 - internal controls over revenue, expenditure, assets and liability processes;
 - the efficiency, effectiveness and economy of significant Council programs; and
 - compliance with regulations, policies, best practice guidelines, instructions and contractual arrangements.
- ii. Review the appropriateness of special internal audit assignments undertaken by internal audit at the request of Council or Chief Executive Officer.
 - iii. Review the level of resources allocated to internal audit and the scope of its authority.
 - iv. Review reports of internal audit and the extent to which Council and management react to matters raised by internal audit, by monitoring the implementation of recommendations made by internal audit.
 - v. Facilitate liaison between the internal and external auditor to promote compatibility, to the extent appropriate, between their audit programs.
 - vi. Critically analyse and follow up any internal or external audit report that raises significant issues relating to risk management, internal control, financial reporting and other accountability or governance issues, and any other matters relevant under the Committee's terms of reference.
 - vii. Review management's response to, and actions taken as a result of the issues raised.
 - viii. Monitor the risk exposure of Council by determining if management has appropriate risk management processes and adequate management information systems.
 - ix. Monitor ethical standards and related party transactions by determining whether the systems of control are adequate.
 - x. Review Council's draft annual financial report, focusing on:
 - accounting policies and practices.
 - changes to accounting policies and practices.
 - the process used in making significant accounting estimates.
 - significant adjustments to the financial report (if any) arising from the audit process.
 - compliance with accounting standards and other reporting requirements.
 - significant variances from prior years.
 - xi. Recommend adoption of the annual financial report to Council. Review any significant changes that may arise subsequent to any such recommendation but before the financial report is signed.
 - xii. Discuss with the external auditor the scope of the audit and the planning of the audit.
 - xiii. Discuss with the external auditor issues arising from the audit, including any management letter issued by the auditor and the resolution of such matters.
 - xiv. Review tendering arrangements and advise Council.
 - xv. Review the annual performance statement and recommend its adoption to Council.
 - xvi. Review issues relating to national competition policy, financial reporting by Council business units and comparative performance indicators.
 - xvii. Identify and refer specific projects or investigations deemed necessary through the Chief Executive Officer, the internal auditor and the Council if appropriate. Oversee any subsequent investigation, including overseeing of the investigation of any suspected cases of fraud within the organisation.
 - xviii. Monitor the progress of any major lawsuits facing the Council.
 - xix. Address issues brought to the attention of the Committee, including responding to requests from Council for advice that are within the parameters of the Committee's terms of reference.

- xx. Report to Council after each meeting, in the form of minutes or otherwise, and as necessary and provide an annual report to Council summarising the activities undertaken during the year.
- xxi. The Committee in conjunction with Council and the Chief Executive Officer should develop the Committee's performance indicators.
- xxii. The Committee, through the Chief Executive Officer and following authorisation from the Council, and within the scope of its responsibilities, may seek information or obtain expert advice on matters of concern.
- xxiii. Advise Council on significant risk management issues related to the Shire of Corrigin including major issues involving:
 - The Community;
 - The Workforce;
 - Vehicles and Plant;
 - Buildings and Similar Property;
 - Revenue Streams;
 - Legal Liability;
 - Electronically Stored Information;
 - Environmental Impact;
 - Fraud; and
 - Reputation.
- xxiv. Review reports on the appropriateness and effectiveness of the Shire's systems and procedures in relation to:
 - risk management;
 - internal control; and
 - legislative complianceand report to Council.

9.4 Reporting Powers

The Committee:

- Shall report to Council and provide recommendations on matters pertaining to its terms of reference by assisting elected members in the discharge of their responsibilities for oversight and corporate governance of the local government.
- Does not have executive powers or authority to implement actions in areas that management has responsibility.
- Is independent of the roles of the Chief Executive Officer and his senior staff as it does not have any management functions.
- Does not have any role pertaining to matters normally addressed by the Local Emergency Management Committee and Council in relation to financial management responsibilities in relation to budgets, financial decisions and expenditure priorities.
- Is a separate activity and does not have any role in relation to day-to-day financial management issues or any executive role or power.
- Shall after every meeting forward the minutes of that meeting to the next Ordinary meeting of the Council, including a report explaining any specific recommendations and key outcomes.
- Shall report annually to the Council summarising the activities of the Committee during the previous financial year.

10.0 TERMINATION OF COMMITTEE

Termination of the Committee shall be:

- a) in accordance with the *Local Government Act 1995*; or
- b) at the direction of the Council.

11.0 AMENDMENT TO THE INSTRUMENT OF APPOINTMENT AND DELEGATION

This document may be altered at any time by the Council.

12.0 COMMITTEE DECISIONS

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

13.0 CONFLICTS OF INTEREST

Members of the Audit, Risk and Improvement Committee are required to disclose all conflicts of interest and may not be eligible to vote on a matter, depending on the nature of the conflict.

14.0 CONFIDENTIALITY

All Committee members are expected to be aware of their responsibilities regarding the confidentiality of information about Council affairs.

15.0 REMUNERATION

External members appointed under the terms of reference are eligible for a per-meeting fee up to the maximum determined by the Salaries and Allowances Tribunal.

1 DECLARATION OF OPENING

The Presiding member, J Mason opened the meeting at 6:02pm

2 ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE

Presiding Member	J Mason
Deputy Presiding Member	L Baker (Via Teams)
Shire President	Cr. S Jacobs
Deputy President	Cr. M Leach
Councillors	Cr. D Hickey
	Cr. M Talbot
	Cr. M Dickinson
	Cr. M Smith
	Cr. W Dyer
Chief Executive Officer	N Manton
Deputy Chief Executive Officer	M Henry
Executive Support Officer	J Filinski
Senior Manager – SW Accountants & Advisors	T Hu (Via Teams)
Auditor – SW Accountants & Advisors	J Holborn (Via Teams)
Assistant Director – Office of Auditor General (OAG)	S Karki (Via Teams)

APOLOGIES

3 DECLARATIONS OF INTEREST

NIL

4 PUBLIC QUESTION TIME

NIL

5 CONFIRMATION AND RECEIPT OF MINUTES

5.1 CONFIRMATION AUDIT AND RISK MANAGEMENT COMMITTEE MEETING COMMITTEE'S RESOLUTION

Moved: Cr. Talbot

Seconded: Cr. Jacobs

That the Minutes of the Audit, Risk and Improvement Committee meeting held on Tuesday 9 December 2025 (Attachment 5.1) be confirmed as a true and correct record.

Carried 9/0

For: J Mason, L Baker, Cr. Jacobs, Cr. Leach, Cr. Hickey, Cr. Dickinson, Cr. Talbot, Cr. Smith & Cr. Dyer

Against: Nil

The auditors from SW Accountants & Advisors, and the Assistant Director from the OAG introduced themselves and provided an overview of the audit plan for the 2025/26 audit including key focus areas.

T Hu, J Holborn and S Karki left the meeting at 6:09pm.

6 REPORTS

Freedom of Information Applications and Ombudsman Complaint

The Shire received seven Freedom of Information (FOI) applications last year, which is relatively high given the Shire does not usually receive FOI requests (the last recorded application was in 2014). The applications were received in April (2), May (2), and July (3). Of the seven applications, two were refused as invalid and five were accepted and progressed. Four of the five accepted applications proceeded to external review with the

Office of the Information Commissioner. One external review has been finalised and three remain ongoing.

One applicant also lodged a complaint with the Western Australian Ombudsman regarding the Shire's handling of matters. The complaint was closed following the Shire's response, with no further action required.

The FOI applications, associated external reviews and complaint processes have required a significant allocation of staff time across the Chief Executive Officer, Executive Support Officer and other staff. While the Shire is required to comply with legislative obligations, the volume and complexity of these matters have created operational, compliance and resourcing pressures, including diversion from other priorities. These matters present potential legal, financial and governance risks if not managed appropriately.

To strengthen future management of FOI processes and improve efficiency, consideration may be given to targeted FOI training to ensure best practice processes are consistently applied.

Governance/Legislation Updates

The February 2026 WALGA Governance Newsletter outlines significant amendments to the *Local Government Act 1995* and associated Regulations, effective 1 January 2026. Key changes relevant to governance and compliance include:

- All Committee meetings are now required to be open to the public, with expanded publication and transparency obligations.
- Revised provisions relating to closing meetings and treatment of confidential information.
- Introduction of a new complaints framework under Part 8A, including confidentiality requirements and the role of the Local Government Inspector.
- Amendments to the Model Code of Conduct, with a requirement for Local Governments to update their adopted Code by 31 March 2026.
- New requirements for maintaining and publishing a record of information about conduct.
- Mandatory updates to the Employee Code of Conduct to include disclosure of secondary employment.
- Formalised requirements for Audit, Risk and Improvement Committees (ARIC), including mandatory appointment of independent Presiding Members and implementation of prescribed functions by 30 June 2026.
- Strengthened compliance obligations relating to Council Member training, returns, and notification requirements to the Inspector.

These amendments introduce additional governance, reporting and compliance obligations for Local Governments. Implementation will require review and, where necessary, amendment of policies, procedures, Terms of Reference and reporting practices to ensure compliance within prescribed timeframes.

Auditor General Report – Gifts and Benefits in Local Government

The Office of the Auditor General Western Australia audited how local governments manage gifts and benefits.

The audit found that most entities maintain accurate and transparent gift registers, supporting accountability and public trust. However, significant weaknesses were identified in the management of conflicts of interest. At the six entities reviewed, 79 individuals accepted gifts from suppliers and were later involved in procurement or contract-related decisions, creating risks to impartial decision-making.

The report highlights the need for stronger controls, clearer guidance, and improved staff awareness, particularly as most gifts were accepted by staff rather than elected members or CEOs. It also notes that further guidance from the Department of Local Government, Industry Regulation and Safety would assist the sector.

Overall, the report reinforces the importance of effective governance and conflict management to ensure decisions remain free from undue influence. Full report can be found [HERE](#).

Auditor General Report – Information Systems Audit Results

The Office of the Auditor General Western Australia reviewed general computer controls across local government entities to assess the security and reliability of key systems.

The audit identified 333 control weaknesses across 68 entities, with 60% unresolved from prior years. While the number of affected entities decreased, the overall level of risk remains largely unchanged, with most findings rated moderate.

Key issues were identified in access management, information security, endpoint and network security, and business continuity. Common weaknesses included poor password practices, lack of multi-factor authentication, inadequate access monitoring, and limited testing of disaster recovery plans.

Capability maturity assessments at 15 entities showed stagnation or decline, with most entities failing to meet benchmark levels.

The report emphasises the need for stronger governance, improved risk management, and consistent implementation of basic controls to reduce cyber security risks and protect critical systems and data.

Full report can be found [HERE](#).

COMMITTEE'S RESOLUTION

Moved: Cr. Leach

Seconded: Cr. Dickinson

That the Audit, Risk and Improvement Committee receive and note the reports provided above.

Carried 9/0

For: J Mason, L Baker, Cr. Jacobs, Cr. Leach, Cr. Hickey, Cr. Dickinson, Cr. Talbot, Cr. Smith & Cr. Dyer

Against: Nil

7 MATTERS REQUIRING A COMMITTEE DECISION

7.1 MEETING WITH AUDITOR

Applicant:	Shire of Corrigin
Date:	26/03/2026
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	FM.0420
Attachment Ref:	Attachment 7.1 – Audit Planning Report - Confidential

SUMMARY

The Shire of Corrigin Audit, Risk and Improvement Committee is required to meet with the auditor annually.

BACKGROUND

In 2017, the Local Government Amendment (Auditing) Act 2017 amended the *Local Government Act 1995* to require that all local governments be audited by the Auditor General. The Office of the Auditor General (OAG) has appointed SW Accountants & Advisors to undertake the Shire's external audit for the next three years, commencing with the audit for the year ending 30 June 2026.

Under the terms of reference for the Audit, Risk and Improvement Committee (ARIC), the committee is required to discuss the scope and planning of the audit with the external auditor.

As part of the initial steps in the 2025–2026 audit process, an Audit Entrance Meeting will be held. This meeting allows auditors from the OAG and SW Accountants & Advisors to present their audit strategy to the Shire. An Audit Planning Report has been prepared outlining the proposed audit approach, key risk areas, and planned audit procedures to support effective communication between the auditors and those charged with governance.

Representatives from SW Accountants & Advisors will meet with ARIC to present the audit approach for 2026 and respond to questions relating to the audit of the Shire's annual financial report for the year ending 30 June 2026.

Ms Tina Hu, Senior Manager, Assurance and Advisory Services; Mr James Holborn, Auditor; and Mr Suraj Karki, Assistant Director, OAG, will attend the meeting via Teams.

COMMENT

The Audit Entrance Meeting provides the Shire and ARIC with the opportunity to engage early with SW Accountants & Advisors and the OAG regarding the planned audit approach for the 2025–2026 financial year. Early clarification of the audit scope and key focus areas assists the Shire in preparing its financial reporting processes and ensures any emerging matters can be addressed in a timely manner.

The auditors have advised that the interim audit is scheduled for the week commencing 25 May 2026, with the final audit visit booked for 5 October 2026. Based on these timelines, the Annual Report is expected to be completed in November 2026, enabling presentation to Council for endorsement at the Ordinary Meeting of Council on 15 December 2026.

The proposed audit schedule provides sufficient time for year-end preparation, audit review, and completion of statutory reporting requirements.

STATUTORY ENVIRONMENT

Local Government Act 1995 Part 7
Local Government (Audit) Regulations 1996

POLICY IMPLICATIONS

NIL

FINANCIAL IMPLICATIONS

Provision for approximately \$50,000 for the costs associated with the 2025/26 Interim and Annual Audit will be made in the 2026/27 Annual Budget. Provision will be confirmed once advice from the Office of the Auditor General is received.

COMMUNITY AND STRATEGIC OBJECTIVES

Shire of Corrigin Council Plan 2025-2035:

**Objective: Civic Leadership
Strong Governance and Leadership**

Council Plan			
Outcome	Strategies	Action No.	Actions
4.1	Deliver a high standard of governance and administration	4.1.1	Investigate the best option and budget for financial management systems for effective governance and administration of Council
		4.1.3	Implement and monitor the annual budget to support timely progress toward strategic goals

VOTING REQUIREMENT

Simple Majority

COMMITTEE'S RESOLUTION

Moved: Cr. Hickey

Seconded: Cr. Talbot

That the Audit, Risk and Improvement Committee endorse the Audit Planning Report outlining the scope, approach and key deliverables of the audit of the annual financial report for the year ending 30 June 2026.

Carried 9/0

For: J Mason, L Baker, Cr. Jacobs, Cr. Leach, Cr. Hickey, Cr. Dickinson, Cr. Talbot, Cr. Smith & Cr. Dyer

Against: Nil

7.2 INTERNAL AUDIT – RISK MANAGEMENT REVIEW

Applicant:	Shire of Corrigin
Date:	31/03/2026
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	RM.0006
Attachment Ref:	Attachment 7.2 – Risk Dashboard

SUMMARY

This Internal Audit – Risk Management Review report seeks to provide an update on the assessment, impact and controls to mitigate risks using a risk management tool.

BACKGROUND

The latest review of the Risk Management Framework policies and procedures was adopted by Council on 9 December 2025. The policy and procedures document outlines the commitment and objectives regarding managing risk that may impact the Shire's strategies, goals or objectives.

The Risk Management Review Dashboard summaries the following risks:

- Asset Sustainability
- Business and Community Disruption
- Compliance Requirements
- Document Management
- Employment Practices
- Engagement Practices
- Environmental Management
- Errors, Omissions and Delays
- External theft and fraud
- Management of Facilities/Venues and Events
- IT Communication systems
- Misconduct
- Project/ Change Management
- Safety and Security practices
- Supplier Contract management

COMMENT

Internal risk management reviews are completed twice per annum with the previous report in December 2025.

STATUTORY ENVIRONMENT

Local Government (Audit) Regulations 1996

Section 17 CEO to review certain systems and procedures

POLICY IMPLICATIONS

4.1 Risk Management Policy

FINANCIAL IMPLICATIONS

NIL

COMMUNITY AND STRATEGIC OBJECTIVES

Shire of Corrigin Council Plan 2025-2035:

**Objective: Civic Leadership
Strong Governance and Leadership**

Council Plan			
Outcome	Strategies	Action No.	Actions
4.1	Deliver a high standard of governance and administration	4.1.1	Investigate the best option and budget for financial management systems for effective governance and administration of Council
		4.1.5	Continue to implement, monitor and report against the Integrated Planning and Reporting milestones

VOTING REQUIREMENT

Simple Majority

COMMITTEE'S RESOLUTION

Moved: Cr. Leach

Seconded: Cr. Hickey

That the Audit, Risk and Improvement Committee receive the updated Internal Audit Risk Management Report-Dashboard.

Carried 9/0

For: J Mason, L Baker, Cr. Jacobs, Cr. Leach, Cr. Hickey, Cr. Dickinson, Cr. Talbot, Cr. Smith & Cr. Dyer

Against: Nil

7.3 REVIEW OF COUNCIL PLAN 2025 - 2035

Applicant:	Shire of Corrigin
Date:	31/03/2026
Reporting Officer:	Myra Henry, Deputy Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	CM.0049
Attachment Ref:	Attachment 7.3 – Council Plan Review

SUMMARY

This item presents a review of the Shire of Corrigin Council Plan for consideration by the Audit, Risk and Improvement Committee.

BACKGROUND

The Shire of Corrigin Council Plan 2025–2035 was developed following an extensive period of community consultation undertaken in 2025 and was formally adopted by Council on 19 August 2025.

The Council Plan combines the Strategic Community Plan and Corporate Business Plan into a single integrated document. It outlines the community’s long-term vision and aspirations, together with the Shire’s priorities, actions, and resourcing commitments required to achieve those outcomes.

The Council Plan is required to be reviewed at least annually in accordance with the *Local Government (Administration) Regulations 1996* and the Shire’s Integrated Planning and Reporting Framework to ensure it remains relevant and reflects current priorities and capacity.

COMMENT

The Shire of Corrigin Council Plan 2025–2035 integrates the Strategic Community Plan and Corporate Business Plan into a single document outlining the Shire’s long-term vision, priorities, and actions.

The Council Plan includes a schedule of actions and commitments to be delivered over the life of the Plan. This report provides an update on progress against those actions, including achievements to date and actions that are ongoing or yet to commence.

In addition to the statutory annual review, management will provide periodic updates on progress against Council Plan actions to support monitoring of implementation and inform internal oversight of delivery.

The review process supports transparency, accountability, and continuous improvement in service delivery.

STATUTORY ENVIRONMENT

Local Government Act 1995

5.56. Planning principal activities

(1) A local government is to plan for the future of the district

(2) A local government is to ensure that plans made under subsection (1) are in accordance with any regulations made about planning for the future of the district.

Local Government (Administration) Regulations 1996

s. 19C. Strategic community plans, requirements for (Act s. 5.56)

- 1) A local government is to ensure that a strategic community plan is made for its district in accordance with this regulation in respect of each financial year after the financial year ending 30 June 2013.*
- 2) A strategic community plan for a district is to cover the period specified in the plan, which is to be at least 10 financial years.*
- 3) A strategic community plan for a district is to set out the vision, aspirations and objectives of the community in the district.*
- 4) A local government is to review the current strategic community plan for its district at least once every 4 years.*
- 5) In making or reviewing a strategic community plan, a local government is to have regard to —*
 - (a) the capacity of its current resources and the anticipated capacity of its future resources; and*
 - (b) strategic performance indicators and the ways of measuring its strategic performance by the application of those indicators; and*
 - (c) demographic trends.*
- 6) Subject to subregulation (9), a local government may modify its strategic community plan, including extending the period the plan is made in respect of.*
- 7) A council is to consider a strategic community plan, or modifications of such a plan, submitted to it and is to determine* whether or not to adopt the plan or the modifications.*

**Absolute majority required.*
- 8) If a strategic community plan is, or modifications of a strategic community plan are, adopted by the council, the plan or modified plan applies to the district for the period specified in the plan.*
- 9) A local government is to ensure that the electors and ratepayers of its district are consulted during the development of a strategic community plan and when preparing modifications of a strategic community plan.*
- 10) A strategic community plan for a district is to contain a description of the involvement of the electors and ratepayers of the district in the development of the plan or the preparation of modifications of the plan.*

Local Government (Administration) Regulations 1996

s. 19DA. Corporate business plans, requirements for (Act s. 5.56)

- 1) A local government is to ensure that a corporate business plan is made for its district in accordance with this regulation in respect of each financial year after the financial year ending 30 June 2013.*
- 2) A corporate business plan for a district is to cover the period specified in the plan, which is to be at least 4 financial years.*
- 3) A corporate business plan for a district is to —*
 - a) set out, consistently with any relevant priorities set out in the strategic community plan for the district, a local government's priorities for dealing with the objectives and aspirations of the community in the district; and*
 - b) govern a local government's internal business planning by expressing a local government's priorities by reference to operations that are within the capacity of the local government's resources; and*
 - c) develop and integrate matters relating to resources, including asset management, workforce planning and long-term financial planning.*
- 4) A local government is to review the current corporate business plan for its district every year.*
- 5) A local government may modify a corporate business plan, including extending the period the plan is made in respect of and modifying the plan if required because of modification of the local government's strategic community plan.*

- 6) A council is to consider a corporate business plan, or modifications of such a plan, submitted to it and is to determine* whether or not to adopt the plan or the modifications.
*Absolute majority required.
- 7) If a corporate business plan is, or modifications of a corporate business plan are, adopted by the council, the plan or modified plan applies to the district for the period specified in the plan.

POLICY IMPLICATIONS

NIL

FINANCIAL IMPLICATIONS

The annual budget and Long Term Financial Plan include provision for the resourcing required to support delivery of the outcomes and actions contained within the Council Plan 2025-2035.

COMMUNITY AND STRATEGIC OBJECTIVES

Shire of Corrigin Council Plan 2025-2035:

Objective: Civic Leadership Strong Governance and Leadership

Council Plan			
Outcome	Strategies	Action No.	Actions
4.1	Deliver a high standard of governance and administration	4.1.5	Continue to implement, monitor and report against the Integrated Planning and Reporting milestones

VOTING REQUIREMENT

Simple Majority

COMMITTEE'S RESOLUTION

Moved: Cr. Dickinson

Seconded: Cr. Smith

That the Audit Committee:

1. Receives and notes the review of the Shire of Corrigin Council Plan 2025–2035; and
2. Recommends that Council receives and notes the Council Plan as provided in attachment 7.3.

Carried 9/0

For: J Mason, L Baker, Cr. Jacobs, Cr. Leach, Cr. Hickey, Cr. Dickinson, Cr. Talbot, Cr. Smith & Cr. Dyer

Against: Nil

8 NEXT MEETING

Audit, Risk and Improvement Committee meeting to be held on 9 June 2026 at 6.00pm

9 MEETING CLOSURE

The Presiding Member, J Mason closed the meeting at 6:13pm.

SCHEDULE OF ACCOUNTS PAID FOR THE MONTH OF MARCH 2026

MUNICIPAL ACCOUNT

EFT PAYMENTS

EFT #	DATE	NAME	DESCRIPTION	AMOUNT
EFT22433	05/03/2026	GREAT SOUTHERN FUEL SUPPLIES	FUEL CARD PURCHASES FOR JANUARY 2026	\$ 3,185.41
EFT22434	05/03/2026	JOAN MAVIS HELENA ROBSON	BOND REFUND	\$ 70.00
EFT22435	05/03/2026	TELSTRA LIMITED	PHONE AND INTERNET CHARGES	\$ 1,535.47
EFT22436	05/03/2026	CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS	\$ 169.19
EFT22437	05/03/2026	SALARY PACKAGING AUSTRALIA	SALARY PACKAGING PAYROLL DEDUCTION	\$ 409.63
EFT22440	11/03/2026	A TEAM PRINTING PTY LTD	PRINTING OF 2025-2027 CORRIGIN PHONEBOOKS	\$ 1,562.00
EFT22441	11/03/2026	ARROW BRONZE	NICHE WALL PLAQUE	\$ 360.83
EFT22442	11/03/2026	AUSTRALIA POST	POSTAGE CHARGES FOR FEBRUARY 2026	\$ 90.50
EFT22443	11/03/2026	BEST OFFICE SYSTEMS	PRINTING CHARGES - ADMIN OFFICE, RESOURCE CENTRE, WORKS DEPOT	\$ 399.95
EFT22444	11/03/2026	CITY OF KALAMUNDA	BUILDING CONSULTANCY SERVICES FOR JANUARY 2026	\$ 1,050.00
EFT22445	11/03/2026	COHESIS PTY LTD	PROGRESS PAYMENT - ICT STRATEGIC PLAN DEVELOPMENT	\$ 5,472.50
EFT22446	11/03/2026	CORRIGIN HARDWARE	HARDWARE SUPPLIES FOR JANUARY AND FEBRUARY 2026	\$ 8,230.76
EFT22447	11/03/2026	CORRIGIN NEWSAGENCY	NEWSPAPERS AND STATIONERY SUPPLIES FOR JANUARY AND FEBRUARY 2026	\$ 122.75
EFT22448	11/03/2026	CORSIGN WA PTY LTD	TRAFFIC MANAGEMENT SIGNS, BULLARING GORGE ROCK BLACKSPOT SIGNS	\$ 11,583.00
EFT22449	11/03/2026	DEPARTMENT OF FIRE & EMERGENCY SERVICES	2025/2026 ESL THIRD QUARTER CONTRIBUTION	\$ 28,253.36
EFT22450	11/03/2026	DEPT OF LOCAL GOVERNMENT, INDUSTRY REGULATION & SAFETY	BUILDING SERVICES LEVY FOR FEBRUARY 2026	\$ 2,549.82
EFT22451	11/03/2026	HIMAC ATTACHMENTS	PLANT PARTS - SKIDSTEER LOADER	\$ 431.20
EFT22452	11/03/2026	KATEMS SUPERMARKET	REFRESHMENTS AND CATERING SUPPLIES FOR FEBRUARY 2026	\$ 315.42
EFT22453	11/03/2026	LANDGATE	RURAL UV INTERIM VALUATIONS, GRV INTERIM VALUATIONS	\$ 142.51
EFT22454	11/03/2026	LUDLOW, TANYA	STAFF REIMBURSEMENT	\$ 147.98
EFT22455	11/03/2026	MARKETFORCE - OMNICOM MEDIA	PUBLIC NOTICES - DISPOSAL OF PROPERTY	\$ 863.52
EFT22456	11/03/2026	MALLEE TREE CAFE & GALLERY	REFRESHMENTS AND CATERING	\$ 398.00
EFT22457	11/03/2026	MCMILES INDUSTRIES PTY LTD	REPLACEMENT BORE PUMP FOR GOLF COURSE	\$ 4,807.00
EFT22458	11/03/2026	RAYMOND JONES	BOND REFUND	\$ 280.00
EFT22459	11/03/2026	ROE TOURISM ASSOCIATION	2025/2026 MEMBERSHIP AND EXECUTIVE OFFICER CONTRIBUTION	\$ 6,000.00
EFT22460	11/03/2026	RURAL TREES SERVICES	STUMP GRINDING - SEIMONS AVENUE	\$ 165.55
EFT22461	11/03/2026	SUMWARE CONSULTING LTD	ANNUAL ATHENAEUM LIBRARY SOFTWARE SUPPORT AGREEMENT	\$ 628.00
EFT22462	11/03/2026	TIN HORSE AUTOMOTIVE	PLANT SERVICE - FORD EVEREST SUV	\$ 500.84
EFT22463	11/03/2026	VALLEY AIRCON & REFRIGERATION	CREC COOLROOM REPAIRS, NEW DUCTED SYSTEM AT 2 SPANNEY STREET	\$ 11,405.00
EFT22464	11/03/2026	WA LOCAL GOVERNMENT ASSOCIATION (WALGA)	WALGA TRAINING - COUNCILLOR REGISTRATIONS	\$ 814.00
EFT22465	11/03/2026	WALLIS COMPUTER SOLUTIONS	NEW LAPTOPS AND WORKSTATIONS, IT CONSULTANCY SERVICES	\$ 22,439.77
EFT22466	17/03/2026	AUSTRALIAN AGRIBUSINESS (HOLDINGS) PTY LTD T/AS NUTURF	1200KG OF TURF KING FERTILISER, 680KG OF BLACK UREA	\$ 4,268.00
EFT22467	17/03/2026	AUSTRALIAN TAXATION OFFICE	BAS PAYMENT FOR FEBRUARY 2026	\$ 44,920.00
EFT22468	17/03/2026	AVON WASTE	RUBBISH COLLECTION FOR FEBRUARY 2026	\$ 22,680.50
EFT22469	17/03/2026	CJS AGRI-MECHANICS	PLANT SERVICE & REPAIRS - LOADER, ROLLER, GRADER, PRIME MOVER, PATCHING TRUCK	\$ 39,008.66

SCHEDULE OF ACCOUNTS PAID FOR THE MONTH OF MARCH 2026

EFT22470	17/03/2026	CTI LOGISTICS	FREIGHT CHARGES FOR FEBRUARY 2026	\$ 2,031.54
EFT22471	17/03/2026	CORRIGIN ROADHOUSE	REFRESHMENTS AND CATERING SUPPLIES	\$ 195.00
EFT22472	17/03/2026	EXURBAN PTY LTD	TOWN PLANNING CONSULTANCY SERVICES FOR FEBRUARY 2026	\$ 3,984.91
EFT22473	17/03/2026	HADDEO INFRASTRUCTURE AGRICULTURE PTY LTD	PROGRESS PAYMENT - BULLARING-PINGELLY ROAD LAND ACQUISITION PROJECT	\$ 1,650.00
EFT22474	17/03/2026	LANDGATE	RURAL UV INTERIM VALUATIONS, GRV INTERIM VALUATIONS	\$ 171.28
EFT22475	17/03/2026	MALLEE TREE CAFE & GALLERY	REFRESHMENTS AND CATERING	\$ 1,082.00
EFT22476	17/03/2026	MCMILES INDUSTRIES PTY LTD	REPLACEMENT BORE PUMP FOR MAIN OVAL AND APEX PARK	\$ 8,725.20
EFT22477	17/03/2026	MCLEODS LAWYERS	PREPERATION OF DRAFT LEASE FOR CONTAINERS FOR CHANGE FACILITY	\$ 872.30
EFT22478	17/03/2026	MY SAFETY BUDDY	MY SAFETY BUDDY SUBSCRIPTION FOR FEBRUARY 2026	\$ 53.50
EFT22479	17/03/2026	NARROGIN CARPETS & CURTAINS	REPLACEMENT CARPETS FOR 2 SPANNEY STREET	\$ 3,245.00
EFT22480	17/03/2026	PORTER CONSULTING ENGINEERS	CONSULTANCY SERVICES - VARIOUS ROAD PROJECTS	\$ 2,420.00
EFT22481	17/03/2026	PRINT FINISHING LINE	BOOK BINDING OF COUNCIL MEETING MINUTES	\$ 5,753.00
EFT22482	17/03/2026	SAFEMASTER SAFETY PRODUCTS PTY LTD	HEIGHT SAFETY SYSTEM RECERTIFICATION INSPECTIONS FOR CREC AND TOWN HALL	\$ 2,913.90
EFT22483	17/03/2026	SHIRE OF KONDININ	BENDERING TIP MAINTENANCE	\$ 3,120.00
EFT22484	17/03/2026	TEAM GLOBAL EXPRESS - TOLL GLOBAL	FREIGHT CHARGES	\$ 46.65
EFT22485	17/03/2026	VALLEY AIRCON & REFRIGERATION	REPAIRS TO GYM AIRCONDITIONER	\$ 1,267.00
EFT22486	17/03/2026	WALLIS COMPUTER SOLUTIONS	NEW LAPTOPS, IT CONSULTANCY SERVICES	\$ 14,977.49
EFT22487	19/03/2026	BABAKIN-CORRIGIN CRICKET CLUB	BOND REFUND	\$ 300.00
EFT22488	19/03/2026	GREAT SOUTHERN FUEL SUPPLIES	FUEL CARD PURCHASES FOR FEBRUARY 2026	\$ 2,785.22
EFT22489	19/03/2026	CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS	\$ 169.19
EFT22490	19/03/2026	CORRIGIN SHIRE WORKERS SOCIAL CLUB	PAYROLL DEDUCTIONS	\$ 140.00
EFT22491	19/03/2026	SALARY PACKAGING AUSTRALIA	SALARY PACKAGING PAYROLL DEDUCTION	\$ 409.63
EFT22492	25/03/2026	A TEAM PRINTING PTY LTD	PRINTING OF CORRIGIN TOWNSITE MAP PADS	\$ 258.50
EFT22493	25/03/2026	ARM SECURITY	ALARM MONITORING SERVICES - WORKS DEPOT	\$ 171.01
EFT22494	25/03/2026	AUSTRALIAN AGRIBUSINESS (HOLDINGS) PTY LTD T/AS NUTURF	COMPEL PRO INSECTICIDE, SEED STRIKER GOLD BLEND	\$ 8,800.00
EFT22495	25/03/2026	AUSTSWIM LIMITED	STAFF AUSTSWIM RENEWAL	\$ 375.00
EFT22496	25/03/2026	BOC LIMITED	CONTAINER SERVICE FEE FOR SWIMMING POOL - MEDICAL OXYGEN	\$ 28.32
EFT22497	25/03/2026	BITUTEK PTY LTD	ROAD SEALING SERVICES - QUAIRADING-CORRIGIN, WICKEPIN-CORRIGIN, CORRIGIN SOUTH	\$ 258,268.41
EFT22498	25/03/2026	BORAL CONSTRUCTION MATERIALS GROUP LTD	2,000 LITRES OF EMULSION	\$ 3,080.00
EFT22499	25/03/2026	BROWNLEY'S PLUMBING & GAS	PLUMBING REPAIRS - 36A JOSE STREET	\$ 576.40
EFT22500	25/03/2026	BUTLER, LACHLAN CORY	STAFF REIMBURSEMENT	\$ 250.00
EFT22501	25/03/2026	COMITO, STEVEN JOSEPH	STAFF REIMBURSEMENT	\$ 11.00
EFT22502	25/03/2026	CONNELLY IMAGES	MAGNETIC SIGNS FOR BBQ TRAILER	\$ 176.00
EFT22503	25/03/2026	CORRIGIN MEDICAL CENTRE	PRE-EMPLOYMENT MEDICAL APPOINTMENT	\$ 215.00
EFT22504	25/03/2026	CORRIGIN ROADHOUSE	BULK FUEL SUPPLIES FOR MARCH 2026	\$ 1,905.94
EFT22505	25/03/2026	CORSIGN WA PTY LTD	TRAFFIC MANAGEMENT SIGNS, SIGNS FOR HARTLEY'S RESERVE AND TROTT DRIVE	\$ 1,426.15
EFT22506	25/03/2026	FAWKES, JOELENE JOY	STAFF REIMBURSEMENT	\$ 250.00
EFT22507	25/03/2026	FIRST HEALTH SERVICES	MEDICAL SUPPORT SERVICE FEE FOR MARCH 2026	\$ 15,834.29
EFT22508	25/03/2026	G & W SURVEYS	SURVEYING SERVICES - BENDERING TIP, FOOTHPATH DESIGN - CAMM ST, KIRKWOOD ST	\$ 9,311.50

SCHEDULE OF ACCOUNTS PAID FOR THE MONTH OF MARCH 2026

EFT22509	25/03/2026	GREAT SOUTHERN FUEL SUPPLIES	BULK FUEL SUPPLIES FOR FEBRUARY 2026	\$ 16,550.55
EFT22510	25/03/2026	GREENWAY TURF SOLUTIONS	RECRUIT INSECTICIDE, BLACK LINE MARKING PAINT	\$ 2,183.50
EFT22511	25/03/2026	HADDEO INFRASTRUCTURE AGRICULTURE PTY LTD	PROGRESS PAYMENT - BULLARING GORGE ROCK BLACKSPOT PROJECT	\$ 715.00
EFT22512	25/03/2026	HAWKINS, KELLI	STAFF REIMBURSEMENT	\$ 75.90
EFT22513	25/03/2026	HENRY, MYRA	STAFF REIMBURSEMENT	\$ 50.00
EFT22514	25/03/2026	HERSEY'S SAFETY PTY LTD	SAFETY AND HARDWARE SUPPLIES	\$ 1,140.26
EFT22515	25/03/2026	LGISWA	2026 EMPLOYEE ASSISTANCE PROGRAM	\$ 1,354.10
EFT22516	25/03/2026	M2 TECHNOLOGY GROUP PTY LTD (M2 ON HOLD)	ON HOLD TELEPHONE SUBSCRIPTION FOR MARCH 2026	\$ 110.00
EFT22517	25/03/2026	MALLEE TREE CAFE & GALLERY	REFRESHMENTS AND CATERING	\$ 1,216.00
EFT22518	25/03/2026	MARTINS TRAILER PARTS PTY LTD	PLANT PARTS - TIPPER TRUCK	\$ 172.87
EFT22519	25/03/2026	NEU-TECH AUTO ELECTRICS, TYRES & MECHANICAL	PLANT REPAIRS - CREW CAB TRUCK	\$ 4,930.15
EFT22520	25/03/2026	O'BRIEN, MITCHELL ANTHONY	STAFF REIMBURSEMENT	\$ 52.54
EFT22521	25/03/2026	PITMAN, LAUREN JANE	STAFF REIMBURSEMENT	\$ 250.00
EFT22522	25/03/2026	SCAVENGER FIRE & SAFETY	FIRE EXTINGUISHER SERVICING, REPAIRS TO CREC FIRE PUMP ALARM	\$ 1,865.05
EFT22523	25/03/2026	SHIRE OF BROOKTON	PROVISION OF COMMUNITY EMERGENCY SERVICES MANAGER - OCT TO DEC 2025	\$ 8,531.86
EFT22524	25/03/2026	TELSTRA LIMITED	PHONE AND INTERNET CHARGES	\$ 701.48
EFT22525	25/03/2026	TREMAR CONTRACTING	HOCKEY NET GATES AND TOP FENCING	\$ 4,125.00
EFT22526	25/03/2026	WEST COAST TURF	KIKUYU TURF FOR 25 SEIMONS AVENUE	\$ 1,237.50
EFT22527	25/03/2026	ZONE 50 ENGINEERING SURVEYS PTY LTD	PROGRESS PAYMENT - SURVEYING SERVICES RABBIT PROOF FENCE ROAD	\$ 25,432.00
TOTAL EFT PAYMENTS				\$ 653,205.21

DIRECT DEBIT PAYMENTS

DD #	DATE	NAME	DESCRIPTION	AMOUNT
DD18449.1	04/03/2026	SYNERGY	ELECTRICITY CHARGES	\$ 2,549.21
DD18450.1	04/03/2026	SYNERGY	ELECTRICITY CHARGES	\$ 6,403.88
DD18480.1	04/03/2026	AWARE SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 11,141.25
DD18480.2	04/03/2026	HOSTPLUS SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	\$ 607.03
DD18480.3	04/03/2026	CATHOLIC SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 1,581.30
DD18480.4	04/03/2026	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 2,192.97
DD18480.5	04/03/2026	REST SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	\$ 532.30
DD18480.6	04/03/2026	TELSTRA SUPERANNUATION SCHEME	SUPERANNUATION CONTRIBUTIONS	\$ 309.74
DD18523.1	04/03/2026	NATIONAL AUSTRALIA BANK	CREDIT CARD PAYMENT	\$ 884.61
DD18550.1	12/03/2026	THE BOND ADMINISTRATOR	THE BOND ADMINISTRATOR DEBIT - 15 MCANDREW AVENUE	\$ 400.00
DD18469.1	17/03/2026	SYNERGY	ELECTRICITY CHARGES	\$ 96.91
DD18528.1	18/03/2026	AWARE SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 11,095.18
DD18528.2	18/03/2026	HOSTPLUS SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	\$ 551.40
DD18528.3	18/03/2026	CATHOLIC SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 1,599.46
DD18528.4	18/03/2026	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 2,202.73
DD18528.5	18/03/2026	REST SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	\$ 538.81

SCHEDULE OF ACCOUNTS PAID FOR THE MONTH OF MARCH 2026

DD18528.6	18/03/2026	TELSTRA SUPERANNUATION SCHEME	SUPERANNUATION CONTRIBUTIONS	\$	315.16
DD18509.1	20/03/2026	WATER CORPORATION OF WA	WATER CHARGES	\$	4,429.56
DD18508.1	23/03/2026	WATER CORPORATION OF WA	WATER CHARGES	\$	1,927.39
DD18507.1	25/03/2026	WATER CORPORATION OF WA	WATER CHARGES	\$	10,102.52
DD18506.1	26/03/2026	WATER CORPORATION OF WA	WATER CHARGES	\$	8,206.36
DD18514.1	27/03/2026	SYNERGY	ELECTRICITY CHARGES	\$	4,558.16
DD18515.1	31/03/2026	WATER CORPORATION OF WA	WATER CHARGES	\$	11,409.06
				TOTAL DIRECT DEBIT PAYMENTS	\$ 83,634.99

EFT PAYROLL PAYMENTS

PPE #	DATE	NAME	DESCRIPTION	AMOUNT	
PPE040326	05/03/2026	PAYROLL	FORTNIGHTLY PAYROLL PAYMENT TO EMPLOYEES	\$ 73,117.41	
PPE180326	19/03/2026	PAYROLL	FORTNIGHTLY PAYROLL PAYMENT TO EMPLOYEES	\$ 74,699.74	
				TOTAL EFT PAYROLL PAYMENTS	\$ 147,817.15

MUNICIPAL ACCOUNT - TOTAL PAYMENTS \$ 884,657.35

TRUST ACCOUNT

EFT PAYMENTS

EFT #	DATE	NAME	DESCRIPTION	AMOUNT	
EFT22438	11/03/2026	PUBLIC TRANSPORT AUTHORITY	TRANSWA TICKET SALES FOR FEBRUARY 2026	\$ 45.72	
EFT22439	11/03/2026	SHIRE OF CORRIGIN - MUNICIPAL	TRANSWA TICKET COMMISSIONS FOR FEBRUARY 2026	\$ 19.58	
				TOTAL EFT PAYMENTS	\$ 65.30

TRUST ACCOUNT - TOTAL PAYMENTS \$ 65.30

EDNA STEVENSON TRUST ACCOUNT

DIRECT DEBIT PAYMENTS

DD #	DATE	NAME	DESCRIPTION	AMOUNT	
DD18487.1	05/03/2026	SHIRE OF CORRIGIN - MUNICIPAL	2026 ADMINISTRATION FEE	\$ 4,400.00	
				TOTAL DIRECT DEBIT PAYMENTS	\$ 4,400.00

EDNA STEVENSON TRUST ACCOUNT - TOTAL PAYMENTS \$ 4,400.00

LICENSING TRUST ACCOUNT

DIRECT DEBIT PAYMENTS

DD #	DATE	NAME	DESCRIPTION	AMOUNT
DD18473.1	03/03/2026	DEPT OF TRANSPORT AND MAJOR INFRASTRUCTURE	DOT DIRECT DEBIT FOR LICENSING TRANSACTIONS	\$ 1,759.55
DD18478.1	04/03/2026	DEPT OF TRANSPORT AND MAJOR INFRASTRUCTURE	DOT DIRECT DEBIT FOR LICENSING TRANSACTIONS	\$ 904.90

SCHEDULE OF ACCOUNTS PAID FOR THE MONTH OF MARCH 2026

DD18484.1	05/03/2026	DEPT OF TRANSPORT AND MAJOR INFRASTRUCTURE	DOT DIRECT DEBIT FOR LICENSING TRANSACTIONS	\$ 1,410.05
DD18490.1	06/03/2026	DEPT OF TRANSPORT AND MAJOR INFRASTRUCTURE	DOT DIRECT DEBIT FOR LICENSING TRANSACTIONS	\$ 1,780.85
DD18495.1	09/03/2026	DEPT OF TRANSPORT AND MAJOR INFRASTRUCTURE	DOT DIRECT DEBIT FOR LICENSING TRANSACTIONS	\$ 4,611.40
DD18504.1	10/03/2026	DEPT OF TRANSPORT AND MAJOR INFRASTRUCTURE	DOT DIRECT DEBIT FOR LICENSING TRANSACTIONS	\$ 84.70
DD18513.1	11/03/2026	DEPT OF TRANSPORT AND MAJOR INFRASTRUCTURE	DOT DIRECT DEBIT FOR LICENSING TRANSACTIONS	\$ 100.80
DD18531.1	12/03/2026	DEPT OF TRANSPORT AND MAJOR INFRASTRUCTURE	DOT DIRECT DEBIT FOR LICENSING TRANSACTIONS	\$ 620.20
DD18533.1	13/03/2026	DEPT OF TRANSPORT AND MAJOR INFRASTRUCTURE	DOT DIRECT DEBIT FOR LICENSING TRANSACTIONS	\$ 1,450.50
DD18535.1	16/03/2026	DEPT OF TRANSPORT AND MAJOR INFRASTRUCTURE	DOT DIRECT DEBIT FOR LICENSING TRANSACTIONS	\$ 3,922.70
DD18537.1	18/03/2026	DEPT OF TRANSPORT AND MAJOR INFRASTRUCTURE	DOT DIRECT DEBIT FOR LICENSING TRANSACTIONS	\$ 1,056.95
DD18539.1	19/03/2026	DEPT OF TRANSPORT AND MAJOR INFRASTRUCTURE	DOT DIRECT DEBIT FOR LICENSING TRANSACTIONS	\$ 6,144.35
DD18541.1	20/03/2026	DEPT OF TRANSPORT AND MAJOR INFRASTRUCTURE	DOT DIRECT DEBIT FOR LICENSING TRANSACTIONS	\$ 114.80
DD18553.1	23/03/2026	DEPT OF TRANSPORT AND MAJOR INFRASTRUCTURE	DOT DIRECT DEBIT FOR LICENSING TRANSACTIONS	\$ 9,029.30
DD18555.1	24/03/2026	DEPT OF TRANSPORT AND MAJOR INFRASTRUCTURE	DOT DIRECT DEBIT FOR LICENSING TRANSACTIONS	\$ 4,095.15
DD18560.1	25/03/2026	DEPT OF TRANSPORT AND MAJOR INFRASTRUCTURE	DOT DIRECT DEBIT FOR LICENSING TRANSACTIONS	\$ 4,574.60
DD18562.1	26/03/2026	DEPT OF TRANSPORT AND MAJOR INFRASTRUCTURE	DOT DIRECT DEBIT FOR LICENSING TRANSACTIONS	\$ 2,708.10
DD18564.1	27/03/2026	DEPT OF TRANSPORT AND MAJOR INFRASTRUCTURE	DOT DIRECT DEBIT FOR LICENSING TRANSACTIONS	\$ 2,875.90
DD18583.1	31/03/2026	DEPT OF TRANSPORT AND MAJOR INFRASTRUCTURE	DOT DIRECT DEBIT FOR LICENSING TRANSACTIONS	\$ 635.95
DD18585.1	31/03/2026	DEPT OF TRANSPORT AND MAJOR INFRASTRUCTURE	DOT DIRECT DEBIT FOR LICENSING TRANSACTIONS	\$ 447.00

TOTAL DIRECT DEBIT PAYMENTS \$ 48,327.75

LICENSING TRUST ACCOUNT - TOTAL PAYMENTS \$ 48,327.75

TOTAL MUNICIPAL ACCOUNT PAYMENTS \$ 884,657.35

TOTAL TRUST ACCOUNT PAYMENTS \$ 65.30

TOTAL EDNA STEVENSON TRUST ACCOUNT PAYMENTS \$ 4,400.00

TOTAL LICENSING TRUST ACCOUNT PAYMENTS \$ 48,327.75

TOTAL OF ALL ACCOUNT PAYMENTS \$ 937,450.40

SCHEDULE OF ACCOUNTS PAID FOR THE MONTH OF MARCH 2026

CREDIT CARD PURCHASES

DATE	NAME	DESCRIPTION	AMOUNT
04/02/2026	OFFICEWORKS	PORTABLE MONITORS FOR ADMIN STAFF	\$ 423.95
05/02/2026	INKSTATION	INK CARTRIDGES FOR RESOURCE CENTRE PHOTO PRINTER	\$ 43.92
05/02/2026	OFFICEWORKS	STATIONERY SUPPLIES FOR RESOURCE CENTRE	\$ 72.70
12/02/2026	CORRIGIN SHIRE LICENSING	PLATE CHANGE FEES FOR CREW CAB TRUCK	\$ 38.80
12/02/2026	CORRIGIN SHIRE LICENSING	PLATE REMAKE FEE FOR CREW CAB TRUCK	\$ 52.10
18/02/2026	CITY OF PERTH	PARKING FOR REGIONAL ORGANISATIONS OF COUNCILS MEETING	\$ 15.14
23/02/2026	KOJONUP CARAVAN PARK	ACCOMMODATION FOR STAFF TRAINING- VET ASBESTOS TRAINING	\$ 238.00
TOTAL CREDIT CARD PURCHASES			\$ 884.61

FUEL CARD PURCHASES

DATE	NAME	DESCRIPTION	AMOUNT
31/01/2026	ADMINISTRATION VEHICLE - CR1	FUEL CARD PURCHASES FOR JANUARY 2026	\$ 354.14
31/01/2026	ADMINISTRATION VEHICLE - 2CR	FUEL CARD PURCHASES FOR JANUARY 2026	\$ 234.58
31/01/2026	WORKS AND SERVICES VEHICLE - 1CR	FUEL CARD PURCHASES FOR JANUARY 2026	\$ 454.50
31/01/2026	MEDICAL SERVICES VEHICLE - CR1000	FUEL CARD PURCHASES FOR JANUARY 2026	\$ 300.81
31/01/2026	ROE HEALTH VEHICLE - 4CR	FUEL CARD PURCHASES FOR JANUARY 2026	\$ 1,555.29
31/01/2026	BUSHFIRE BRIGADE VEHICLE - CENTRAL	FUEL CARD PURCHASES FOR JANUARY 2026	\$ 89.02
31/01/2026	BUSHFIRE BRIGADE VEHICLE - BULLARING	FUEL CARD PURCHASES FOR JANUARY 2026	\$ 181.17
31/01/2026	WORKS AND SERVICES - FUEL FOR JERRY CAN	FUEL CARD PURCHASES FOR JANUARY 2026	\$ 15.90
TOTAL FUEL CARD PURCHASES FOR JANUARY 2026			\$ 3,185.41

DATE	NAME	DESCRIPTION	AMOUNT
28/02/2026	ADMINISTRATION VEHICLE - CR1	FUEL CARD PURCHASES FOR FEBRUARY 2026	\$ 464.68
28/02/2026	ADMINISTRATION VEHICLE - 2CR	FUEL CARD PURCHASES FOR FEBRUARY 2026	\$ 85.05
28/02/2026	WORKS AND SERVICES VEHICLE - 1CR	FUEL CARD PURCHASES FOR FEBRUARY 2026	\$ 391.69
28/02/2026	MEDICAL SERVICES VEHICLE - CR1000	FUEL CARD PURCHASES FOR FEBRUARY 2026	\$ 413.86
28/02/2026	ROE HEALTH VEHICLE - 4CR	FUEL CARD PURCHASES FOR FEBRUARY 2026	\$ 1,270.31
28/02/2026	BUSHFIRE BRIGADE VEHICLE - CENTRAL	FUEL CARD PURCHASES FOR FEBRUARY 2026	\$ 92.44
28/02/2026	WORKS AND SERVICES - FUEL FOR JERRY CANS	FUEL CARD PURCHASES FOR FEBRUARY 2026	\$ 67.19
TOTAL FUEL CARD PURCHASES FOR FEBRUARY 2026			\$ 2,785.22

TOTAL FUEL CARD PURCHASES **\$ 5,970.63**



MONTHLY FINANCIAL REPORT
(Containing the required statement of financial activity and statement of financial position)
For the period ended 31 March 2026

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

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SHIRE OF CORRIGIN
STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2026

	Adopted Budget Estimates (a) \$	YTD Budget Estimates (b) \$	YTD Actual (c) \$	Variance* \$ (c) - (b) \$	Variance* % ((c) - (b))/(b) %	Var.
OPERATING ACTIVITIES						
Revenue from operating activities						
General rates	3,185,550	3,184,294	3,185,538	1,244	0.04%	
Rates excluding general rates	98,446	98,446	98,446	0	0.00%	
Grants, subsidies and contributions	1,543,011	1,217,195	1,343,668	126,473	10.39%	▲
Fees and charges	843,808	647,087	610,417	(36,670)	(5.67%)	▼
Interest revenue	283,990	63,811	47,913	(15,898)	(24.91%)	▼
Other revenue	261,461	176,521	466,732	290,211	164.41%	▲
Profit on asset disposals	218,867	171,605	159,749	(11,856)	(6.91%)	
	6,435,133	5,558,959	5,912,463	353,504	6.36%	
Expenditure from operating activities						
Employee costs	(3,045,931)	(2,284,057)	(1,919,760)	364,297	15.95%	▲
Materials and contracts	(2,500,851)	(1,861,045)	(1,475,342)	385,703	20.73%	▲
Utility charges	(374,880)	(280,845)	(253,007)	27,838	9.91%	
Depreciation	(4,714,278)	(3,535,272)	(3,409,906)	125,366	3.55%	
Finance costs	(51,087)	(25,544)	(26,137)	(593)	(2.32%)	
Insurance	(346,106)	(346,076)	(311,558)	34,518	9.97%	
Other expenditure	(216,439)	(147,395)	(149,986)	(2,591)	(1.76%)	
Loss on asset disposals	(235,609)	(228,203)	(29,560)	198,643	87.05%	▲
	(11,485,181)	(8,708,437)	(7,575,256)	1,133,181	13.01%	
Non cash amounts excluded from operating activities	2(c) 4,714,322	3,591,870	3,279,717	(312,153)	(8.69%)	
Amount attributable to operating activities	(335,726)	442,392	1,616,924	1,174,532	265.50%	
INVESTING ACTIVITIES						
Inflows from investing activities						
Proceeds from capital grants, subsidies and contributions	1,545,354	890,042	963,493	73,451	8.25%	
Proceeds from disposal of assets	547,000	243,000	271,364	28,364	11.67%	▲
Proceeds on disposal of financial assets at fair values through other comprehensive income	167,080	0	0	0	0.00%	
	2,259,434	1,133,042	1,234,857	101,815	8.99%	
Outflows from investing activities						
Payments for non-current land held for resale	0	0	520,000	520,000	0.00%	
Acquisition of property, plant and equipment	(2,252,500)	(1,850,250)	(544,650)	1,305,600	70.56%	▲
Acquisition of infrastructure	(3,061,509)	(1,850,754)	(1,801,014)	49,740	2.69%	
	(5,314,009)	(3,701,004)	(1,825,664)	1,875,340	50.67%	
Non-cash amounts excluded from investing activities	2(d) (1,444)	0	0	0	0.00%	
Amount attributable to investing activities	(3,056,019)	(2,567,962)	(590,807)	1,977,155	76.99%	
FINANCING ACTIVITIES						
Inflows from financing activities						
Transfer from reserves	234,660	0	183,078	183,078	0.00%	
	234,660	0	183,078	183,078	0.00%	
Outflows from financing activities						
Repayment of borrowings	(103,465)	(51,140)	(51,140)	0	0.00%	
Transfer to reserves	(427,708)	0	0	0	0.00%	
	(531,173)	(51,140)	(51,140)	0	0.00%	
Amount attributable to financing activities	(296,513)	(51,140)	131,938	183,078	357.99%	
MOVEMENT IN SURPLUS OR DEFICIT						
Surplus or deficit at the start of the financial year	2(a) 3,688,258	3,688,258	3,886,924	198,666	5.39%	
Amount attributable to operating activities	(335,726)	442,392	1,616,924	1,174,532	265.50%	▲
Amount attributable to investing activities	(3,056,019)	(2,567,962)	(590,807)	1,977,155	76.99%	▲
Amount attributable to financing activities	(296,513)	(51,140)	131,938	183,078	357.99%	▲
Surplus or deficit after imposition of general rates	0	1,511,548	5,044,979	3,533,431	233.76%	▲

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 CORRIGIN
STATEMENT OF FINANCIAL POSITION
FOR THE PERIOD ENDED 31 MARCH 2026**

	Actual 30 June 2025	Actual as at 31 March 2026
	\$	\$
CURRENT ASSETS		
Cash and cash equivalents	3,915,716	5,059,214
Trade and other receivables	194,271	162,525
Other financial assets	4,259,215	4,259,215
Inventories	167,803	108,466
Contract assets	297,762	0
Other assets	1,272	33,535
TOTAL CURRENT ASSETS	8,836,039	9,622,955
NON-CURRENT ASSETS		
Trade and other receivables	17,197	17,197
Other financial assets	79,620	79,620
Inventories	1,045,000	525,000
Investment in associate	41,554	41,554
Property, plant and equipment	34,553,917	34,097,983
Infrastructure	171,715,780	170,966,297
TOTAL NON-CURRENT ASSETS	207,453,068	205,727,651
TOTAL ASSETS	216,289,107	215,350,606
CURRENT LIABILITIES		
Trade and other payables	319,963	136,047
Other liabilities	35,706	31,561
Borrowings	103,466	52,326
Employee related provisions	374,081	374,081
TOTAL CURRENT LIABILITIES	833,216	594,015
NON-CURRENT LIABILITIES		
Other liabilities	0	(18,000)
Borrowings	1,023,119	1,023,119
Employee related provisions	54,612	54,612
TOTAL NON-CURRENT LIABILITIES	1,077,731	1,059,731
TOTAL LIABILITIES	1,910,947	1,653,746
NET ASSETS	214,378,160	213,696,860
EQUITY		
Retained surplus	34,343,148	33,844,926
Reserve accounts	4,450,533	4,267,455
Revaluation surplus	175,584,479	175,584,479
TOTAL EQUITY	214,378,160	213,696,860

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

SHIRE OF CORRIGIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 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 14 April 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 2024-25 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

SHIRE OF CORRIGIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2026

2 NET CURRENT ASSETS INFORMATION

	Adopted Budget Opening	Actual as at	Actual as at
(a) Net current assets used in the Statement of Financial Activity	1 July 2025	30 June 2025	31 March 2026
Current assets	\$	\$	\$
Cash and cash equivalents	589,909	3,915,716	5,059,214
Trade and other receivables	68,435	194,271	162,525
Other financial assets	4,452,263	4,259,215	4,259,215
Inventories	77,240	167,803	108,466
Contract assets	0	297,762	0
Other assets	33,872	1,272	33,535
	5,221,719	8,836,039	9,622,955
Less: current liabilities			
Trade and other payables	(137,850)	(319,963)	(136,047)
Other liabilities	(36,154)	(35,706)	(31,561)
Borrowings		(103,466)	(52,326)
Employee related provisions	(345,400)	(374,081)	(374,081)
Other provisions	(57,292)	0	0
	(576,696)	(833,216)	(594,015)
Net current assets	4,645,023	8,002,823	9,028,940
Less: Total adjustments to net current assets	2(b) (4,645,023)	(4,115,899)	(3,983,961)
Closing funding surplus / (deficit)	0	3,886,924	5,044,979
(b) Current assets and liabilities excluded from budgeted deficiency			
Adjustments to net current assets			
Less: Reserve accounts	(4,643,581)	(4,450,533)	(4,267,455)
Less: Current assets not expected to be received at end of year			
- Contract Liabilities	36,154	0	0
Add: Current liabilities not expected to be cleared at the end of the year			
- Current portion of borrowings	0	103,466	52,326
- Current portion of unspent capital grants held in reserve	(37,596)	0	0
- Current portion of employee benefit provisions held in reserve	0	231,168	231,168
Total adjustments to net current assets	2(a) (4,645,023)	(4,115,899)	(3,983,961)
	Adopted Budget Estimates	YTD Budget Estimates	YTD Actual
	30 June 2026	31 March 2026	31 March 2026
	\$	\$	\$
(c) Non-cash amounts excluded from operating activities			
Adjustments to operating activities			
Less: Profit on asset disposals	(218,867)	(171,605)	(159,749)
Add: Loss on asset disposals	235,609	228,203	29,560
Add: Depreciation	4,714,278	3,535,272	3,409,906
Non-cash movements in non-current assets and liabilities:			
- Employee provisions	(16,698)	0	0
Total non-cash amounts excluded from operating activities	4,714,322	3,591,870	3,279,717
(d) Non-cash amounts excluded from investing activities			
Adjustments to investing activities			
Movement in current unspent capital grants associated with restricted cash	(1,444)	0	0
Total non-cash amounts excluded from investing activities	(1,444)	0	0

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 CORRIGIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 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 and 10.00% whichever is the greater.

Description	Var. \$	Var. %	
	\$	%	
Revenue from operating activities			
Grants, subsidies and contributions	126,473	10.39%	▲
Received more in Financial Assistance Grants than anticipated; addressed in the budget review.			
Interest revenue	(15,898)	(24.91%)	▼
This is a timing variance received less in interest than anticipate due to investing for longer terms.			
Other revenue	290,211	164.41%	▲
This variance is related to the sale of extra Granite Rise Blocks, have sold more than anticipated.			
Expenditure from operating activities			
Employee costs	364,297	15.95%	▲
Employee costs are below the anticipated budget across all programs, this is due to various position not being filled.			
Materials and contracts	385,703	20.73%	▲
This is a timing issues of invoices, due to unavailability of contractors.			
Loss on asset disposals	198,643	87.05%	▲
Sale of various asset still to be completed, some sold early March, others to finalised before 30 June.			
Inflows from investing activities			
Proceeds from disposal of assets	28,364	11.67%	▲
Received more proceeds of disposal of assets than anticipated			
Outflows from investing activities			
Acquisition of property, plant and equipment	1,305,600	70.56%	▲
This is a timing variance in expenditure on Capital purchases, as quotes are still being called on various projects. Some projects may also need to be carried over to the 26/27 Budget due to unavailability of contractors and increase cost of materials.			
Surplus or deficit after imposition of general rates	3,533,431	233.76%	▲
As described above			

SHIRE OF CORRIGIN
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 CORRIGIN
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 MARCH 2026

1 KEY INFORMATION

Funding Surplus or Deficit Components

Funding surplus / (deficit)				
	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
Opening	\$3.69 M	\$3.69 M	\$3.89 M	\$0.20 M
Closing	\$0.00 M	\$1.51 M	\$5.04 M	\$3.53 M

Refer to Statement of Financial Activity

Cash and cash equivalents		
	\$	% of total
Unrestricted Cash	\$5.05 M	54.2%
Restricted Cash	\$4.27 M	45.8%

Refer to 3 - Cash and Financial Assets

Payables	
	% Outstanding
Trade Payables	
0 to 30 Days	90.2%
Over 30 Days	9.8%
Over 90 Days	9.8%

Refer to 9 - Payables

Receivables		
	\$	%
Rates Receivable	\$0.04 M	98.8%
Trade Receivable	\$0.12 M	
Over 30 Days		14.9%
Over 90 Days		6.1%

Refer to 7 - Receivables

Key Operating Activities

Amount attributable to operating activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$0.34 M)	\$0.44 M	\$1.62 M	\$1.17 M

Refer to Statement of Financial Activity

Rates Revenue		
	\$	% Variance
YTD Actual	\$3.19 M	
YTD Budget	\$3.18 M	0.0%

Grants and Contributions		
	\$	% Variance
YTD Actual	\$1.34 M	
YTD Budget	\$1.22 M	10.4%

Refer to 12 - Grants and Contributions

Fees and Charges		
	\$	% Variance
YTD Actual	\$0.61 M	
YTD Budget	\$0.65 M	(5.7%)

Refer to Statement of Financial Activity

Key Investing Activities

Amount attributable to investing activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$3.06 M)	(\$2.57 M)	(\$0.59 M)	\$1.98 M

Refer to Statement of Financial Activity

Proceeds on sale		
	\$	%
YTD Actual	\$0.27 M	
Adopted Budget	\$0.55 M	(50.4%)

Refer to 6 - Disposal of Assets

Asset Acquisition		
	\$	% Spent
YTD Actual	\$1.80 M	
Adopted Budget	\$3.06 M	(41.2%)

Refer to 5 - Capital Acquisitions

Capital Grants		
	\$	% Received
YTD Actual	\$0.96 M	
Adopted Budget	\$1.55 M	(37.7%)

Refer to 5 - Capital Acquisitions

Key Financing Activities

Amount attributable to financing activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$0.30 M)	(\$0.05 M)	\$0.13 M	\$0.18 M

Refer to Statement of Financial Activity

Borrowings	
Principal repayments	(\$0.05 M)
Interest expense	(\$0.03 M)
Principal due	\$1.08 M

Refer to 10 - Borrowings

Reserves	
Reserves balance	\$4.27 M
Net Movement	(\$0.18 M)

Refer to 4 - Cash Reserves

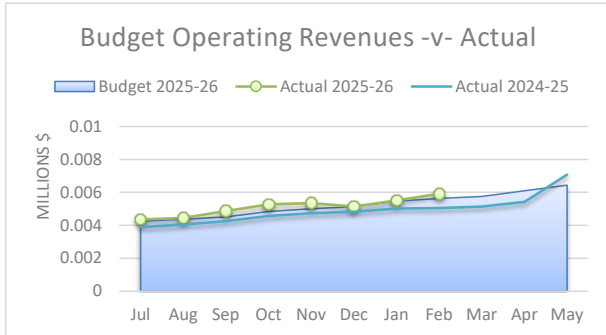
This information is to be read in conjunction with the accompanying Financial Statements and notes.

**SHIRE OF CORRIGIN
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 MARCH 2026**

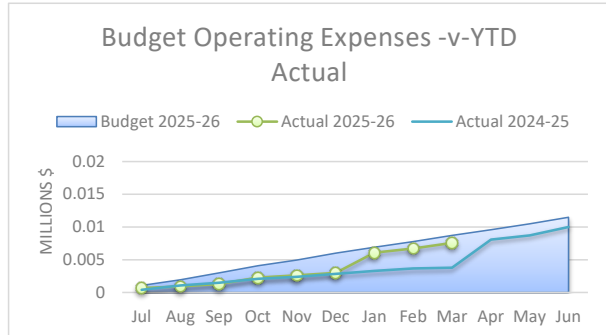
2 KEY INFORMATION - GRAPHICAL

OPERATING ACTIVITIES

OPERATING REVENUE

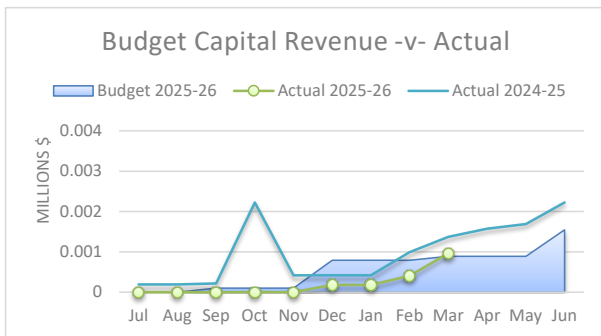


OPERATING EXPENSES

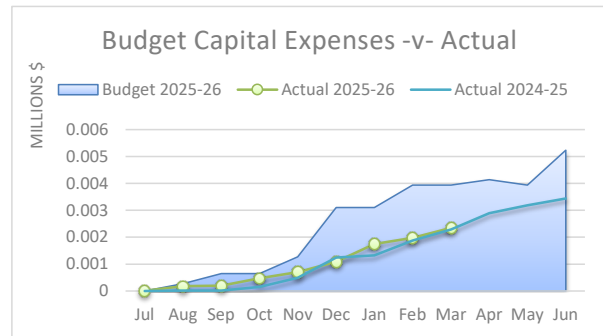


INVESTING ACTIVITIES

CAPITAL REVENUE



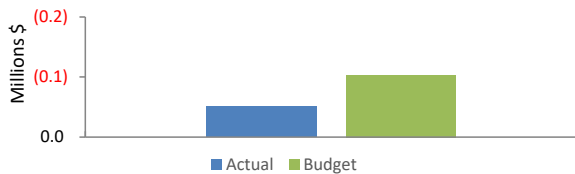
CAPITAL EXPENSES



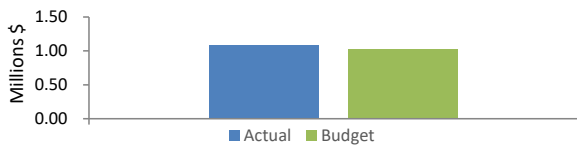
FINANCING ACTIVITIES

BORROWINGS

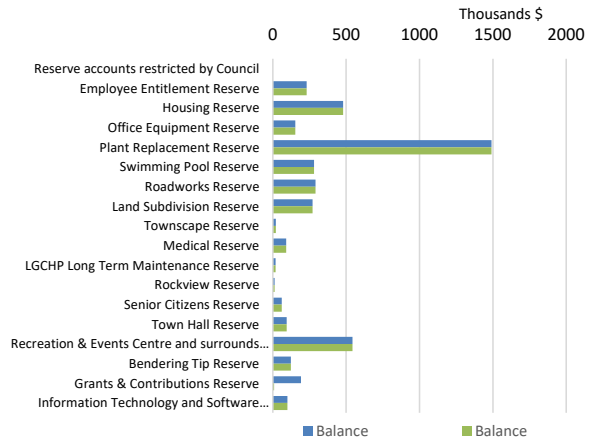
Principal Repayments



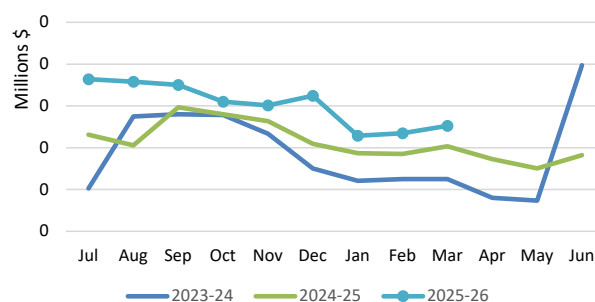
Principal Outstanding



RESERVES



Closing funding surplus / (deficit)



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

**SHIRE OF CORRIGIN
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 MARCH 2026**

3 CASH AND FINANCIAL ASSETS AT AMORTISED COST

Description	Classification	Unrestricted	Reserve Accounts	Total	Trust	Institution	Interest Rate	Maturity Date
		\$	\$	\$	\$			
Cash Float on Hand	Cash and cash equivalents	400		400				
Municipal Fund	Cash and cash equivalents	1,429,298		1,429,298		NAB	0.00%	At Call
Overnight Cash Deposit Facilities	Cash and cash equivalents	766,040		766,040		WATC/NAB	4.05%	At Call
Reserves At Call Fund	Cash and cash equivalents	0	8,240	8,240		NAB	0.00%	At Call
Trust Fund	Cash and cash equivalents	18,000		18,000	124,113	NAB	0.00%	At Call
The Stevenson Trust	Cash and cash equivalents	0		0	41,408	NAB	0.55%	At Call
Police Licensing Trust Fund	Cash and cash equivalents	0		0	43,331	NAB	0.00%	At Call
Municipal Cash at Bank at Call	Cash and cash equivalents	2,837,236		2,837,236				
Reserves Fund	Financial assets at amortised cost	0	4,259,215	4,259,215		NAB	4.10%	06/2026
The Stevenson Trust	Financial assets at amortised cost	0		0	777,541	NAB	5.01%	06/2026
Total		5,050,974	4,267,455	9,318,429	986,394			
Comprising								
Cash and cash equivalents		5,050,974	8,240	5,059,214	208,853			
Financial assets at amortised cost - Term Deposits		0	4,259,215	4,259,215	777,541			
		5,050,974	4,267,455	9,318,429	986,394			

KEY INFORMATION

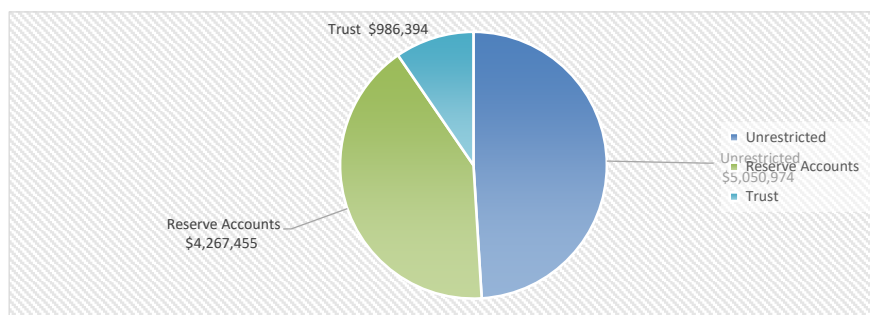
Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments with original maturities of three months or less that are readily convertible to known amounts of cash and which are subject to an insignificant risk of 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 CORRIGIN
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 MARCH 2026**

4 RESERVE ACCOUNTS

Reserve account name	Budget				Actual			
	Opening Balance	Transfers In (+)	Transfers Out (-)	Closing Balance	Opening Balance	Transfers In (+)	Transfers Out (-)	Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$
Reserve accounts restricted by Council								
Employee Entitlement Reserve	231,168	19,069	0	250,237	231,168	0	0	231,168
Housing Reserve	478,383	28,771	0	507,154	478,383	0	0	478,383
Office Equipment Reserve	153,372	11,018	0	164,390	153,372	0	0	153,372
Plant Replacement Reserve	1,490,691	78,491	0	1,569,182	1,490,691	0	0	1,490,691
Swimming Pool Reserve	280,725	16,015	0	296,740	280,725	0	0	280,725
Roadworks Reserve	291,759	11,448	0	303,207	291,759	0	0	291,759
Land Subdivision Reserve	271,631	77,738	0	349,369	271,631	0	0	271,631
Townscape Reserve	20,048	787	(20,835)	0	20,048	0	0	20,048
Medical Reserve	91,447	13,588	0	105,035	91,447	0	0	91,447
LGCHP Long Term Maintenance Reserve	18,418	723	(15,000)	4,141	18,418	0	0	18,418
Rockview Reserve	12,113	1,475	0	13,588	12,113	0	0	12,113
Senior Citizens Reserve	60,279	2,365	0	62,644	60,279	0	0	60,279
Town Hall Reserve	94,211	8,697	0	102,908	94,211	0	0	94,211
Recreation & Events Centre and surrounds Rese	542,227	31,276	0	573,503	542,227	0	0	542,227
Bendering Tip Reserve	122,743	14,816	0	137,559	122,743	0	0	122,743
Grants & Contributions Reserve	191,318	7,507	(198,825)	0	191,318	0	(183,078)	8,240
Information Technology and Software Reserve	100,000	103,924	0	203,924	100,000	0	0	100,000
	4,450,533	427,708	(234,660)	4,643,581	4,450,533	0	(183,078)	4,267,455

5 CAPITAL ACQUISITIONS

Capital acquisitions	Adopted		YTD Actual	YTD Variance
	Budget	YTD Budget		
	\$	\$	\$	\$
Buildings	370,000	300,000	13,475	(286,525)
Furniture and equipment	107,500	76,250	71,145	(5,105)
Plant and equipment	1,775,000	1,474,000	460,030	(1,013,970)
Acquisition of property, plant and equipment	2,252,500	1,850,250	544,650	(1,305,600)
Infrastructure - roads	2,279,009	1,459,504	1,508,799	49,295
Infrastructure - other	162,500	71,250	69,356	(1,894)
Infrastructure - parks and ovals	620,000	320,000	222,860	(97,140)
Acquisition of infrastructure	3,061,509	1,850,754	1,801,014	(49,740)
Total capital acquisitions	5,314,009	3,701,004	2,345,664	(1,355,340)
Capital Acquisitions Funded By:				
Capital grants and contributions	1,545,354	890,042	963,493	73,451
Other (disposals & C/Fwd)	547,000	243,000	271,364	28,364
Reserve accounts				
Townscape Reserve	20,835	0	0	0
LGCHP Long Term Maintenance Reserve	15,000	0	0	0
Grants & Contributions Reserve	198,825	0	183,078	183,078
Contribution - operations	2,986,995	2,567,962	927,729	(1,640,233)
Capital funding total	5,314,009	3,701,004	2,345,664	(1,355,340)

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

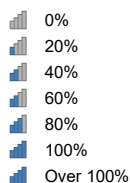
In accordance with *Local Government (Financial Management) Regulation 17A(2)*, the carrying amount of non-financial assets that are land and buildings classified as property, plant and equipment, investment properties, infrastructure or vested improvements that the local government controls.

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

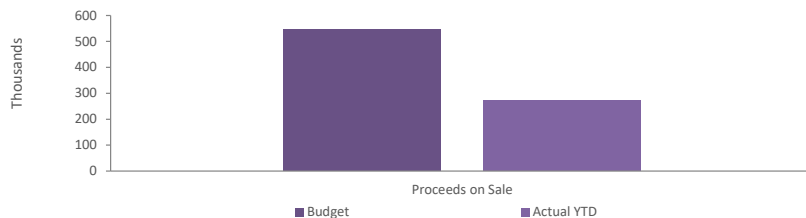


Percentage Year to Date Actual to Annual Budget expenditure where the expenditure over budget highlighted in red.

	Account Description	Adopted			Variance
		Budget	YTD Budget	YTD Actual	(Under)/Over
		\$	\$	\$	\$
Community Resource Centre	Front Desk Re-Fitout (carryover 24/25)	20,000	20,000	0	20,000
Housing	Replace Carpets - 1 Spanney	10,000	10,000	9,875	125
Bilbarin Hall	Redevelopment of the Bilbarin Hall precinct	150,000	75,000	0	75,000
CREC	Construct Shade Shelter indoor Netball Court	80,000	195,000	3,600	191,400
CREC	Install Fans Indoor Netball court	60,000	0	0	0
CREC	Construct portico at entrance (carryover 24/25)	50,000	0	0	0
Loch Ness Dam	Aerator - Dam	20,000	32,500	0	32,500
Reserve and Dam Maintenance	OHS Equipment – Chemical Treatment Upgrades	45,000	0	0	0
Pool- Main	Pool cleaner	0	0	40,223	(40,223)
Pool- Main	New PA and Sound System	6,000	18,750	4,522	14,228
Pool- Heated	Pump Room & Pool Ventilation System Upgrades	26,500	15,000	24,950	(9,950)
Sale Yard	eTag's Reader	10,000	10,000	1,450	8,550
ROE Health	ROE EHO Vehicle - 4CR	65,000	65,000	0	65,000
CREC	Generator – Evacuation Centre (Power Resilience Project)	156,000	156,000	0	156,000
Roads and Civil	Standard Flow Skid Steer Mulcher - Attachment	80,000	0	(0)	0
Roads and Civil	Skid Steer Loader - CR13 (carryover 24/25)	140,000	140,000	124,182	15,818
Roads and Civil	Tipper Truck - CR4 (carryover 24/25)	231,000	0	0	0
Roads and Civil	Crew Cab Truck - CR18	140,000	0	0	0
Roads and Civil	Crew Cab Truck - CR16 (carryover 24/25)	130,000	130,000	115,335	14,665
Roads and Civil	Prime Mover - CR19	350,000	520,000	0	520,000
Roads and Civil	Tri Axle Low Loader Trailer - CR2233 (carryover 24/25)	170,000	170,000	172,523	(2,523)
Other Property& Services	MWS Vehicle - 1CR	65,000	65,000	0	65,000
Other Property& Services	7x5 Tandem Tipper Trailer - 1THY294 (carryover 24/25)	15,000	30,000	0	30,000
Other Property& Services	7x5 Tandem Tipper Trailer - CR3246 (carryover 24/25)	15,000	0	0	0
Other Property& Services	Miscellaneous small plant (> \$5,000)	20,000	0	0	0
Other Property& Services	Forklift - CR4030 (carryover 24/25)	53,000	53,000	47,990	5,010
Other Property& Services	CEO Vehicle - CR1	85,000	85,000	0	85,000
Other Property& Services	DCEO Vehicle - 2CR	60,000	60,000	0	60,000
Lynch Street near Church	Reseal	21,375	10,687	0	10,687
Bendering Rd - renewal	Reseal	36,000	125,500	82,109	43,391
Bendering Rd - upgrade	Reconstruct and widen including upgrade drainage, signage and clear zones.	215,000	115,000	110,626	4,374
Dry Well Rd	Shoulder Reconditioning	197,066	148,533	196,513	(47,980)
Bullaring-George Road and Rabbit Proof Fence Road	Widen intersection and approaches, install rubble strips, remove hazards from clear zone, improve drainage	311,684	165,842	34,252	131,590
Doyle Road	Widen and Gravel Resheet	56,160	28,080	0	28,080
Corrigin - Quairading Rd (RRG)	Final Seal	102,000	51,000	68,586	(17,586)
Rabbit Proof Fence Road	Feature Survey and Geotechnical investigation	44,020	32,010	25,220	6,790
Corrigin - Bruce Rock Road - WSNF	Finalise design and pavement analysis	30,400	25,200	11,706	13,494
Babakin - Corrigin Rd (RRG)	Final Seal	185,000	92,500	464	92,036
Corrigin South Rd	Reconstruct	443,200	221,600	399,569	(177,969)
Wickepin - Corrigin Road (RRG) 24/25 project	Reconstruct and widen , including upgrade drainage, signage and clear zones.	417,000	374,000	579,754	(205,754)
Wickepin - Corrigin Road (RRG)	Final Seal	81,000	0	0	0
Bilbarin - Quairading Rd	Reseal	139,104	69,552	0	69,552
Transfer Station	Concrete retaining wall - hook bin	20,000	20,000	25,968	(5,968)
Pool- Heated	Replace Expansion Joints, Regrout & Reline	40,000	31,250	43,388	(12,138)
Pool - Surrounds	Awning (replace shade sails)	7,500	0	0	0
Pool - Surrounds	Basketball Refurbishments	15,000	0	0	0
Main Street Car Bays (CWA)	Electric Vehicle Charging Station (carryover 24/25)	60,000	0	0	0
Caravan Park	Install Patio	20,000	20,000	0	20,000
Sporting Ovals	Reticulation Upgrade - CREC (carryover 24/25)	500,000	310,000	222,860	87,140
Rotary Park	Shade Shelter - over BBQ's - Rotary Park	10,000	0	0	0
Old Tennis Courts (Skate Park)	Redevelopment of old tennis courts	100,000	0	0	0
Hill Street	Lighting the Way Project - Solar Bollard Lighting - Hill Street	10,000	10,000	0	10,000
		5,314,009	3,701,004	2,345,664	1,355,340

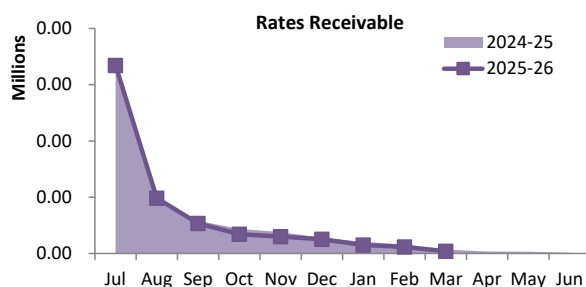
6 DISPOSAL OF ASSETS

Asset Ref.	Asset description	Budget				YTD Actual			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
Buildings									
209	Infant Health Clinic, Lynch Street	114,618	85,000	0	(29,618)	114,560	85,000	0	(29,560)
100549	Rockview Homestead (Demolition)	59,155	0	0	(59,155)			0	0
212	Rotary Park Toilet Block (Demolition)	65,836	0	0	(65,836)			0	0
Plant and equipment									
1001141	2025 Ford Everest SUV 2.0L BiT DSL 10 Speed Auto Arctic White - 4CR	46,222	65,000	18,778	0			0	0
100722	2013 Hino 5 Tonne Tipper Truck (CR4) (carryover 24/25)	0	48,000	48,000	0	0	70,000	70,000	0
1000852	2014 NPR 300 Isuzu Crew Cab Truck (CR16) (carryover 24/25)	0	30,000	30,000	0	0	26,364	26,364	0
10271	2003 Tri Axle Low Loader Trailer (CR2233)(carryover 24/25)	23,111	40,000	16,889	0	21,318	57,273	35,955	0
1000938	2015 Caterpillar 226B3 Skidsteer Loader (CR13) (carryover 24/25)	0	25,000	25,000	0	0	23,636	23,636	0
100579	2008 Mack Prime Mover (CR19)	16,187	40,000	23,813	0			0	0
100746	2014 Isuzu 5 tonne Crew Cab (CR18)	20,111	30,000	9,889	0			0	0
1001140	2025 Ford Everest SUV 2.0L BiT DSL 10 Speed Auto Arctic White - 1CR	46,222	65,000	18,778	0			0	0
1001138	2025 Toyota Prado DSL GXL Wagon Glacier White - CEO Vehicle - CR1	59,101	70,000	10,899	0			0	0
1001109	Mazda CX-5 M 6A Maxx Sport Petrol FWD Sonic Silver 2023 - 2CR	26,864	27,000	136	0			0	0
10413	2006 Caterpillar Forklift (CR4030)(carryover 24/25)	5,315	15,000	9,685	0	5,297	9,091	3,794	0
100489	2007 John Papas Trailer (1THY294)(carryover 24/25)	0	5,000	5,000	0			0	0
549	1996 7x5 Tandem Tipper Trailer (CR3246)(carryover 24/25)	0	2,000	2,000	0			0	0
Parks and Ovals									
246	Oval Reticulation	81,000	0	0	(81,000)			0	0
		563,742	547,000	218,867	(235,609)	141,175	271,364	159,749	(29,560)



7 RECEIVABLES

Rates receivable	30 June 2025	31 Mar 2026
	\$	\$
Opening arrears previous year	55,159	14,442
Levied this year	3,149,171	3,283,984
Less - collections to date	(3,189,888)	(3,259,206)
Net rates collectable	14,442	39,220
% Collected	99.5%	98.8%



Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	0	31,767	3,198	72	2,266	37,303
Percentage	0.0%	85.2%	8.6%	0.2%	6.1%	
Balance per trial balance						
Trade receivables						37,303
GST receivable						51,594
Receivables for employee related provisions						34,408
Total receivables general outstanding						123,305

Amounts shown above include GST (where applicable)

KEY INFORMATION

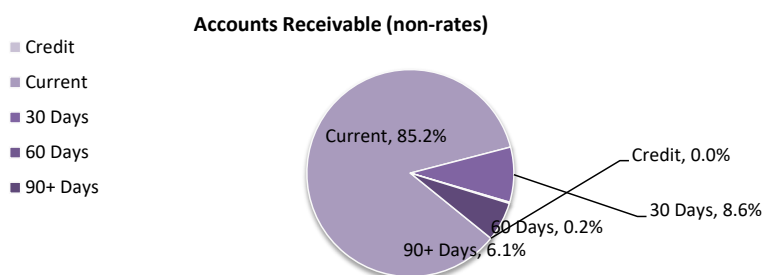
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

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 31 March 2026
	\$	\$	\$	\$
Other current assets				
Financial assets at amortised cost	4,259,215	0	0	4,259,215
Inventory				
Fuel	67,803	20,812	(80,149)	8,466
Land held for resale - Cost of acquisition	100,000	0	0	100,000
Other assets				
Prepayments	0	788	(394)	394
Joint Ventures	1,272	193,965	(162,096)	33,141
Contract assets				
Contract assets	297,762	0	(297,762)	0
Total other current assets	4,726,052	215,565	(540,401)	4,401,216

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.

Land held for resale

Land held for development and resale is valued at the lower of cost and net realisable value. Cost includes the cost of acquisition, development, borrowing costs and holding costs until completion of development. Borrowing costs and holding charges incurred after development is completed are expensed.

Gains and losses are recognised in profit or loss at the time of signing an unconditional contract of sale if significant risks and rewards, and effective control over the land, are passed onto the buyer at this point.

Land held for resale is classified as current except where it is held as non-current based on the Council's intentions to release for sale.

Description	Original Budget				YTD Actual			
	Net Book		Profit	(Loss)	Net Book		Profit	(Loss)
	Value	Proceeds			Value	Proceeds		
\$	\$	\$	\$	\$	\$	\$	\$	
Granite Rise - 3 Haydon Close	25,000	42,480	17,480	0	25,000	40,000	15,000	0
Granite Rise - 5 Haydon Close	25,000	39,600	14,600	0	25,000	40,000	15,000	0
Granite Rise - 7 Haydon Close	25,000	44,000	19,000	0	25,000	40,000	15,000	0
Granite Rise - 8 Haydon Close	0	0	0	0	30,000	40,909	10,909	0
Granite Rise - 2 Lawton Way	0	0	0	0	30,000	49,091	19,091	0
Granite Rise - 4 Lawton Way	30,000	0	0	0	30,000	43,636	13,636	0
Granite Rise - 5 Lindsay Rise	25,000	41,000	16,000	0	25,000	37,273	12,273	0
Granite Rise - 6 Lindsay Rise	0	0	0	0	45,000	75,455	30,455	0
Granite Rise - 8 Lindsay Rise	0	0	0	0	45,000	75,455	30,455	0
Granite Rise - 10 Lindsay Rise	0	0	0	0	45,000	75,455	30,455	0
Granite Rise - 12 Lindsay Rise	0	0	0	0	45,000	75,455	30,455	0
Granite Rise - 16 Lindsay Rise	0	0	0	0	45,000	74,545	29,545	0
Granite Rise - 3 Abe Way	0	0	0	0	30,000	50,000	20,000	0
Granite Rise - 4 Price Retreat	0	0	0	0	25,000	40,000	15,000	0
Granite Rise - 6 Price Retreat	0	0	0	0	25,000	40,000	15,000	0
Granite Rise - 8 Price Retreat	0	0	0	0	25,000	40,000	15,000	0
	130,000	167,080	67,080	0	520,000	837,274	317,274	0

Contract assets

A contract asset is the right to consideration in exchange for goods or services the entity has transferred to a customer when that right is conditioned on something other than the passage of time.

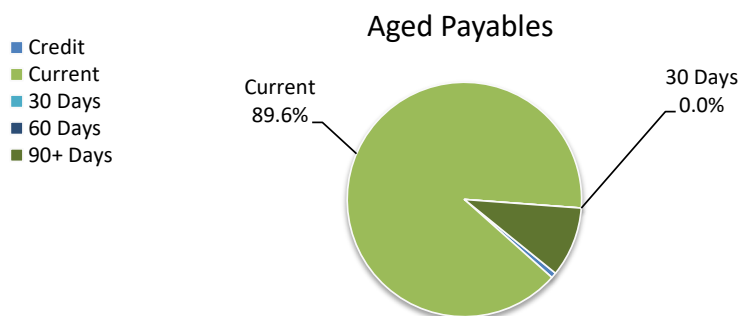
9 PAYABLES

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	(352)	41,531	0	0	4,479	45,658
Percentage	(0.8%)	91.0%	0.0%	0.0%	9.8%	
Balance per trial balance						
Sundry creditors						45,658
ATO liabilities						24,580
ATO liabilities						39,826
Payroll Creditors						25,771
Accrued Expenses						212
Total payables general outstanding						136,047

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 BORROWINGS

Repayments - borrowings

Information on borrowings Particulars	Loan No.	New Loans			Principal Repayments		Principal Outstanding		Interest Repayments	
		1 July 2025	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
		\$	\$	\$	\$	\$	\$	\$	\$	\$
Community Recreation & Events Centre	102	1,126,584	0	0	(51,140)	(103,465)	1,075,444	1,023,119	(26,137)	(51,087)
Total		1,126,584	0	0	(51,140)	(103,465)	1,075,444	1,023,119	(26,137)	(51,087)
Current borrowings		103,465					52,326			
Non-current borrowings		1,023,119					1,023,118			
		1,126,584					1,075,444			

All debenture repayments were financed by general purpose revenue.

KEY INFORMATION

The Shire has elected to recognise borrowing costs as an expense when incurred regardless of how the borrowings are applied.

Fair values of borrowings are not materially different to their carrying amounts, since the interest payable on those borrowings is either close to current market rates or the borrowings are of a short term nature.

11 OTHER CURRENT LIABILITIES

Other current liabilities	Note	Opening	Liability	Liability	Liability	Closing
		Balance	transferred	Increase	Reduction	Balance
		1 July 2025	from/(to)			31 March 2026
		\$	\$	\$	\$	\$
Other liabilities						
Excess Rates		35,706	18,000	88,468	(110,613)	31,561
Total other liabilities		35,706	18,000	88,468	(110,613)	31,561
Employee Related Provisions						
Provision for annual leave		125,158	0	0	0	125,158
Provision for long service leave		189,919	0	0	0	189,919
Other employee leave provisions		34,121	0	0	0	34,121
Employment on-costs		24,883	0	0	0	24,883
Total Provisions		374,081	0	0	0	374,081
Total other current liabilities		409,787	18,000	88,468	(110,613)	405,642

Amounts shown above include GST (where applicable)

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

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 CORRIGIN
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 MARCH 2026**

OPERATING ACTIVITIES

12 GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Unspent grant, subsidies and contributions liability					Grants, subsidies and		
	Liability	Increase in	Decrease in	Liability	Current	Adopted	YTD	YTD
	1 July 2025	Liability	Liability	31 Mar 2026	Liability	Budget	Budget	Revenue
	\$	\$	(As revenue)	\$	\$	\$	\$	\$
Grants and subsidies								
Grants Commission Grant Received - General Purpose	0	0	0	0	0	667,632	500,724	578,626
Grants Commission Grant Received - Local Roads	0	0	0	0	0	386,159	289,617	335,658
DFES LGGS Funding	0	0	0	0	0	115,000	86,250	59,670
CRC Funding Income	0	0	0	0	0	114,967	86,226	114,967
Wage Offset Income	0	0	0	0	0	1,000	0	0
Direct Grants Income - Main Roads	0	0	0	0	0	250,253	250,253	250,253
	0	0	0	0	0	1,535,011	1,213,070	1,339,174
Contributions								
CRC Grant Funding Income	0	0	0	0	0	5,500	4,125	1,903
Other Culture Income	0	0	0	0	0	2,500	0	2,591
	0	0	0	0	0	8,000	4,125	4,494
TOTALS	0	0	0	0	0	1,543,011	1,217,195	1,343,668

13 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 31 Mar 2026	Current Liability 31 Mar 2026	Adopted Budget Revenue	YTD Budget	YTD Revenue Actual
	\$	\$	\$	\$	\$	\$	\$	\$
Capital grants and subsidies								
Funding - Emergency Power Supply - CREC Generator	0	0	0	0	0	135,000	67,500	0
Grant - Regional Road Group Income	0	0	0	0	0	400,000	300,000	271,200
Grant - Roads to Recovery Income	0	0	0	0	0	696,426	348,213	557,213
Grant - MRWA Blackspot Income	0	0	0	0	0	207,789	103,895	83,116
Misc Income, Streets Roads - Camm Street Shared Path Grant	0	0	0	0	0	2,000	1,000	1,000
Grant - Wheatbelt Secondary Freight Network	0	0	0	0	0	9,898	9,898	0
Grant - Wheatbelt Secondary Freight Network	0	0	0	0	0	59,536	59,536	16,434
Public Utilities Other Income - Charge up Workplace Grant	0	0	0	0	0	34,705	0	0
Public Halls and Civic Centres Grant Funding	0	0	0	0	0	0	0	14,529
Public Utilities Other Income	0	0	0	0	0	0	0	19,922
	0	0	0	0	0	1,545,354	890,042	963,414
Capital contributions								
Reimbursements - Tourism Income	0	0	0	0	0	0	0	79
	0	0	0	0	0	0	0	79
TOTALS	0	0	0	0	0	1,545,354	890,042	963,493

**SHIRE OF CORRIGIN
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 MARCH 2026**

14 TRUST FUND

Funds held at balance date which are required by legislation to be credited to the trust fund and which are not included in the financial statements are as follows:

Description	Opening Balance	Amount	Amount	Closing Balance
	1 July 2025	Received	Paid	31 March 2026
	\$	\$	\$	\$
Community Funds Held	110,912	20,000	(25,000)	105,912
Edna Stevenson Educational Trust	830,721	84	(11,856)	818,949
Police Licensing	3,485	474,540	(434,696)	43,329
Westrail Bus Ticketing	106	822	(724)	204
Trust Bank	0	18,000	0	18,000
	945,224	513,446	(472,276)	986,394

GENERAL INFORMATION

PERMITS

Permits for burning during the restricted burning period are available from your **local** Bush Fire Control Officer; please refer to the list on the back page of this notice. No burning is permitted on Good Friday and Easter Sunday.

People burning without permits during the Restricted Burning Period or on days when a High or greater fire weather warning has been issued may be prosecuted.

HARVEST AND MOVEMENT OF VEHICLES BANS

Contractors carting lime, gypsum or fertilizer are allowed to enter into paddocks to unload at any time that there is a **Harvest and Movement of Vehicles Ban** in place on the condition that a manned fire unit with at least 500 litres of water is in attendance.

The term **Harvest and Movement of Vehicles Ban** includes harvesting and the movement of vehicles in paddocks, except vehicles carrying water to stock. It also includes hay bailing and carting, clover harvesting, stubble crunching, reefering and other activities that may start a fire.

ROADSIDE BURNING AND SPRAYING

No roadside burning or spraying is allowed by any person within the Shire without the approval of the CEO.

TOWNSITE GARDEN REFUSE

Provided a fire danger forecast of **catastrophic, extreme** or **high** fire danger has not been issued by the Bureau of Meteorology, garden refuse may be burnt at any time; day or night, in a properly constructed incinerator designed to prevent the escape of sparks or burning material. The incinerator must not be situated less than 2 metres from any building or fence and the area of 2 metres surrounding the incinerator is clear of flammable material.

Garden refuse and refuse on the ground may only be burnt between the hours of 6pm and 11pm and the fire must be completely extinguished by not later than midnight on that day. An area of 5 metres must be cleared all around the site of the fire and a person must remain in attendance at the site during the whole time that the fire is burning. A person must not burn garden refuse at any place at any time when there is a Total Fire Ban in force.

RESPONSIBILITY

Section 28 of the Bush Fires Act 1954 provides that where a bush fire is burning during prohibited or restricted times, the occupier of the land shall forthwith, whether he or she has lit or caused such fire to be lit or not, take all possible steps to extinguish the fire. Where owners or occupiers fail to extinguish the fire a Bush Fire Control Officer may take all proper measures to extinguish such fire and the expenses of that action are recoverable from owners and occupiers.

FIRE CONTROL OFFICERS

Chief Bush Fire Control Officer

Greg Evans 0429 657 021

Deputy Chief Bush Fire Control Officer

Steven Bolt 0427 652 043

Bilbarin Bush Fire Brigade

Steven Bolt 0427 652 043

Sadow Jacobs 0427 652 042

Paul McBeath 0427 629 024

Bullaring Bush fire Brigade

Juan Baker 0427 378 970

Greg Evans 0429 657 021

Craig Jespersen 0427 887 075

Joel Bell 0429 657 097

Bulyee/Kunjin Bush fire Brigade

Kim Sturges 0488 658 040

Craig Poultney 0427 454 002

John Hewett 0427 632 480

Braden Grylls 0428 658 048

Corrigin East Bush Fire Brigade

Tim George 0427 655 045

Kim Courboules 0427 632 624

Bruce Talbot 0427 632 224

Corrigin Central Bush Fire Brigade

Garrick Connelly 0488 632 291

Adam Rendell 0427 632 291

Corey Weguelin 0427 312 448

Natalie Manton 0427 425 727

Roger Northey 0448 494 027

PLEASE PLAN AHEAD, do not ring a Fire Control Officer on the day you want to burn and expect a permit, as it may not be granted. You must give notice to your neighbours and the Shire once the permit is granted.



UHF CH5

When attending a fire use UHF channel 5 to communicate with Fire Control Officers

For Emergency Bush Fire Assistance

Phone 000 or the Shire Office on 9063 2203 during office hours.

To register for SMS notifications of

Harvest Bans via your mobile phone please contact the Shire Office on 9063 2203.

**FIRST AND FINAL NOTICE IS
HEREBY SERVED TO ALL
RESIDENTS AND
RATEPAYERS WITHIN THE
SHIRE OF CORRIGIN**



**FIREBREAK ORDER
2026/2027**

Shire of Corrigin

9 Lynch Street, Po Box 221

CORRIGIN WA 6375

Telephone: (08) 9063 2203

Email: shire@corrigin.wa.gov.au

Web: www.corrigin.wa.gov.au

**PENALTY FOR NON-COMPLIANCE
WITH THIS NOTICE - \$5000.00**

FIREBREAK ORDER BUSHFIRES ACT 1954

Pursuant to the powers contained in section 33 of the Bush Fires Act 1954, you are hereby required on or before 31 October 2026, to plough, scarify, cultivate, spray or otherwise clear and thereafter maintain free of all inflammable material until 15 April 2027 mineral earth firebreaks in the following dimensions, on the land owned or occupied by you.

1. RURAL LAND

1.1 Mineral earth firebreaks of not less than 2.44 metres (8 feet) in width must be constructed along and within 20 metres of all external boundaries of the property owned or occupied by you. If any portion of the land adjoins a public road or railway line, a firebreak must also be constructed along that boundary.

1.2 Property in excess of 250 hectares shall have mineral earth firebreaks positioned as necessary to divide land into areas not exceeding 250 hectares each completely surrounded by a mineral earth firebreak.

1.3 Clear and maintain mineral earth firebreaks at least 2.44 metres (8 feet) wide within 20 metres of the perimeter of any building or group of buildings, fuel tanks, hayshed or haystack, in such a manner as to fully encircle the structure/s. In addition to mineral earth firebreaks, a 20 metre wide low fuel zone is required to be maintained around any building or group of buildings, fuel tanks, hayshed or haystack. Low fuel means the removal of inflammable material, dead trees, leaf litter and trash and the removal of dead branches to a height of 1.5 metres from live standing trees. Grass is to be slashed to a height not exceeding 100mm.

1.4 During any period when harvesting operations are being conducted, there shall be provided an operational mobile firefighting unit with a minimum capacity of 500 litres of water located in or immediately adjacent to the paddock being harvested. The responsibility to supply the unit is that of the landowner/occupier.

2. TOWNSITES

2.1 Where the area of the land is 0.2 hectares (one half of one acre) or less, you shall clear all inflammable material on the land from the whole of the land.

2.2 Where the area of the land exceeds 0.2 hectares (one half of one acre), you shall clear of all inflammable material, mineral earth firebreaks not less than 2.44 metres (8 feet) wide immediately inside all external boundaries of the land, and also immediately surrounding all buildings, haystacks and fuel ramps situated on the land, and also immediately surrounding any drums or drums situated on the land which are normally used for the storage of fuel, whether they contain fuel or not.

2.3 All grass must be maintained to a height of no more than 100mm

3. GENERAL PROVISIONS

The term inflammable Material or the purpose of this notice includes bush (as defined in the Bush Fires Act 1954), timber, boxes, cartons, paper, and the like inflammable materials, rubbish and any combustible matter, but does not include buildings, green standing trees and bushes or growing bushes or plants in gardens or lawns.

If it is considered to be impractical for any reason to provide mineral earth firebreaks in the position or adhere to the provisions required by this notice, the written approval of Council or a duly authorised officer must be obtained to prepare such mineral earth firebreaks in an alternative position. If permission is not granted by Council or a duly authorised officer you shall comply with the requirements of this order.

The term mineral earth firebreak means an area of the owner(s)/occupier(s) land, cleared and maintained totally clear of all vegetation material (living or dead) so there is only mineral earth left.

4. INSPECTIONS

All properties will be inspected from 31 October 2026 to ensure they comply with these requirements. Failure to comply will result in an infringement being issued.

The penalty for failing to comply with this Order is a fine of not more than five thousand dollars (\$5000) and a person in default is also liable, whether prosecuted or not, to pay the cost of performing the work directed by this notice, if it is not carried out by the owner or occupier by the date required by this notice.



Acceptable Mineral Earth Firebreak

Unacceptable Mineral Earth Firebreak

**Harvesting is not permitted on
christmas Day, Boxing Day and New
Year's Day**

RESTRICTED BURNING PERIOD

19 September to 31 October

BURNING PERMIT REQUIRED

PROHIBITED BURNING PERIOD

1 November to 15 February

NO BURNING PERMITTED (INCLUDING CAMP

RESTRICTED BURNING PERIOD

16 February to 15 April

BURNING PERMIT REQUIRED

**NO BURNING PERMITTED ON DAYS WHEN HIGH OR GREATER
FIRE DANGER IS FORECAST**

Fire Weather information is available at www.bom.gov.au, on the Emergency WA App or by listening to ABC Regional Radio

Prepare, Act and Survive

**For further information contact DFES on 1300 657 209 or visit
www.dfes.wa.gov.au.**

Bush fires happen every summer; they can start suddenly and without warning. People have been killed or seriously injured, and homes destroyed in recent events in WA. If you live in or near bush, fire is a real risk to you and your family.

You need to understand the bush fire risk to your family and home so you can make decisions now on what you will do if a bush fire starts. Fire fighters are preparing for the bush fire season and will do everything they can to make your community safe. Fire fighters are volunteers and take time away from their families putting themselves at risk to support you and your family.

You need to help them by developing your bush fire survival plan and preparing your home to make it as safe as possible. Whether you choose to leave for a safer place or you choose to actively defend, preparation is the key to your survival.

PREPARE your family, home or business - know your bush fire risk and have a bush fire survival plan.

ACT on the fire danger ratings - put your preparations into action, do not wait and see

SURVIVE by monitoring conditions if a fire starts - know the bush fire warning alert levels and what you do if you are caught in a fire.

Natalie Manton
Chief Executive Officer

Council Plan 2025-2035 – Progress as at 31/03/2026

The progress on the Strategic Community Plan is outlined as follows:

COMMUNITY

Desired Outcome: Inclusive, healthy and resilient community

No	Community Priority	Priority Actions	Our Role	Progress/Status
1.1	Access to key and enabling community infrastructure and services	1.1.1 Continued provision of local GP services	Partner and Deliver	Continued to support the ongoing provision of local GP services through the renewal of a further six-year lease with Dr Raj and First Health, ensuring long-term service stability for the community. The Shire continues to provide a Shire-owned residence and vehicle for the doctor, and maintained the doctors surgery, including recent upgrades to the Wellness Centre and Medical Centre roof. Additional operational support included assistance with furniture and equipment needs and transitioning the practice to a VOIP phone system to improve service reliability, as well general maintenance and operational costs.
		1.1.2 Support initiatives to attract and retain emergency service volunteers	Partner and Deliver	Continued to support the attraction and retention of emergency service volunteers through quarterly LEMC meetings, ongoing brigade training, and participation in regional DFES workshops and information sessions. These actions help maintain a well-supported, skilled and resilient volunteer network.
		1.1.3 Advocate for the retention of the local childcare service	Advocate	Continued to advocate for the ongoing retention of the local childcare service through support for staffing, housing and funding requirements. The Shire also supported service continuity by providing a Shire-owned building under lease for the daycare to operate from.
		1.1.4 Maintain a strong supportive relationship with Corrigin District High School	Facilitate	Maintain a strong and supportive relationship with Corrigin District High School by continuing to engage with school leadership, advocate for staffing and housing needs, and support opportunities for students. Promotion of the Edna Stevenson Scholarship Fund continued to encourage local youth participation in further education. The Shire also assists with providing work placements for school based trainees and work experience.
1.2	Safe, accessible and inviting public places and facilities	1.2.1 Maintain parks, gardens and open spaces in line with resourcing (focus on Rotary Park)	Deliver	Rotary Park Redevelopment completed in 2024, with additional lawn upgrades completed in late 2025 with further funding allocated for a shade shelter over the BBQ area in the 2025/26 Budget and due for completion by 30 June. Sporting surfaces and irrigation infrastructure at CREC also upgraded in the 2025/26 Budget.

		1.2.2 Investigate opportunities / initiatives to collaborate with local businesses and community groups to enhance CCTV and lighting	Deliver	Introduced new business collaboration initiatives including the Business Assistance Grant (up to \$2,000 per project for 10 projects), the CCTV Subsidy Partnership Program (up to \$500 per installation, up to 10 rebates) and the continued Community Assistance Program. These programs support local business development, safety improvements and community partnerships, with annual funding rounds and multiple grants available each financial year.
		1.2.3 Review and demonstrate progress of the Shire Disability Access and Inclusion Plan (DAIP)	Deliver	The Disability Access and Inclusion Plan (DAIP) was reviewed, updated and endorsed in 2025 following community and stakeholder engagement. The DAIP 2025–2030 is published on the Shire website in multiple accessible formats, and public feedback was invited during the review and draft stages. The Shire continues to implement DAIP actions and meet legislative requirements.
1.3	High standard of community and recreation activities and facilities	1.3.1 Update the Youth Plan	Deliver	The Youth Plan, last endorsed in 2023, is scheduled for review in 2026/27.
		1.3.2 Deliver targeted initiatives to teenagers and young adults (through the CRC)	Deliver	Delivered a range of youth-focused initiatives through the CRC, including school holiday programs. As part of future planning, the review and update of the Youth Plan will help guide the development of more targeted workshops and activities aimed at engaging teenagers and young adults. These initiatives are intended to continue providing opportunities for learning, recreation and social connection over the life of the Council Plan.
		1.3.3 Investigate a skate park	Deliver	Council allocated \$100,000 in the 2025/26 Budget to investigate a new youth recreation space. Staff are progressing options using the old tennis courts as the initial site, with consideration of a skate park, pump track and pickleball facilities. Further investigations will continue to identify grant funding opportunities to complete the full project.
		1.3.4 Work with local clubs to coordinate investment into sport and recreation facility and equipment upgrades	Partner and Deliver	Coordinated with local sport and recreation clubs on facility upgrades, including improved playing surfaces, CREC enhancements such as bird netting, and the installation of fans at the indoor netball courts. Further funding has been allocated in the 2025/26 Budget, and the Shire will continue working with clubs on future facility and equipment upgrades.
		1.3.5 Improve governance arrangements with local clubs to ensure they are simple and easy to implement and monitor	Deliver	Continue to work with local sport and recreation clubs to improve governance arrangements by providing guidance on grant processes, reporting requirements and compliance expectations. Efforts focused on making governance systems simple and easy for clubs to implement and monitor, supporting stronger administrative practices and more sustainable club operations.
		1.3.6 Promote and deliver the Shire's Community Grant Scheme	Deliver	Promoted and delivered the Shire's Community Grant Scheme through the ongoing Community Assistance Program, providing financial and non-financial support to community groups and not-for-profit organisations. The program continues each year, offering Community Donations,

			Community Grants and Significant Event Sponsorship to support locally led projects, events and initiatives.
	1.3.7 Support local arts and culture initiatives	Partner and Deliver	Continued to support local arts and culture initiatives by working with the Corrigin Arts Club to promote arts-based activities, exhibitions and community participation. Planning has also progressed for future mural projects identified through recent community engagement. The Shire will continue to explore additional arts opportunities and partnerships to increase creative activity across the district. Recent Business Assistance Grants have also been structured to allow business owners to incorporate public art or murals into shopfront improvements, supporting both cultural expression and streetscape enhancement.
	1.3.8 Support the Corrigin Senior Citizens group in initiatives that promote and deliver benefits for our seniors.	Partner and Deliver	Supported the Corrigin Senior Citizens group through ongoing collaboration on initiatives that benefit local seniors, including assistance with future facility planning and engagement with aged care service providers. The Shire also progressed actions from the Aged Friendly Community Plan, such as improving pathways and accessways and strengthening relationships with home-care providers, to enhance safety, accessibility and wellbeing for older residents. In addition, the Shire recently provided in-kind support toward the Senior Games hosted in Corrigin. Ongoing collaboration with the Senior Citizens Committee will continue to identify future improvement opportunities and support seniors-focused programs over the life of the Council Plan.

ECONOMY

Desired Outcome: A strong, diverse local economy

No	Community Priority	Priority Actions	Our Role	Progress/Status
2.1	Road network is safe, well maintained and capable of the freight task	2.1.1 Continue to deliver the Road Management Program with a view to improve maintenance of gravel roads, in line with Council's adopted road hierarchy and long term road construction and maintenance plans	Deliver	We continued carrying out our road program based on Council's priorities and long-term plans for building, upgrading and maintaining our roads. Major works included reconstruction and widening on Corrigin–Quairading Road and Wickepin–Corrigin Road, final seals on Corrigin–Quairading Road and Babakin–Corrigin Road, shoulder reconditioning on Yealering–Kulin Road, and crumbed-rubber reseals on narrow bitumen sections. Floodway and safety improvements were also completed. Ongoing gravel road maintenance and future upgrades will continue to be guided by the annual review of the 10-year Road Works Program.
		2.1.2 Advocate for Brookton Hwy improvements as well as access to the Corrigin CBH site	Advocate	Advocacy for Brookton Highway upgrades and improved access to the Corrigin CBH site continued through regular engagement with Main Roads WA and relevant State Government agencies. These priorities will remain a focus in future transport planning and funding discussions.
		2.1.3 Develop and implement a Gravel Source Management Strategy and Policy	Deliver	The Shire will begin developing a Gravel Source Management Strategy and Policy as part of future planning to identify long-term gravel supply needs, sourcing options and site management requirements. This work will focus on ensuring reliable gravel availability to support the Shire's ongoing road construction and maintenance program.
2.2	Improve the town central business district and housing options	2.2.1 Continue to develop the Main Street enhancement in conjunction with the business community	Deliver and Support	The Shire introduced the Business Assistance Grant program to support improved frontages and streetscape appeal and will continue working with the business community to enhance Main Street presentation, with further opportunities to be identified over time.
		2.2.2 Identify and coordinate residential and industrial land assembly and headworks	Partner and Deliver	Planning will begin to identify future residential and industrial land needs, including reviewing available sites and the headworks required to support development. With all Granite Rise residential blocks sold in 2026, future planning will also consider options for additional land supply to support long-term growth in the Shire.
		2.2.3 Collaborate with local groups and RoeROC to seek opportunities, funding and partnerships for the delivery of new housing options	Partner and Deliver	Continued working with local groups and RoeROC to explore opportunities, funding and partnerships for new housing options, building on the regional Housing Needs Analysis and Key Worker Housing work already completed. Further planning will focus on identifying funding sources and collaborative projects to support future housing development across the region.

2.3

Promote the visitor experience, particularly nature based tourism

2.3.1 Aesthetic improvements to each of the town entry areas

Deliver

Progressed planning for future aesthetic upgrades to the town entry areas, with consideration given to improved landscaping, updated signage and other visual features to enhance the Shire's presentation and sense of arrival. Funding has been included in the 2025/26 Budget, with further design work and opportunities for additional improvements to be explored as part of future planning.

2.3.2 Active participation in Roe Tourism Association to promote our attractions

Partner and Deliver

Continued active involvement in Roe Tourism to promote Corrigin's attractions through regional marketing, signage improvements and shared tourism initiatives, with further opportunities to be explored through ongoing collaboration.

2.3.3 Enhance the natural and heritage walk trail experiences across the Shire

Deliver

Planning continued for improvements to the Shire's natural and heritage walk trails, including better signage, wayfinding, interpretive information and general maintenance. Further improvements will be explored over time to enhance the overall trail experience. The Shire is also working with DBCA to maintain trails for fire risk mitigation while protecting the Corrigin Grevillea and other native wildflowers.

Environment

Desired Outcome: Preservation of the natural environment for the benefit of current and future generations

No	Community Priority	Priority Actions	Our Role	Progress/Status
3.1	Waste management within the Shire	3.1.1 Continue to lead and participate in the Bending Regional Waste Site	Partner and Deliver	Continued active participation in the Bending Regional Waste Site through ongoing operational coordination and compliance activities with RoeROC member Shires. Further planning will focus on long-term site management, capacity monitoring and future infrastructure needs to support regional waste services.
		3.1.2 Continue to provide a high standard waste transfer station	Deliver	Maintained a high standard at the Corrigin Waste Transfer Station, ensuring safe operations, clear site signage and compliance with waste handling requirements. Future improvements will consider layout refinements, traffic flow, and potential upgrades to support increased recycling and waste diversion.
		3.1.3 Continue to educate the community about best practice waste disposal	Deliver	Provided ongoing community education on correct waste disposal and recycling practices through Shire communications, signage and staff assistance at the Waste Transfer Station. Future initiatives may include updated information campaigns, expanded recycling guidance and targeted education programs for high-waste user groups.
3.2	Protect and use natural resources sustainably	3.2.1 Prepare the community and Shire assets for more frequent natural events	Partner and Deliver	Continued preparedness activities, including regular LEMC meetings, emergency exercises and maintenance of Shire assets to withstand adverse weather events. Future planning will include updating risk assessments, improving resilience measures and reviewing asset protection strategies as climate impacts evolve. Alongside other RoeROC Shires, the Shire will also seek funding opportunities for generators and alternative power sources at the CREC to strengthen its capacity as an emergency support facility.
		3.2.2 Manage weeds and pests, verge side vegetation and firebreaks	Partner and Deliver	Ongoing management of weeds, pests, verge vegetation and firebreaks through the annual maintenance program and regulatory compliance checks. Future planning includes reviewing vegetation management practices, exploring additional control methods and strengthening seasonal preparedness.
		3.2.3 Implement Council's Waterwise plant selection policy for Shire parks, gardens and verges	Deliver	Applied Waterwise plant selection principles across Shire parks, gardens and verges to improve sustainability and reduce water use. Future planning will investigate opportunities to expand Waterwise landscaping, increase drought-tolerant plantings and incorporate water-efficient irrigation systems.
		3.2.4 Optimise stormwater capturing opportunities and ensure effective	Deliver	Maintained effective drainage systems throughout the Shire and identified opportunities to improve stormwater capture and flow management. Future works will focus on upgrading priority drainage networks, expanding stormwater reuse options and addressing localised

		drainage systems		flooding risks.
		3.2.5 Develop Renewable Policy and Renewables Community Benefit Framework	Partner and Deliver	Work on developing a Renewable Energy Policy and a Renewables Community Benefit Framework has not yet commenced; however, it remains an important future planning activity for the Shire. This work will be progressed in a future stage and will include stakeholder engagement, policy development and assessing opportunities for renewable energy generation and community benefit outcomes.

Civic Leadership

Desired Outcome: Strong governance and leadership

No	Community Priority	Priority Actions	Our Role	Progress/Status
4.1	Deliver a high standard of governance and administration	4.1.1 Investigate the best option and budget for financial management systems for effective governance and administration of Council	Deliver	The Shire's financial management systems and procedures continue to support effective governance and administration and are operating effectively. In line with a commitment to continuous improvement, the Shire will continue to review system capability and consider future enhancements to ensure ongoing compliance, efficiency and integration. This includes working with the RoerOC Shires to explore potential ERP system options and tender pathways, informed by audit findings, best practice and changing operational needs. To support this, annual budget allocations of \$100,000 have been set aside in a reserve from 2024/25 onwards, and the project is identified as a priority within the ICT Strategic Plan endorsed in 2025.
		4.1.2 Long term financial plans are implemented and monitored to assist with the timing and achievement of our goals	Deliver	Continued to implement and monitor the Long Term Financial Plan (LTFP) to guide financial decision-making and the timing of major projects. Regular reviews ensure alignment with the Annual Budget and the Integrated Planning and Reporting (IPR) framework to support long-term sustainability. The LTFP was reviewed and updated in 2025 and is scheduled for further review as part of the upcoming budget workshops over the next three months.
		4.1.3 Implement and monitor the annual budget to support timely progress toward strategic goals	Deliver	Implemented and monitored the annual budget to support timely progress toward strategic goals, supported by monthly financial reports to Council that track performance and variances. Budget workshops were held for the adoption of the 2025/26 Budget. A mid-year budget review was completed in February 2026 to ensure the 2025/26 Budget remains on track and to identify any potential variances, with a further review scheduled for June to ensure an accurate carry-over surplus for the 2026/27 Budget. Budget workshops for the 2026/27 Budget will commence in April. Ongoing improvements will continue to strengthen financial oversight and support transparent audit preparation.
		4.1.4 Investigate shared services and resourcing through partnerships	Partner and Deliver	Continued to explore shared service and resourcing opportunities through RoerOC and other regional partnerships. Future planning will assess options for procurement efficiencies, specialist staffing, policy alignment and joint project delivery. Work is also underway with RoerOC to investigate shared ERP system options and potential tender processes to support improved resourcing and system integration across member Shires.
		4.1.5 Continue to implement, monitor and report against the Integrated Planning and Reporting milestones	Deliver	Maintained compliance with the Integrated Planning and Reporting (IPR) framework through regular monitoring and reporting on strategic, financial and workforce plan milestones. Ongoing work includes preparing for future IPR document reviews, audits and statutory reporting cycles to support continuous improvement. This report also demonstrates the continued monitoring and implementation of the updated Council Plan endorsed in 2025.

4.2	Keep the community informed and seek their feedback	4.2.1 Improve regular communication and expand channels to inform our community of decisions, actions and opportunities for feedback	Deliver	Improved regular communication through the Shire website, public notices, newsletters and active Facebook updates, including emergency information, event promotions and public consultation notices (e.g., planning proposals, community events, Coffee with Council). Future planning will focus on expanding communication channels, increasing engagement opportunities and strengthening two-way feedback with the community.
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SHIRE OF CORRIGIN

IT Disaster Recovery Plan



9 Lynch Street, PO Box 221, Corrigin WA 6375

(08) 9063 2203

shire@corrigin.wa.gov.au

www.corrigin.wa.gov.au

Strengthening our community now to grow and prosper into the
future

Version	Version 2.0
Description of Change(s)	Review and updated
Revision <i>Deputy Chief Executive Officer</i>	Myra Henry
Approval <i>Chief Executive Officer</i>	Natalie Manton
Date	15 April 2026

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1. Overview

1.1. Introduction

A disaster event that causes significant damage to the Shire of Corrigin's information technology (IT) systems, can cause major disruption to the organisation's ability to operate effectively, with the possibility of resulting in financial loss, business failure and a loss of credibility to public perception.

The causes of a disaster are varied, including flooding, fire, industrial accidents, structural failure, hacking and computer viruses. Although the risk of a disaster will always exist, its impact and the cost of salvage and restoration can be mitigated by careful planning.

The purpose of this plan is to protect the IT systems of the Shire of Corrigin, facilitating the restoration of normal operations with minimum disruption and cost. The plan also identifies the steps to be taken to minimise damage to the Shire's IT systems and enable staff to encounter an emergency with efficiency and practical ease.

1.2. Definitions

For ease of reference and understanding the main terms used in this document and their meanings are provided:

consequence means the outcome of an event or situation expressed qualitatively or quantitatively, being a loss, injury, disadvantage, or gain.

disaster means any even that creates a potential inability on an organisation's part to provide critical business functions for some predetermined period.

event means an incident or situation, which occurs in a particular place during a particular interval of time.

likelihood is used as a qualitative description of probability and frequency.

loss means any negative consequence, financial or otherwise.

probability means the likelihood of a specific outcome, measured by the ration of specific outcomes to the total number of possible outcomes.

risk means the change of something happening that will have an impact upon the Shire of Corrigin objectives. It is measured in terms of consequences and likelihood.

risk assessment means the objective process used to determine risk management priorities by evaluating and comparing the level of risk against predetermined standards and other criteria.

risk management means the systematic application of management policies, procedures, and practices to the tasks of identifying, analysing, assessing, treating, and monitoring risk.

1.3. Purpose

This document outlines the policies and procedures for information technology disaster recovery, including process-level arrangements to support the restoration of critical technology platforms and coordination of communications during a disruption event.

The purpose of the Plan is to support the timely recovery of information systems, protect data integrity and availability, and maintain business continuity. Telecommunications services are primarily reliant on external service providers and are addressed within this Plan at a coordination and contingency level rather than through detailed system recovery procedures.

1.4. Scope

This document covers the Shire of Corrigin's Information Technology (IT) System and its framework.

1.5. Key Personnel Contact Information

Team Member	Position	Telephone
1. Natalie Manton	Chief Executive Officer	0427 425 727
2. Myra Henry	Deputy Chief Executive Officer	0429 632 049
3. Wallis Computer Solutions	Contracted Company	08 9661 1803
4. ReadyTech	Contracted Company	08 9315 7000
5. Merredin Telephone Service	Contracted Company	08 9041 1199
6. Best Office Systems	Contracted Company	08 9842 1333

2. Planning

2.1. Plan Updates

It is necessary for the Information Technology Disaster Recovery Plan update process to be properly structured and controlled. Whenever changes are made to the Plan they are to be fully tested and approved in accordance with established change control procedures.

The effectiveness of this Plan is reliant on the availability of contracted information technology service providers. In the event of a widespread or regional disaster, recovery timeframes may be extended due to external resource constraints and service provider availability.

Overall governance responsibility for this Plan rests with the Chief Executive Officer.

2.2. Plan Documentation

Copies of this Plan, essential media, and hard copies will be stored in secure locations to be defined by the organisation. A hard copy of this plan to be filed with the Administration Officer.

A copy of this Plan will be sent to the Chief Executive Officer and Deputy Chief Executive Officer. Supporting IT related information and documentation will be stored on the T Drive under [IT Disaster Management Plan](#)

2.3. Backup Strategies

Server workloads are protected using Datto Backup Appliance (Datto IBC), which provides image-based backups with frequent recovery points, onsite and offsite retention, and automated verification of recoverability.

Backup Frequency:

Image-based incremental backups are performed hourly between 8:00 AM and 5:00 PM on business days, and after 7:00 PM on weekends. This schedule provides frequent recovery points while minimizing performance impact during core business hours.

Onsite Backup and Rapid Recovery:

All backups are stored locally on the Datto appliance, allowing for rapid file-level restores, bare-metal recovery, and local virtualization of protected systems in the event of server failure or other localized incidents.

Offsite (Cloud) Replication:

The final backup of each day is replicated to the Datto Cloud, providing secure offsite storage and ensuring data availability in the event of a site-wide disaster, such as fire, flood, or extended power outage.

Automated Backup Verification:

The final daily backup is automatically virtualized and boot-tested using Datto's screenshot verification process. A screenshot of the successful boot is captured and retained as evidence that the system is recoverable and able to start successfully.

Monitoring, Reporting, and Management:

Backup activity and status are monitored daily by the Managed Service Provider (MSP). Any failed backups, alerts, or anomalies are investigated and remediated as part of standard operational procedures.

In addition, the client receives automated daily backup reports via email, providing visibility into backup success, failures, and overall system protection status.

Issue Resolution and Assurance:

Where issues are identified, the MSP takes responsibility for promptly resolving backup failures or configuration issues to ensure continued data protection and compliance with the agreed disaster recovery strategy.

This approach provides a robust, monitored, and verified backup solution with frequent recovery points, secure offsite replication, and documented proof of recoverability.

KEY TECHNOLOGY	BACKUP STRATEGY	ADDITIONAL INFORMATION
Servers	Backed up using Datto IBC	A server is a piece of computer hardware and software combined which provides functionality for other programs and devices. The Shire uses a physical host with multiple virtual servers configured. These servers are being backed up every hour between 8am and 6pm and the last successful backup image uploaded to the Cloud Datacentre every day.
Data Disks on Virtual Servers	Backed up using Datto IBC and this is to provide specific details about the data volumes that are backed up. If any are not backed up they are specified here as well.	<ul style="list-style-type: none"> • SOCR-S22DC: <ul style="list-style-type: none"> ○ C:\ OS Partition ○ K:\ MS Data ○ L:\ Shire Shared Data • SOCR-S22RDS: <ul style="list-style-type: none"> ○ C:\ OS ○ M:\ SynergySoft Mapping ○ U:\ SynergySoft • SOCR-ALTUS: OS
Phone systems	NIL	Not relevant
Web Site	Maintained by Market Creations	The Shire website was designed and currently hosted by Market Creations. They also provide access to the Sparks CMS intranet. Market Creations are responsible to maintain and support the website.

2.4. Emergency Contacts

The following table provides contact information for the *IT Disaster Response and Recovery Team (ITDRRT)*. These staff members should be contacted whenever IT systems are affected in an emergency situation.

Team Member	Position	Name	Telephone
1 Emergency Manager	Chief Executive Officer	Natalie Manton	0427 425 727
2 Emergency Manager	Deputy Chief Executive Officer	Myra Henry	0429 632 049
3 IT Disaster Recovery Coordinator	Wallis Computer Solutions	Nathanael Wallis	0428 611 803
4 IT Disaster Recovery Assistant	Executive Officer	Jarrad Filinski	08 9063 2203

2.5. Responsibilities

The Emergency Manager is responsible for managing the overall response to an emergency, assessing potential hazards, and liaising with the emergency services.

The IT Disaster Recovery Coordinator has overall responsibility for the IT Disaster Recovery Plan and for coordinating recovery operations. Specific responsibilities of the IT Disaster Recovery Coordinator include:

- establishing and coordinating arrangements to enable an emergency level of service as soon as practicable, consistent with the recovery priorities and indicative timeframes set out in the Recovery Plan;
- coordinating the progressive restoration of key business systems and services in accordance with agreed recovery objectives, subject to incident severity, external dependencies and service provider availability; and
- supporting the transition to business-as-usual operations over time, recognising that full restoration timeframes may extend beyond initial recovery targets in the event of widespread or complex incidents.

The IT Disaster Recovery Assistant shall provide assistance with disaster recovery functions and act as the IT Disaster Recovery Coordinator in the absence of the appointed IT Disaster Recovery Coordinator.

The function of the ITDRRT is to provide logistical support, and assistance with disaster recovery operations as directed by the IT Disaster Recovery Coordinator. Decisions made by the ITDRRT are to be documented in the form outlined in [Appendix 1: Event Log](#). This document will direct future decisions made by the ITDRRT, based on past actions and outcomes during the crisis.

2.6. Cyber Security and Essential Eight Alignment

This Information Technology Disaster Recovery Plan is focused on supporting business continuity and recovery following incidents that impact the Shire's information technology systems. It does not seek to demonstrate, assess or certify compliance with the Australian Signals Directorate's Essential Eight mitigation strategies.

The Shire's information technology environment incorporates a number of controls that align with Essential Eight principles, including the use of multi-factor authentication, managed access controls, regular system backups with off-site replication and verification, and defined incident response and escalation procedures.

Preventative cyber security controls, including application control, system patching, user privilege management and security configuration, are implemented and maintained through the Shire's contracted information technology service provider and associated IT governance arrangements. These preventative controls sit outside the operational scope of this Disaster Recovery Plan.

This approach ensures alignment with recognised cyber security principles while maintaining the Plan's primary focus on recovery, restoration and continuity of services following a disruption or disaster event.

3. Risk Assessment

3.1. Risk Management

There are many potential disruptive threats which can occur at any time and affect the normal business processes. A wide range of potential threats have been considered. Each potential environmental disaster or emergency situation has been examined.

Potential disasters have been assessed and are documented in the Shire of Corrigin's Business Continuity Plan.

3.2. Risk Management Process

The process used to identify and evaluate major risks is based on the Australian/New Zealand Standard AS/NZS 31000:2018, *Risk Management*. This Standard requires the following steps:

- Establish the context
- Identify the risks
- Analyse the risks
- Evaluate the risks
- Treat the risks
- Monitor and review
- Continual communication and consultation
- Pest or vermin infestations

3.3. Level of Risk

The organisation measures its risk appetite through the following, detailed in [Appendix 2: Shire of Corrigin Risk Matrix](#)

- Measures of Consequence:
 - Measures a range of factors within any given circumstance, with a rating between 1 (Insignificant) and 5 (Extreme). Factors measured include people, interruption to service, reputation (social/community), compliance, property (plant, equipment, buildings) natural environment, financial impact and project (time and cost).
- Measures of Likelihood:
 - Attributes the significance of an event with a numerical system, and the likelihood of a particular event occurring at any given time.
- Risk Matrix:
 - Combines the 'Measure of Likelihood' with the severity of the event, to determine the consequence likelihood and the extremity of the event.

The Shire has defined its tolerance to risk, its risk appetites, through the development and endorsement of the Shire's Risk Assessment and Acceptance Criteria. Organisational risks are to be assessed according to the Shire's Risk Assessment and Acceptance Criteria to allow consistency and informed decision making. Appendix 2 takes its information from the organisation's Policy 4.1 Risk Management and the attachments of the Policy Schedule.

4. Scenario-Specific Checklists

4.1. Scenario 1: Destruction or Severe Damage of Server

Tasks	Who	Done
<p>Contact IT Support (Contractors) to:</p> <ul style="list-style-type: none"> • Clarify the extent of the damage and any data loss • Identify timeframes for the backup server to be operational and implemented • Identify other staff able to assist the IT Department • Determine restoration target timeframes • Determine potential causes 		
<p>Detail strategy and resources for recovery:</p>		
<p>Consider:</p> <ul style="list-style-type: none"> • Critical activities that rely on this system • Time critical work functions • System requirements • Manual procedures or workarounds to complete critical time-sensitive business functions • Any risk implications 		
<p>Ensure ongoing interaction with ITDRRT for regular updates and feedback</p>		
<p>Invoke the IT Disaster Recovery Plan</p>		
<p>Other:</p>		

Notes:

4.2. Scenario 2: Computer Virus / Hacking

Tasks	Who	Done
<p>Contact IT Support (Contractors) to:</p> <ul style="list-style-type: none"> • Clarify the extent of the damage and any data loss • Identify IT security measures • Identify timeframes for the backup server to be operational and implemented • Determine restoration target timeframes 		
<p>Contact Cybersecurity Authorities to inform them of the security breach:</p>		
<p>Detail strategy and resources for recovery:</p>		
<p>Consider:</p> <ul style="list-style-type: none"> • What systems have been compromised? • Is personal information and data of employees at risk? • Alternative work system requirements for staff members • Is there an ongoing risk? 		
<p>Ensure ongoing interaction with ITDRRT for regular updates and feedback</p>		
<p>Invoke the IT Disaster Recovery Plan</p>		
<p>Other:</p>		

Notes:

4.3. Scenario 3: Accidental Erasure of Data

Tasks	Who	Done
<p>Contact IT Support (Contractors) to:</p> <ul style="list-style-type: none"> • Clarify the extent of data loss • Identify IT security measures • Identify timeframes for the backup server to be operational and implemented • Determine restoration target timeframes • Determine retrievable data 		
<p>Detail strategy and resources for recovery:</p>		
<p>Consider:</p> <ul style="list-style-type: none"> • The extent of the data loss • How did the data get erased? • What measures can be implemented to avoid the occurrence into the future? • Is there any ongoing risk? 		
<p>Ensure ongoing interaction with ITDRRT for regular updates and feedback</p>		
<p>Invoke the IT Disaster Recovery Plan</p>		
<p>Other:</p>		

Notes:

5. Emergency Response

5.1. Emergency Alert, Escalation and DRP Activation

This document has been established to ensure that, in the event of a disaster or crisis, personnel have a clear understanding of who should be contacted. Procedures are in place to ensure communications can be quickly established while disaster recovery arrangements are activated.

For the purposes of this Plan, an information technology disaster is an event that results in sustained loss of access to critical systems, data or communications required to deliver essential Shire services, and which cannot be resolved through standard operational support processes.

Employee Communication and Notification

During a disaster or significant information technology incident, Managers will act as the primary contact points for their respective work areas and will communicate information, instructions and updates to staff members as required.

Where directed, designated staff may assist Managers by contacting employees to relay information regarding the incident and the Shire's immediate response arrangements.

If employees are unable to be contacted through normal means, Managers may rely on emergency contact information held by the organisation to relay critical information, where appropriate.

Personnel and Family Notification

Where an incident results in circumstances such as serious injury or hospitalisation, reasonable steps will be taken to notify an affected employee's nominated emergency contact as soon as practicable, in accordance with organisational procedures.

Backup Notification Arrangements

Where a Manager or designated staff member responsible for employee notification is unavailable or unable to perform this role, an alternate delegated staff member will assume notification responsibilities to ensure continuity of communication.

The Disaster Recovery Plan will rely principally on key members of management and staff who will provide the technical and management skills necessary to achieve technology and business recovery. Suppliers of critical equipment and services will continue to support recovery of business operations as the organisation returns to normal operating mode.

5.1.1 Emergency Alert

The Incident Management Team (IMT), as detailed in the Shire's Incident Management and Business Continuity Response (IMBCR) is responsible for activating the DRP for disasters identified in the IMBCR, as well as in the event of any other occurrence that affects the company's capability to perform normally.

One of the tasks during the early stages of an emergency is to notify the IT Disaster Response and Recovery Team (ITDRRT) that an incident has occurred. Notification will be coordinated by the Incident Management Team and include sufficient information to enable ITDRRT members to undertake their roles and support activation of the Disaster Recovery Plan.

5.1.2 Activation of Emergency Response Team

Where an incident meets the definition of an information technology disaster as outlined in Section 5.1, the IT Disaster Recovery Coordinator will coordinate recovery activities and work with the IT Disaster Response and Recovery Team (ITDRRT).

The Incident Management Team (IMT) will determine the extent to which the Disaster Recovery Plan is to be invoked, having regard to the severity of the incident and its impact on the Shire's ability to deliver essential services.

Responsibilities of the IMT include:

- responding immediately to a potential disaster and contacting emergency services where required
- assessing the extent of the incident and its impact on business functions and service delivery
- determining which elements of the Disaster Recovery Plan should be activated
- establishing and managing disaster recovery arrangements to maintain vital services and support a return to normal operations
- ensuring employees are notified and allocating responsibilities and activities as required

5.1.3 IT Disaster Recovery Team

The team will be contacted and assembled by the CEO. The responsibilities of the ITDRRT include:

- Establish facilities for an emergency level of service within 8 business hours.
- Restore key business services within 72 business hours of the incident.
- Recover to 'business as usual' within IT systems within 72 hours after the incident.
- Coordinate activities with the IMT
- Report to the IMT as detailed in the Business Continuity Plan.

If the disaster occurs outside of normal operating hours the Emergency Manager should be contacted.

5.2 Budget Approval

The following personnel have purchasing authority thresholds, which can be utilised in an IT-related disaster:

1. Deputy Chief Executive Officer – Up to \$50,000
2. Chief Executive Officer – Whole Budget

In the instance that the Administration building is lost, and a full relocation is required, the Chief Executive Officer is required to approve the expenditure to procure IT infrastructure to allow staff to work.

The *Local Government Act 1995* section 6.8(1)(c) gives the Shire President the capacity to authorise expenditure from the municipal fund that is not included in the annual budget, in an emergency.

5.3 Media and Public Communications

All media enquiries relating to a disaster or significant IT incident are to be managed in accordance with the Shire's approved communication arrangements.

The Chief Executive Officer and Shire President are the authorised media spokespeople unless otherwise delegated.

No other employees are authorised to engage with the media. Staff contacted by the media are to refer enquiries to the Chief Executive Officer.

Media messaging will focus on providing accurate, timely and consistent information, including:

- what has occurred
- the Shire's response
- actions being taken to manage impacts and restore services

5.4 Insurance

The Shire maintains a range of insurance policies to support disaster recovery and business continuity, including but not limited to general liability, directors and officers' liability, errors and omissions, and business interruption coverage.

Where insurance-related assistance is required outside of normal business hours, contact details are maintained separately and accessible to Executive staff.

6. DRP Recovery Methodology

In the event of an IT system failure, the Deputy Chief Executive Officer (DCEO) will usually be aware, or quickly notified by Wallis Computer Solutions. From there, Wallis Computer Solutions will make a plan to recover the affected system within the recovery time objective (RTO) as defined in section 6. If the event is a major outage which affects the building and its ability to service, the DCEO will activate and invoke the DRP.

Key decisions that need to be made by the Executive Management include staff working remotely or the need to relocate to the disaster recovery site. Full details of the escalation process are covered in the main IMBCR).

6.1. Loss of Facility

In the event that the Administration building and or server room assets are non-recoverable (e.g., fire outbreak), operation systems will be resurrected using the cloud-based server located at Datto Cloud Datacentre. Data uploaded or downloaded between the time of the last performed Offsite backup and the event will not be recoverable. As this offsite cloud replication is performed each day it is unlikely that more than 24 hours of work will be unrecoverable.

Wallis Computer Solutions will be contacted to ensure the cloud-based backup server is working at full capacity, with the Shire's systems expected to be running within eight (8) business hours. Setup of IT infrastructure at an alternative site, such as the Corrigin Recreation and Events Centre, will commence at the coordination of the IT Disaster Recovery Coordinator.

In the event that the Shire Administration building is unavailable, alternate recovery facilities may be activated, including the Corrigin Depot or the Corrigin Recreation and Events Centre.

Initial staffing at an alternate recovery facility will be limited to members of the Disaster Recovery Team for the first 72 hours. Additional staff will be directed to attend as required once facilities and systems are stabilised.

Notification of alternate work locations will be coordinated through Managers and available communication channels, including SMS or other electronic communication methods where practicable.

6.2. Loss of Power

As the Administration Office is officially recognised as the primary Incident Control Centre for the organisation, the Shire owns an Olympian Generator Set GEP65-9 located at the Shire Administration Office on Lynch Street for use in the event of a loss of power. The generator has sufficient capacity to power all the normal operations of the Administration Office and Community Resource Centre in the event that traditional power is unavailable.

Normal operations can be defined as: operating all computers; lighting; communications; heating and cooling; all of which is required to maintain the facility as an Incident Control Centre.

[Generator Operation](#) procedures are available for the generator and provide detailed instructions on how to operate the generator located at the Administration office.

7. Recovery Plan

Recovery timeframes outlined in this Plan are indicative and subject to the nature and severity of the incident, availability of external infrastructure and service providers, and regional conditions at the time of the event.

The below table identifies time-critical IT functions (Recovery Time Objective) and the given timeframe to complete this.

Recovery Time Objective: 8 - 24 Hours
<p>The Shire's email services are delivered via Microsoft 365 and are hosted within Microsoft's cloud environment. These services are not dependent on the Shire's on-premises server infrastructure. In the event of a disaster affecting local hardware or systems, Microsoft 365 services are expected to remain available, subject to the availability of external internet connectivity. Staff may access email using existing devices, including desktop computers, laptops and configured mobile devices. The Chief Executive Officer, Deputy Chief Executive Officer and Manager of Works & Services utilise mobile phones operating on the Telstra network. Availability of mobile telecommunications during a disaster event is dependent on the continuity of the external telecommunications network and cannot be guaranteed in the event of widespread or infrastructure-impacting incidents. The Shire's fixed telephony system does not have a dedicated disaster recovery solution. In the event of a telephony outage, continuity of communications will rely on mobile phone services and call-diversion arrangements where available. Restoration of fixed telephony services is managed through external telecommunications service providers and is outside the direct control of this Plan. The Shire's website is hosted and supported by Market Creations. Availability and restoration of the website following an incident are managed by the service provider in accordance with their hosting and support arrangements. Recovery of on-premises server infrastructure and access to local systems is undertaken in accordance with the Shire's contracted IT disaster recovery arrangements, with target restoration timeframes subject to the nature and severity of the incident.</p>
Recovery Time Objective: 1 – 3 Days
<p>Shire of Corrigin staff workstations, including desktop computers and laptops, may be established and utilised within alternate or designated premises in accordance with the Incident Management and Business Continuity Response arrangements.</p> <p>The Shire utilises a bonded, high-availability internet connectivity solution comprising Telstra and Optus mobile broadband services (4G/5G dependant on coverage and availability) and Starlink services. These services operate concurrently to provide resilient external connectivity across the Shire Office, Depot and Community Resource Centre.</p> <p>Where one connectivity service becomes unavailable due to localised issues such as carrier faults, power outages or infrastructure damage, traffic will generally fail over to remaining available services. This arrangement reduces, but does not eliminate, the risk of a complete loss of external connectivity.</p> <p>In the event of a major site failure affecting all on-site infrastructure and power supply, bonded internet services may also be unavailable. In such circumstances, temporary connectivity may be established using mobile hotspot or cellular data devices, subject to device availability and telecommunications network conditions, to support access to critical cloud-based services where practicable.</p> <p>Department of Transport licensing services operate independently of the Shire's network and may be accessed directly by contacting Department of Transport IT Support on 1800 354 928. Where required, customers may also be directed to neighbouring local governments, including Quairading, Kulin or Kondinin, to access licensing services.</p>

Recovery Time Objective: 3 – 5 Days

By this stage of recovery, critical business systems and supporting information technology services are expected to be progressively restored to a stable operational state, subject to the nature and severity of the incident and the availability of external infrastructure and service providers.

This phase of recovery focuses on the re-establishment of core operational capability, including access to workstations and essential systems, restoration of priority business applications, and stabilisation of communications and internet connectivity where external services are available.

Fixed telephony services, website availability, and other externally hosted or provider-managed services will continue to be restored in coordination with external service providers and may be subject to extended recovery timeframes beyond the direct control of the Shire.

Full restoration of systems and services to a pre-incident operating state may extend beyond this period, particularly where a widespread or infrastructure-impacting disaster has occurred.

The Shire's website is hosted and supported by an external service provider. Website availability and restoration are managed by the provider and are subject to their recovery processes and external conditions.

8. IT System Information

8.1. Onsite Server

The onsite server is located in the copy room in the Administration building of the Shire. The onsite server undergoes the backup process daily. Incremental backups occur every hour between 8Aam to 6pm and a single backup captured on the weekend. Last successful backup of the day will be sync'd to a datacentre in Sydney.

8.2. Offsite Server

There is NO dedicated offsite server for Shire of Corrigin. In case of hardware failure, natural disaster or unexpected long outages, Shire of Corrigin management can contact Wallis Computer Solutions to start the Disaster Recovery Solution in the Cloud Datacentre.

8.3. Backup Hard drives

Shire of Corrigin has a Datto IBC appliance onsite to retain backups onsite, offsite data syncs to the Cloud Datacentre every night. The Shire data is not replicated to an external drive onsite.

8.4. Internet Connectivity

The Shire has three internet services. A Starlink Satellite service and Telstra and Optus mobile broadband services (4G/5G dependant on coverage and availability) connection are bonded using Fusion broadband to provide reliable internet connection for the staff. Internet speed varies based on external factors and network congestion.

8.5. Emails

Microsoft 365 services are hosted in Microsoft's cloud environment and provide high availability and redundancy. These services are not dependent on the Shire's on-premises infrastructure and are expected to remain available during incidents impacting local servers or facilities, subject to external connectivity.

Data backup and long-term retention for Microsoft 365 services are managed separately through the Shire's information governance and contracted information technology service arrangements and sit outside the operational scope of this Disaster Recovery Plan.

8.6. Phone System

The Shire's fixed telephony services do not have a dedicated disaster recovery solution. The phone system is dependent on external telecommunications and power infrastructure.

In the event of disruption to fixed telephony services, primary communication will occur via mobile phones where available. Inbound calls may be diverted to a designated Shire mobile number to enable continuity of communications. Allocation and management of call diversion arrangements will be coordinated by the Chief Executive Officer or delegate.

Restoration of fixed telephony services is managed through external telecommunications service providers Telstra/Merredin Telephone Services and falls outside the direct control and operational scope of this Disaster Recovery Plan.

8.7. Desktop PCs & Laptops

Office-bound staff members are provided either with laptops or desktop PCs to carry out their daily operational requirements. In the event of a disaster, this equipment can be moved to an alternative location decided upon by the Emergency Managers.

8.8. Printers / Scanners

The organisation holds Konica Minolta copiers supplied and managed by Best Office Systems and are configured to work on the existing network. Should the network be affected by the disaster, network capabilities will be set up in the alternative location decided upon by the Emergency Managers.

8.9. SynergySoft Information

SynergySoft Enterprise Resource Planning (ERP) is hosted locally in the Shire of Corrigin's server and supported by IT Vision. SynergySoft is the system used by the organisation to carry out its business functions daily, which includes numerous modules for separate areas of practice (e.g., payroll, rates, records management).

8.10. Website

The Shire's website and Sparks CMS intranet are hosted and managed under the CouncilConnect Service Agreement, powered by the Spark Content Management System (Spark CMS) and provided by Market Creations Agency.

Website hosting is delivered through a secure, enterprise-grade cloud environment retained within Western Australia. Daily automated backups are performed as part of the hosted service, with data stored off-site to support business continuity and disaster recovery. Monthly backups are retained for extended recovery purposes in accordance with the service agreement.

Ongoing maintenance, security monitoring, system updates and recovery activities are managed by Market Creations Agency in accordance with CouncilConnect hosting and disaster recovery procedures.

In the event that website restoration is required, responsibility for recovery rests with Market Creations Agency as the service provider. Website restoration timeframes are subject to their recovery processes and external conditions and fall outside the direct operational control of this Disaster Recovery Plan.

8.11. Office 365

Office 365 is a subscription service provided by Microsoft. The organisation is using Microsoft Office 365 for email services, which is hosted in the cloud.

The Business Premium licences for email exchange enables Shire staff to download and install the Office365 Suite (Outlook, Word, Excel, PowerPoint, OneNote, MS Teams) onto their desktops and the ability to access emails through any internet browser portal. Each user is provided with 50GB of mailbox size and 1TB of OneDrive for Business cloud storage space.

8.12. Passwords and Access

Wallis Computer Solutions utilises the ITGlue document store, which contains the Shire's passwords for the server, network, Office 365, backup passwords. WCS Wallis Computer Solutions and staff use their individual logins to access information, each staff member protecting their account using multi-factor authentication to prevent unauthorised access to the system.

8.13 Equipment Requirements.

The cumulative quantities of office equipment, is based on the figures from the Shire's Business Continuity Plan, shown below:

Shire of Corrigin	Cumulative quantities required within ..				
	1 day	3 days	5 days	10 days	20 days
Office Equipment:					
Workstations / Laptops	4	6	12	12	12
Phones / Mobiles	6	6	6	6	6

9. Reviewing the Disaster Recovery Plan

This Disaster Recovery Plan is to be reviewed and updated on a biennial basis, or earlier where there are significant changes to organisational risks, systems, service arrangements or the operating environment. This review cycle aligns with the review arrangements adopted for the Shire's Records Disaster Management Plan.

Following the occurrence of a disaster or significant incident, a formal post-incident report is to be prepared for management. This report will support organisational learning, continuous improvement and any insurance claim by the Shire of Corrigin. The report may be prepared as a standalone document or by including recovery-related costs and supporting information as an appendix.

Website hosting and recovery information will be reviewed and updated where additional confirmation is provided by the external service provider.

A review undertaken following an actual disaster event should include consideration of the following matters:

- a description of the disaster event, including how the disaster occurred and whether it was preventable
- an assessment of the effectiveness of existing counter-disaster and preventative measures
- a summary of the Shire of Corrigin's response to the disaster and an evaluation of the effectiveness of that response
- an assessment of the impact of the disaster on the Shire of Corrigin's information technology systems
- details of any damage sustained by buildings, infrastructure or equipment
- an assessment of the effectiveness of supplies, equipment and external resources utilised during recovery
- identification of any difficulties or constraints encountered during recovery activities
- an assessment of coordination, communication and cooperation between internal work areas and involved personnel
- identification of any occupational safety and health issues arising from the event; and
- an assessment of the performance of external agencies, contractors or consultants where engaged.

Appendices to the post-incident report should include photographic evidence of the incident and a detailed record of expenses incurred during recovery operations for insurance and accountability purposes.

Appendix 2: Shire of Corrigin Risk Matrix

Measures of Likelihood

Level	Rating	Description	Frequency
5	Almost Certain	The event is expected to occur in most circumstances.	More than once per year.
4	Likely	The event will probably occur in most circumstances.	At least once per year.
3	Possible	The event should occur at some time.	At least once in 3 years.
2	Unlikely	The event could occur at some time.	At least once in 10 years.
1	Rare	The event may only occur in exceptional circumstances.	At least once in 15 years.

Risk Matrix

Consequence Likelihood		Insignificant	Minor	Moderate	Major	Extreme
		1	2	3	4	5
Almost Certain	5	Moderate (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Moderate (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Moderate (6)	Moderate (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Moderate (6)	Moderate (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Moderate (5)

Measures of Consequence

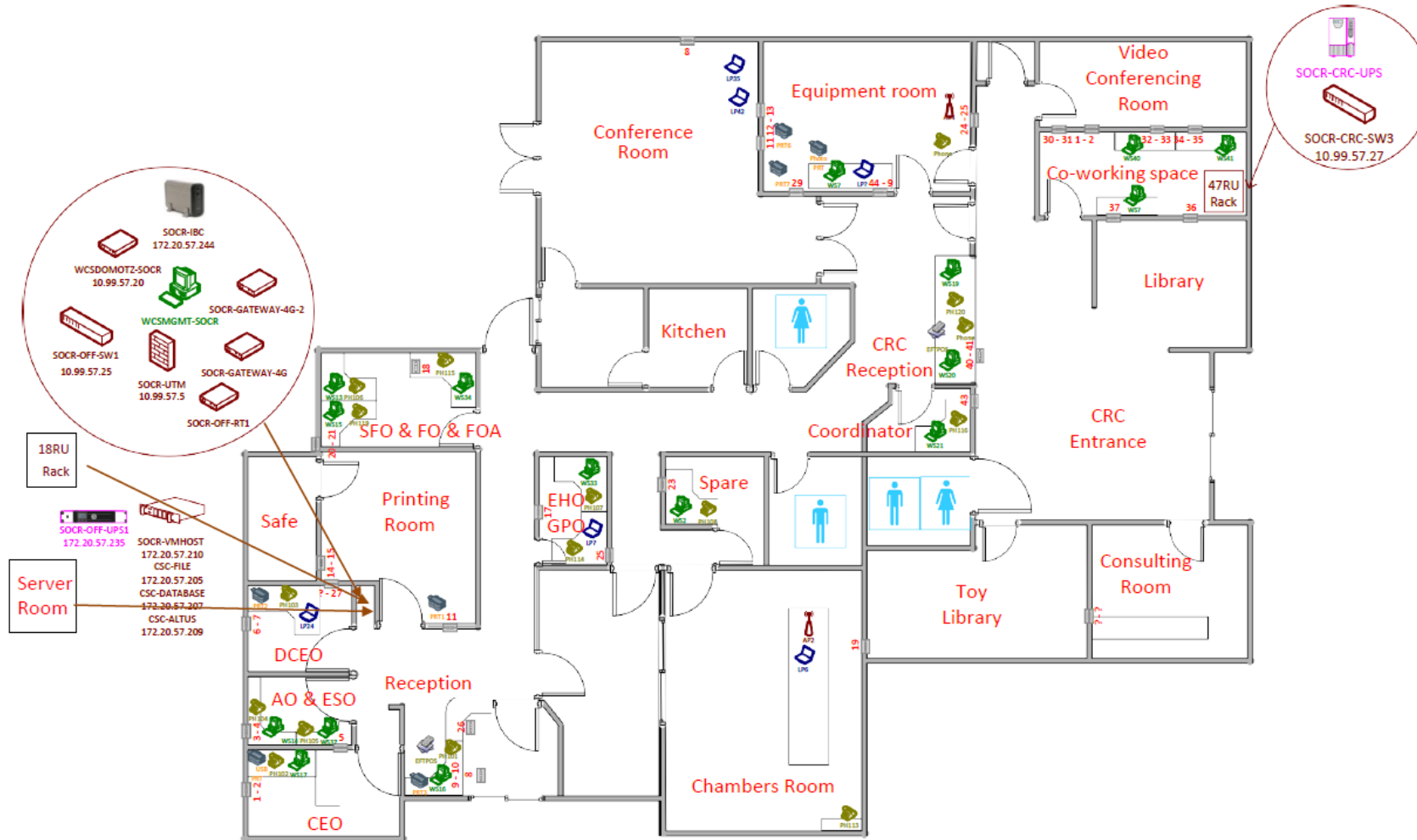
Rating	People	Interruption to Service	Reputation (Social / Community)	Compliance	Property (Plant, Equipment, Buildings)	Natural Environment	Financial Impact	Project	
								Time	Cost
Insignificant (1)	No injuries or illness	No material service interruption Less than 1 hour	Unsubstantiated localised low impact on community trust, low profile or no media item	No noticeable or regulatory statutory impact	Inconsequential damage	Contained, reversible impact managed by on site response	Less than \$1,000	Exceeds deadline by 5% of project timeline	Exceeds project budget by 5%
Minor (2)	First Aid Treatment	Short term temporary interruption – backlog cleared < 1 day	Substantiated, localised impact on community trust or low media item	Some temporary non compliances	Localised damage rectified by routine internal procedures	Contained, reversible impact managed by internal response	\$10,001 - \$25,000	Exceeds deadline by 10% of project timeline	Exceeds project budget by 15%
Moderate (3)	Medical treatment / lost time injury >10 days	Medium term temporary interruption – backlog cleared by additional resources < 1 week	Substantiated, public embarrassment, moderate impact on community trust or moderate media profile	Short term non-compliance but with significant regulatory requirements imposed	Localised damage requiring external resources to rectify	Contained, reversible impact managed by external agencies	\$25,001 - \$100,000	Exceeds deadline by 15% of project timeline	Exceeds project budget by 25%
Major (4)	Lost time injury >30 days / temporary disability	Prolonged interruption of services – additional resources; performance affected < 1 month	Substantiated, public embarrassment, widespread high impact on community trust, high media profile, third party actions	Non-compliance results in termination of services or imposed penalties to Shire/Officers	Significant damage to requiring internal & external resources to rectify	Uncontained, reversible impact management by a coordinated response from external agencies	\$100,001 - \$500,000	Exceeds deadline by 20% of project timeline	Exceeds project budget by 35%
Extreme (5)	Fatality, permanent disability	Indeterminate prolonged interruption of services non-performance > 1 month	Substantiated, public embarrassment, widespread loss of community trust, high widespread media profile, third party actions	Non-compliance results in litigation, criminal charges, or significant damages or penalties to Shire/Officer	Extensive damage required prolonged period of restitution. Complete loss of plant, equipment & building	Uncontained, irreversible impact	More than \$500,000	Exceeds deadline by 25% of project timeline	Exceeds project budget by 45%

Appendix 3: Map Layout

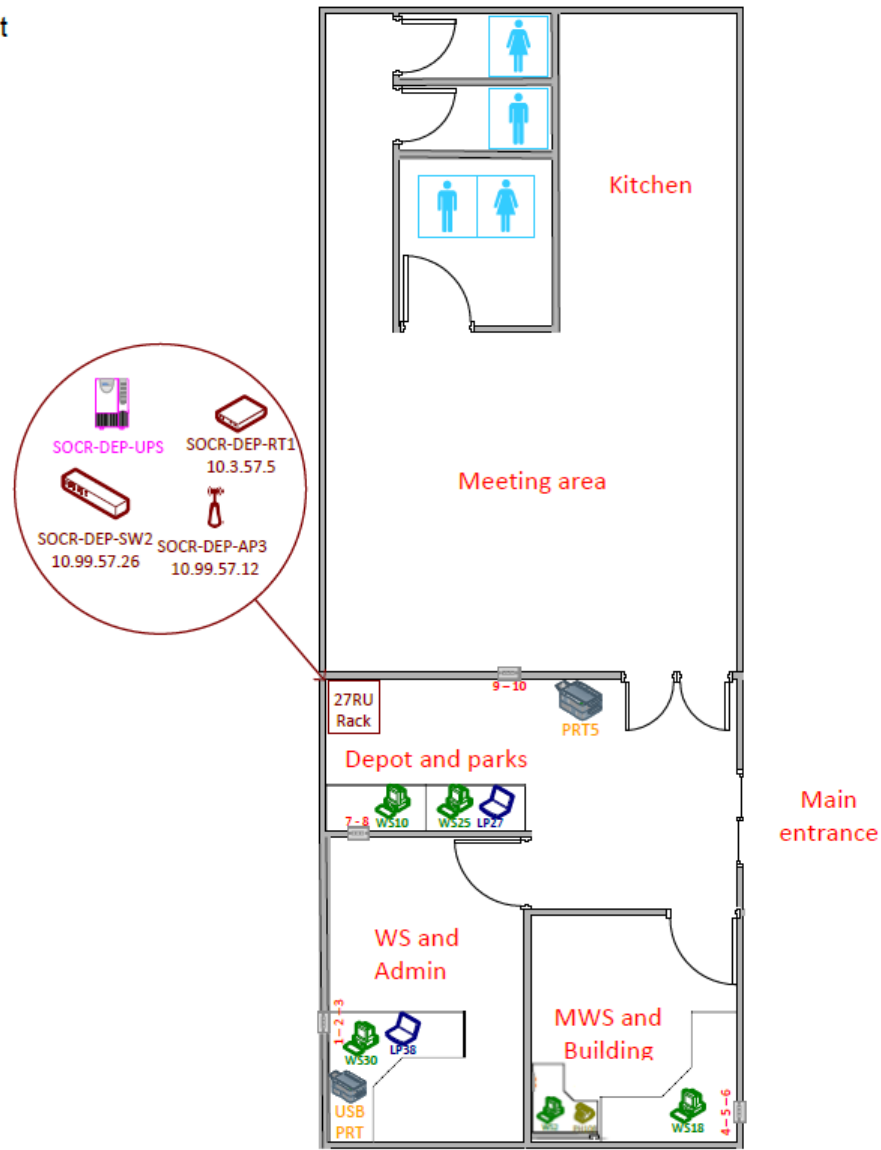
This appendix provides a small-scale layout showing the location of key information technology infrastructure within the Main Administration Building and the Depot. The layout is intended to assist response and recovery personnel to quickly identify the general placement of IT equipment and related assets during an outage, incident or recovery activity.

The maps are indicative only and is provided to support orientation and planning during an incident. Detailed technical configuration information and system documentation are maintained separately by the Shire's contracted IT service provider.

Main Admin Office Layout



Depot Layout





Shire of Corrigin

RECORDS DISASTER MANAGEMENT PLAN

March 2026

Adopted by Council April 2026

**PRIMARY CONTACT IN THE EVENT OF A DISASTER:
Chief Executive Officer - Natalie Manton
Ph: 9063 2203 or 0427 425 727**

Document Version Control

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Version	Issue Date	Author	Reason for Change
0	30 Jun 2005	IRIS	Deliverable
1	July 2007	Shire of Corrigin	Revised Plan
2	November 2012	Shire of Corrigin	Revised Plan
3	February 2022	Shire of Corrigin	Revised Plan
4	March 2026	Shire of Corrigin	Revised Plan

Authorisation

The Disaster Management Plan for Records of the Shire of Corrigin is issued under the authority of the Chief Executive Officer, in accordance with the State Records Act 2000. It has been developed to provide effective management of disaster situations affecting the records of the Shire. All relevant staff are requested to familiarise themselves with its contents and, in the event of a disaster affecting the records of the Shire, follow the procedures contained within it.

Signed: _____
(Chief Executive Officer)

Name: **Natalie Manton**

Date: **21.04.2026**

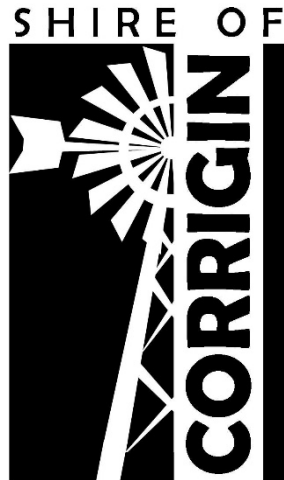
Distribution

The following staff are required to read and become familiar with the contents of this plan:

- Chief Executive Officer
- Deputy Chief Executive Officer
- Finance Officers
- Environmental Health Officer/Building Surveyor
- Works Supervisor
- Administration Officers

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Records Disaster Management Plan Confirmation Form

I have read and understood version 4 – March 2026 of the Shire of Corrigin Records Disaster Management Plan.

Signed: _____

Position: _____

Date: _____

Note: A copy of this page will be retained within the employee's Personal File as a record the staff member has read and understood the plan.

1 INTRODUCTION

One of the major threats to the safety and preservation of the Shire of Corrigin's records is the risk of disaster. Disasters can, at best, be an annoying and expensive diversion for the Shire, and at worst, may impede the Shire's operations and cause severe financial loss, embarrassment and a loss of credibility and good will. Disasters have the potential to impact negatively on staff, clients, suppliers, ratepayers, the Council, and the public.

Counter disaster strategies yield many benefits for records and recordkeeping systems. Implementing risk management techniques, impact analyses, good recordkeeping practices, vital records programs and prevention and preparedness plans can reduce the likelihood of disaster. Business continuity planning, and response and recovery planning will ensure quick reaction to disasters, thereby increasing the chances of controlling the impact and promptly restoring resources and operations. Such actions can promote continued profitability or revenue flow and minimise costly disruptions to business services.

This Records Disaster Management Plan (RDMP) should be used in conjunction with the Shire of Corrigin's Local Emergency Management Plan.

This Records Disaster Management Plan supports the Shire's governance, risk management and business continuity obligations and aligns with the Shire's broader Integrated Planning and Reporting framework.

2 ABOUT THIS PLAN

2.1 Purpose

This Plan provides guidelines to restore critical business information to the Shire of Corrigin in the event of an incident that results in loss or severe disruption of normal operational services.

The purpose of this plan is to:

- list known risks and provide strategies to reduce the risk.
- set out the risk reduction measures that the Shire should adopt to reduce the likelihood of disasters and to minimise the impact of potential disasters on the Shire's records.
- inform relevant staff of their responsibilities in relation to the protection and recovery of records in the event of a disaster; and
- ensure that the best use is made of Shire resources in disaster preparedness and recovery activities.

This Plan operates in conjunction with the Shire's Record Keeping Plan, IT Disaster Recovery Plan and Local Emergency Management Plan.

2.2 Scope

This plan addresses the Shire of Corrigin records and documents held in either hard copy or electronic form.

2.3 Confidentiality

All information regarding the Records Disaster Management Plan is confidential and should only be accessed by personnel authorised to do so under this plan or with the permission of the Chief Executive Officer.

Controlled copies of this Plan are maintained within the Shire's recordkeeping system, with access restricted to authorised officers.

2.4 Related Documents

This Records Disaster Management Plan should be read in conjunction with the following Shire documents:

- Record Keeping Plan
- IT Disaster Recovery Plan
- Local Emergency Management Plan
- Risk Management Framework

3 PREPARATION

Generally, in preparing for a disaster or emergency, there are five broad planning activities the Shire of Corrigin will need to undertake:

- establish an Emergency Committee
- establish an Emergency Response Team
- identify and assess potential threats
- gather equipment and material
- identify priorities for record salvage

3.1 Emergency Committee

Since the emergency response will differ significantly from normal operations, the best practice is to establish a special committee - an Emergency Committee – to manage the immediate requirements of an emergency.

This committee will only be effective if it is already fully functioning before an emergency takes place and can begin to operate as soon as the emergency is known.

Role of the Committee

The Emergency Committee is responsible to the Shire of Corrigin's Chief Executive Officer for coordinating an integrated response and recovery to all emergencies which impact on the Shire's records and information assets.

The role of the Emergency Committee is to ensure that all preparations for any possible disasters and the subsequent recovery from a disaster are planned and centrally controlled and coordinated.

Composition

The Council appoints to the Committee those ex-officio representatives whose titles appear below. Membership of the Committee shall, unless otherwise specified, be for a term ceasing at the date of the Local Government election in the year the Shire's local government elections are held, after which time the Council may appoint members for a further term. Membership of the Committee shall be:

- The President of the Shire of Corrigin
- Deputy Shire President
- The Officer in Charge of the Corrigin Police District or delegate(s)
- The Officer in Charge of the Fire and Rescue Service in Corrigin or their delegates
- The Shire's Chief Bush Fire Control Officer
- The SES Area Manager or delegate
- The Chairperson of St John Ambulance Corrigin or delegate
- A health representative from the Corrigin Hospital
- An officer from the Department of Communities
- Representatives from other agencies as required

Responsibilities

The Chief Executive Officer is responsible for the authorisation of the whole-of-Shire Disaster Management Plan.

These arrangements operate within the framework of the *Emergency Management Act 2005 (WA)* and the Shire's Local Emergency Management Plan.

The Emergency Committee as outlined above has the following areas of responsibility:

- To advise and assist the Shire of Corrigin in ensuring that local emergency management arrangements are established for its district.
- To liaise with public authorities and other persons in the development, review and testing of local emergency management arrangements.
- To assist with the preparation and approval of the Corrigin Local Emergency Management Plan and submit such plans to the Department of Fire and Emergency Services (DFES) for approval.
- To review at least annually the Corrigin Local Emergency Management Plan.
- To assist in the preparation of emergency management operating procedures for application in the Shire of Corrigin.
- To ensure appropriate testing and exercising of the local emergency management plan.
- To prepare an annual report of the activities of the LEMC for submission to the DFES.
- To provide assistance to the Local Emergency Coordinators and Hazard Management Agencies during emergency management operations.
- To carry out such other emergency management functions as directed by DFES.

3.2 Establishing the emergency records response and recovery team

Immediately after a disaster which impacts on the Shire's records or information assets, the Emergency Committee should firstly identify potential threats, and then identify the personnel required to assist in disaster response and recovery, from the following groups:

- volunteer staff from within the Shire of Corrigin staff.
- the list of external contacts and experts; or
- external agencies who have personnel available to take part in salvaging records.

All response team members must be accessible by telephone for after hours call-out.

All Corrigin staff who may be used during a disaster will require training.

The people identified to form the Recovery Team will need to be trained in response and recovery techniques and have good knowledge of preventive measures. The Team will need to meet at least once a year and be informed of changes in the Disaster Management Plan.

3.3 Testing and reviewing the Plan

Refer below- disaster management annual checklist

The Chief Executive Officer is responsible for ensuring a review of the Records Disaster Management Plan is undertaken.

The Records Disaster Management Plan is to be reviewed on a biennial basis, or earlier where there are significant changes to organisational structure, systems, legislation or the Shire's risk profile.

Notwithstanding the biennial review cycle, the Plan will continue to be tested annually through practical exercises and completion of the disaster management checklist to ensure ongoing effectiveness.

This Records Disaster Management Plan was reviewed and updated in March 2026 to ensure current legislative alignment, governance consistency and operational relevance. No material operational changes were made. The review addresses prior management findings and confirms a biennial review cycle supported by annual testing and assurance activities.

ANNUAL CHECKLIST FOR EMERGENCY COMMITTEE

___ / ___ / ___

To test the Records Disaster Management Plan, establish a dummy disaster and test the plan and responses to the disaster. Do this within three to six months of receiving this Plan.

Action	Completed ?	Date last completed
Virus Software updated regularly		
Backups are tested at least bi-annually		
Building Maintenance carried out for Shire Office & Community Resource Centre		
Buildings comply with Shire's annual Fire Notice (<i>Bush Fires Act 1954</i>)		
Check copy of fire safety certificate located on file		
Smoke Alarms and Fire Alarms checked		
Check compliance with standards for handling chemicals and fuels eg hazardous materials handling		
Pest Management inspection and certificate		
Contacts List verified or updated monthly		

VERIFIED BY LOCAL EMERGENCY MANAGEMENT COMMITTEE AND SIGNED BY THE SHIRE PRESIDENT OR DEPUTY PRESIDING MEMBER

Date: _____

3.4 Training

The CEO is responsible for ensuring that all personnel with responsibilities in this Plan are made fully aware of those responsibilities and can carry them out.

Corrigin staff with designated roles in the Records Response and Recovery Team should meet with the Emergency Committee at least annually to review their roles and responsibilities, and annually to carry out disaster management checks using the checklist in the disaster management annual checklist.

3.5 Disaster recovery equipment and materials

Refer below.

Equipment and materials for use in disaster salvage need to be collected into large plastic bins situated at various locations where records are retained or stored in large quantities, eg Shire office. Details concerning the bins' contacts and suppliers of other equipment are contained below:

Equipment and Materials

Equipment and materials for use in disaster salvage are collected into large plastic bins and situated at various locations where records are retained or stored in large quantities- Council Offices in Lynch Street, Corrigin.

The disaster recovery bin contains:

Plastic aprons	Utility knife	Plastic bin liners
200 sheets of blotting paper	Masking tape	Plastic sheeting 2x10m
2 buckets	Heavy duty aprons	Pliers
200 butchers paper	Copy of the disaster plan	Post it notes
Disposable cloths	100 A4 Manila folders	Power board
12 cotton gloves	Squeeze Mop	Rubber gloves
Disposable camera	Note pad/folder	Scissors
Dust masks	Paper towel	Sponges
Extension cord	Plastic cloths pegs	Tags/ties
Freezer bags	Plastic paper clips	Torch and batteries
Hand towel	Pencil	

Large and/or more costly items may be purchased or hired when required. These items are likely to include:

Equipment	Hire/ Buy/ Own	Supplier	Address	Phone
Plastic Crates (transporting Material)	B	Corrigin Hardware	Campbell Street Corrigin	9063 2053
Electric Small or Large Fans	H	Coates Hire	Cnr. Albany Highway & William St Cannington	6318 1630
Folding Tables (Temporary work space)	O	CREC	Larke Cresnet, Corrigin	
Blotting Paper (Newspapers) (Interleaving paper, table covers, Absorbent sponges)	B	Corrigin Hardware	Campbell Street, Corrigin	9063 2053
Portable Pump (pumping water)	O	Corrigin Hardware	Campbell Street, Corrigin	9063 2053
Portable Lighting	H	Corrigin CBH	Walton Street, Corrigin	9063 2003
Dehumidifier (drying the building)	H	Applied Climate Control	40 Sorbonne Crescent Canning Vale	9455 2466
Archive Boxes (storage)	B	Corrigin Office Supplies	Campbell Street Corrigin	9063 2555
Walkie-talkies (communication)	O	Corrigin Shire Depot	Walton Street, Corrigin	N/A
Portable Generator (power supply)	H	Coates Hire	Cnr. Albany Highway & William St Cannington	6318 1630
Wet/Dry Vacuum Cleaner (Initial Clean-up)	H	Coates Hire	Cnr. Albany Highway & William St Cannington	6318 1630
Wooden Pallets (storage)	B	Corrigin Hardware	Campbell Street Corrigin	9063 2053

3.6 Emergency contact lists

Refer below:

The Shire of Corrigin has compiled an emergency contact list for each of the following categories:

- emergency contact staff – Shire Officers (this includes someone with the financial delegation to hire or purchase large amounts of equipment if necessary);
- emergency committee members;
- key Shire of Corrigin staff;
- external emergency services;
- external sources of expertise and equipment; and
- records conservators.

Emergency contact lists are also maintained electronically within the Shire's recordkeeping system to ensure currency and accessibility.

Key Staff – Shire of Corrigin

Emergency Responsibility or Expertise	Name	Phone
Chief Executive Officer	Natalie Manton	0427 425 727
Deputy CEO	Myra Henry	0429 632 049
Senior Finance Officer	Karen Wilkinson	0427 658 003
Payroll / HR Officer	Tanya Ludlow	0431 116 897
Executive Support Officer	Jarrad Filinski	0423 267 543
Administration Officer	Regan Chester	0456 750 679
Customer Service Officer	Steve Comito	0455 729 307
Finance Admin	Hope Subritzky	0447 225 520
Relief Finance/Admin Officer	Gerry Smith	0427 363 580
Works Supervisor	Terry Barron	0447 137 749
Workplace Safety & Depot Admin	Joelene Fawkes	0429 632 203
Environmental Health Officer	Lauren Pitman	0421 347 167
ROE EHO	Brendon Gerrard	0409 770 824
Cleaning Services	Norelle Armstrong	0456 635 839
Building maintenance	Ben Cepi	0427 632 565
CRC Coordinator (Social media)	Caris Negri	0447 911 228
CRC Customer Service	Pippa Davey	0427 878 323
CRC Customer Service	Kelli Hawkins	0452 487 701
Swimming Pool Manager	Rachel Bairstow	0429 634 024

External Emergency Services

Area of expertise or responsibility	Emergency Service	Telephone
Air conditioning maintenance company	Valley Air Conditioning Mark Black	0408 755 466
Building maintenance	Chis Mason Building	0408 908 859
Electricity	Western Power	13 13 51
Electricians	Harris Zuglian Electrics AC Electrics	Gary 0417 632 289 Aaron 0475 555 282
Emergency Calls	Ambulance local sub branch	9063 2300 or 000
Fire, Rescue * Hazardous Materials Emergency Calls	FESA Fire and Rescue Trent Difulvio	000 0467 283 452
Police - Federal	Australian Federal Police	9320 3444
Police Attendance	State Police	9222 1111 or 000
Corrigin Police Station	Station	9063 2200
Water and sewerage	Water Corporation	9420 2420

External expertise and equipment

Area of expertise or responsibility	Emergency Service	Address	Telephone contacts
Blast freezer	Versacold Logistics Services	1 Quarimor Road Spearwood	9418 0100
Bookbinders	George Ross – The Antiquarian Bindery	539 Warbrook Rd Bullsbrook	9571 1328
Bookbinders	Biblio Folio – Doug Firth	4 Spring Road Roleystone	9397 6758
Equipment hire	Bravo Hire	Shop 15/55 Salvado Road Subiaco	9382 8833
Freezer storage –20 degrees	Toll Express Regional (Steve Bancroft)	4 Fenton Street Kewdale	9360 8811
Freezing facilities	Toll Express Regional (Steve Bancroft)	4 Fenton Street Kewdale	9360 8811
Fumigation facilities	Luckens Fumigation Services	3 Miles Road Kewdale	9353 1679 a/h 9525 1068
Pest control	Rentokil Pest Control		0417 799 261
Photographic laboratory	Churchill Color Laboratories	288 Railway Parade Leederville	9381 9756
Preservation	Battye Library	Alexander Library Perth	9427 3111
Preservation	Paper Conservators – Susan Belford	31 Pakenham Street Fremantle	9336 2992
Preservation	Preservation Services	362 Charles Street North Perth	9444 4489
Records Management	State Records Office	State Library Perth	9427 3360
Refrigerated vans	Toll Express Regional(Steve Bancroft)	4 Fenton Street Kewdale	9360 8811

Transport services	Ridolfo Services	Hope Road Jandakot	9411 7788
Transport services	Toll Ipec	811 Abernethy Rd Forrestfield	9352 0400 1300 366 684
Valuations	Old and Rare Books – Robert Muir	G15/145 Stirling Highway Nedlands	9386 5842

Responsibility for maintaining the Emergency Contacts Lists

The Emergency Committee is responsible for maintaining the Emergency Contacts Lists.

- Lists should be kept up-to-date, with changes or new information added as it becomes available.
- Lists should be checked for completeness and accuracy every three months and updated as necessary.
- Updated lists must be maintained on file. Once updated, one copy is to be forwarded to the Executive Support Officer and another should replace the superseded copy in the disaster recovery bin in the areas where the disaster bins are placed.
- The list of Administration contacts should be included and be updated as necessary.

3.7 Plans

To help staff respond effectively in the event of a records-related incident or disaster, it is important that response team members understand where physical records are stored within the administration building.

A basic records layout plan is attached to this Plan as Attachment 1. The map shows the main administration building and identifies the primary locations where physical records are kept.

In summary:

- Most active physical files are stored in the Printing Room, within the compactus filing cabinets.
- Important and priority records are stored in the safe located in the Printing Room. This room functions as a strong room and is expected to provide a higher level of protection, including improved resistance to fire.
- Archived records and records approved for destruction are stored in the Storage and Archive Room. These records are placed on shelving and raised off the floor to reduce the risk of damage in the event of flooding.
- Although central records storage areas are in place, it should be noted that all offices may contain some physical files, including working files or records awaiting filing back into central storage.

All official records are also stored electronically, primarily on the T: Drive and within SynergySoft Central Records.

Emergency Evacuation Plans are available on the T: Drive under Risk Management. An example of the Main Administration Building and Depot Evacuation Plan is attached to this Plan as Attachment 2.

4 RISK ASSESSMENT

An effective emergency response depends on

- i) identifying the threats most likely to cause damage to the Shire of Corrigin's records;
- ii) assessing the degree of risk posed;
- iii) evaluation of the level of risk against risk criteria; and
- iv) identifying those records which are deemed vital to the ongoing effective operation of the Shire.

4.1 Vital records

Vital records are records, in any format, which contain information essential to the survival of an organisation. If a vital record is lost, damaged, destroyed or otherwise unavailable, the loss *is* a disaster, affecting critical operations. Vital records should be the main priority for recovery and salvage efforts when a disaster occurs.

4.2 Vital Records Risk Assessment

The Key is a range from 1 – 5, where:

1 = Irreplaceable

5 = Easily replaced at little or no cost.

Vital Records	Controlling System	Replacement difficulty	Identified Risks	Risk Management Strategy
Rates Records	SynergySoft	4	Loss by: Water or System Failure	Store all vital records in a fire/water proof safe. Store server or system backup tapes offsite.
Certificates of Title		4	Loss by: Water	Store all vital records in a fire/water proof safe. Copies are available from Landgate.
Building Licenses/Envelopes		2		Store all vital records in a fire/water proof safe.
Cemetery Register	Hard copy and electronic	3	Loss by: Water or System Failure	Store all vital records in a fire/water proof safe. Store server or system backup tapes offsite.
Council Minutes/Agenda	Hard copy and electronic	3	Loss by: Water or System Failure	Store all vital records in a fire/water proof safe. Store server or system backup tapes offsite.
Financial Data	SynergySoft	2		Store all vital records in a fire/water proof safe. Store server or system backup tapes offsite.
General Ledger	SynergySoft	2		Store all vital records in a fire/water proof safe. Store server or system backup tapes offsite.

Vital Records	Controlling System	Replacement difficulty	Identified Risks	Risk Management Strategy
Legal Documents Contracts, Leases & Agreements	Hard copy or Electronic	2	Loss by: Water or System Failure	Store all vital records in a fire/water proof safe. Store server or system backup tapes offsite. Copies available from other party to agreement. Maintain a register of Contracts, Leases and Agreements, and that the register should contain the following details: <ul style="list-style-type: none"> • Contract/Lease/Agreement Date • Contract/Lease/Agreement title • Party names or Contractor names • Contract/Lease/Agreement value • Length of Contract/Lease/Agreement • Leases – the address of the property leased by/from the council.
Payroll & Employee Records	Hard copy and electronic	1	Loss by: Water or System Failure	Store all vital records in locked filing cabinet. Store server or system backup tapes offsite.
Policy & Procedures	Hard copy and electronic	4	Loss by: Water or System Failure	Store all vital records in a fire/water proof safe. Store server or system backup tapes offsite.
File Register	Electronic spreadsheet	3	Loss by: Water or System Failure	Maintain a electronic register of all files created. Maintain a current hard copy of the register on site. Electronic copy backed up and stored off site. Store a copy of the register in a fire/water proof safe.
Subdivision Files/Plans and Property Records		4	Loss by: Water or System Failure	Store all vital records in locked cabinet Store server or system backup tapes offsite. Subdivision Files and Plans can be obtained from the WA Planning Commission

Vital Records	Controlling System	Replacement difficulty	Identified Risks	Risk Management Strategy
Tender Register	Hard copy and electronic	3	Loss by: Water or System Failure	Store all vital records in a fire/water proof safe. Store server or system backup tapes offsite.
Title Deeds		4		Store all vital records in a fire/water proof safe. Maintain a register of Title Deeds, containing the following details: <ul style="list-style-type: none"> ▪ Title Date ▪ Title ▪ Party names ▪ Value if applicable ▪ Length of Title ▪ The address of the property ▪ Title Number if applicable Duplicate Title Deeds are available from Landgate.
Loan Records (Agreements File)		4		Store all vital records in a fire/water proof safe. Store server or system backup tapes offsite.
Management Orders		4		Store all vital records in a fire/water proof safe. Duplicates are available from Landgate.

4.3 Risk Analysis

The Shire of Corrigin has two locations:

- an Administration Centre located at 9 Lynch Street, Corrigin, WA, 6375, and
- a Works Department located at, Shire Depot, Walton Street, Corrigin, WA 6375.
- the Administration Building is a single storey building and was renovated in 2004. The building is largely a concrete, brick, steel and glass building.

There are no vital records or State Archives located in the Corrigin Works Department

Key:

1	Very Likely	Expected to happen in most circumstances
2	Likely	Probably will occur in most circumstances
3	Moderate	The event should occur at some time
4	Unlikely	The event could occur at some time
5	Rare	The event may occur only in exceptional circumstances

THREATS	RISK RATING Admin Building	RISK REDUCTION STRATEGIES/RECOMMENDATIONS	
Natural hazards		<ul style="list-style-type: none"> • Ensure all staff understand Shire of Corrigin Emergency Procedures. • Ensure regular building maintenance is carried out. • Access BoM for weather warnings. • Training of staff who have responsibilities under the DMP for the Records and Information Assets of the Shire. • The use of a Fire and Waterproof safe for all vital records. • Ensure annual inspections by Pest Management expert 	
cyclone and tidal surge	5		
windstorm	4		
lightning strike	2		
rain and hail	2		
flooding building located close to water	5		
flooding – building NOT located close to water	5		
earthquake and landslide	5		
Fire/bushfire	3		
insect or animal pest infestation	4		
Criminal or terrorist attack			<ul style="list-style-type: none"> • Regular security patrols outside of office hours. • Restricting access by the public to reception areas only unless accompanied by a Shire staff member. • The use of a Fire and Waterproof safe for all vital records.
vandalism	4		
theft	4		
arson	4		
bombing and bomb hoax	5		
demonstrations	5		
sabotage	5		
Cyber Attack	2		

THREATS	RISK RATING Admin Building	RISK REDUCTION STRATEGIES/RECOMMENDATIONS
terrorist attack	5	<ul style="list-style-type: none"> • Ensure appropriate information and cyber security controls are maintained in accordance with relevant whole-of-government requirements and the Shire's information technology and disaster recovery arrangements. • Cyber-related risks to electronic records are managed in conjunction with the Shire's IT Disaster Recovery Plan and contracted IT service provider.
Industrial accidents		<ul style="list-style-type: none"> • The use of a Fire and Waterproof safe for all vital records.
fire	5	
explosion	5	
chemical or fuel spillage	5	
gas leaks	5	
falling object damage	5	
System failure		<ul style="list-style-type: none"> • The use of a Fire and Waterproof safe for all vital records. • Ensure the roof is checked and repaired on a biennial basis, at the end of summer and again in early spring. • Establish regular back ups of vital records and storage off line and offsite. • Establish regular testing of backup tapes. • Consider installation of an Uninterrupted Power Supply (UPS) unit.
energy failure and computer failure	3	
sewer/stormwater/drainage failure	5	
roof leaks	5	
sprinkler malfunction	N/A	
structural failure	5	

5 ACTIVATING THE PLAN

5.1 Immediate response – safety and assessment

An overriding aim of any emergency response is to ensure minimal risk to staff.

The whole-of-Shire Local Emergency Management Plan overrides the following, as required. The initial steps of a disaster response and recovery process are:

- The Officer-in-Charge (OIC) will identify the source of the disaster – this may or may not be obvious. Water leaking through a false ceiling may not be coming from the immediate area, whereas a burst sprinkler head or a fire will be instantly recognisable.
- On the identification of a disaster event, the officer in charge will evaluate whether it is necessary to notify the fire brigade, police, hazardous material team and others. For example, there may be a sewerage contamination problem and in this case it is not safe to send any unprotected, untrained staff into the area. During an incident involving biological hazards or contamination, a specialist biohazard or forensic cleaning service may be required. Details of appropriate service providers will be identified and engaged as needed through normal procurement and emergency response processes. **Evacuation of staff and visitors must be the first priority.**
- Do not permit entry to the site until the Officer-in-Charge (OIC) has been given permission by the appropriate emergency services.
- OIC should re-assess any remaining potential dangers and hazards, such as unsafe structures, slippery surfaces and electrical hazards and, if possible, secure before proceeding.
- OIC should brief the Chief Executive Officer on the current situation
- The Chief Executive Officer briefs the Emergency Committee who establishes a response team, comprised of suitably skilled and experienced people appropriate to the type and size of disaster, refer Section 3.2.
- The Chief Executive Officer or their deputy should brief the Records Response and Recovery Team on the disaster and the necessary response to be undertaken, and ensures that team members do not go beyond the part of the disaster site where they are working without the permission of the OIC.
- The Chief Executive Officer will liaise with the Deputy Chief Executive Officer in regard to any potential insurance claims.

5.2 Short-term response – stabilising the area and the records

On receiving permission from the OIC of the affected area (see point 5.1), the Emergency Records Response and Recovery Team headed by the Chief Executive Officer or their deputy, should enter to determine response requirements. It is essential that groups of unnecessary people are prevented from entering just to have a look, and over-eager volunteers should not be allowed to start pulling material off the shelves straight away.

If the disaster is still under way, the first step is to stop the source of the problem. This may be as simple as putting a bucket underneath a leaking pipe, then arranging to have the water turned off.

Records in areas that have not been affected directly by the disaster should be protected during the recovery. Shelving can be draped with plastic to avoid water on the floor splashing up onto records placed on lower shelves.

Start documenting the disaster – use a video or still camera, or a note pad. One or two disposable cameras equipped with flashes should be kept with the disaster stores for this purpose.

Once the source of the disaster is stopped and the situation stabilised, assessment of the damage can commence.

5.3 Survey the disaster Using Below Form

The Chief Executive Officer or their deputy is required to survey the disaster and gather specific information needed to plan an appropriate response. The extent of the planning will be dependant on the size and scale of the disaster. For example, some disasters will be so small as to not require a full plan. The information should be recorded in both note and photographic form. The survey form includes specific assessments of the following:

- structural damage;
- atmospheric conditions;
- damage to shelving;
- availability of building services;
- working areas affected;
- any storage areas affected;
- records involved and/or at risk;
- size of disaster;
- types of records affected – paper based, electronic or a mixture.

Disaster Survey Form

In the event of a disaster or incident, complete this form, using one form for each location or room

1. Details of Person writing Report

Name	Branch	Phone
Signature		

2. Information on Disaster

Time of Disaster	Date of Disaster
Description of Disaster	
Exact location of Disaster	

3. Damage

Structural Damage YES / NO		
Atmospheric Conditions		
Size of Disaster	Small < 100 items <input type="checkbox"/>	Medium 100 to 1000 items <input type="checkbox"/>
		Large >1000 items <input type="checkbox"/>

4. Damage Codes (use as many as apply):

B – Burned	D – Damp	DM – Dirt/Mud
FL – Scattered On Floor	M – Mouldy	PB – Partially Burned
PD – Physically Damaged	S-Soaked	SD – Smoke Damaged
SW – Sewage	UW – Still Under Water	

5. Hardcopy:

1. (Cubic Metres)	Damage Code
2. (Cubic Metres)	Damage Code
3. (Cubic Metres)	Damage Code

6. Electronic:

4. Hard Drives or Number of Disks	Damage Code
5. Hard Drives or Number of Disks	Damage Code
6. Hard Drives or Number of Disks	Damage Code

7. Microfilm:

7. Number of Reels or cm of Fiche	Damage Code
8. Number of Reels or cm of Fiche	Damage Code
9. Number of Reels or cm of Fiche	Damage Code

5.4 Brief the response team

As a result of the survey carried out above, the Chief Executive Officer or their deputy will brief members of the Emergency Records Response and Recovery Team on the circumstances of the emergency, the work required, and communications and emergency procedures. Depending on the extent of the damage, jobs should be rotated between members at regular intervals and there should be a 10-minute break every hour.

Briefing the team and writing the recovery plan may take place concurrently, depending on the nature and extent of the disaster. The plan serves to provide strategies and priorities for recovery as well as documenting the disaster, for insurance and evidentiary purposes. If the disaster is fairly minor then a one-page plan will suffice whereas a large scale disaster involving large numbers of vital records will require a detailed recovery and response plan.

5.5 Plan the recovery

Once the required response has been decided upon, planning the full recovery begins, the aim is to decide the immediate actions needed to ensure that records are protected from further damage, stabilised (pending treatment) in the simplest available way and to work out priorities and requirements of equipment, materials, and people. Prompt action is important, but it is essential that it be based on an integrated plan. This should begin as soon as possible, preferably before entry is allowed to the affected areas.

Aspects to be considered:

- Emergency contacts – who or what else will you need to call on; will you need conservation advice;
- Priorities for recovery;
- Vital records – are any affected and if so, what do they need. Do you need security-cleared staff to handle these records;
- Work areas – how big will it need to be, where is it, is it secure, or will you need extra security;
- Transfer of affected records – how will you do it, do you have trolleys, do you need to hire an air-conditioned van for transport off site;
- Equipment and materials – what do you need to hire, what can you borrow, how will you get it, what do you have already?
- Will any material need to be frozen, or can all the material be air-dried immediately?

The above questions need to be addressed within the Plan. The Records Response and Recovery Team should be provided with the list of emergency and contacts.

5.6 Identify priorities for recovery

The highest priority should be given to vital records and these should be recovered in accordance with the vital records schedules and priorities set for each group of records.

Other vulnerable records include magnetic tapes, photographic prints and films.

5.7 Computer systems requirements

It is essential that the Shire of Corrigin's computer system programs are backed-up on a regular basis.

Recovery of information technology systems and electronic records is undertaken in conjunction with the Shire's IT Disaster Recovery Plan and contracted information technology service provider.

5.8 Disaster headquarters

The disaster recovery operation will be managed at the Shire Offices.

6 STEPS FOR RECOVERY FROM A DISASTER

Use the following recovery steps in conjunction with Section 5 – Activating the Plan and Recovery Flow Chart, in the Shire's Disaster Management Plan.

Step 1 Remove any WHS issues and ensure area is safe to enter.

Step 2 Protect and or remove undamaged records from the site of the disaster.

Step 3 Record the damage by taking a photograph or video of the disaster area and document a description of the damage to support the visual evidence and list what has been damaged. This is useful from an evidence and insurance perspective and to be used when seeking expert advice where required.

Step 4 To establish whether recovery should take place, eg is recovery of the records viable, ask the following questions:

- Are they vital records to the organisation, can the Shire continue to operate without these records, now or into the future?
- Is this the only copy?
- Are they irreplaceable historical or commemorative records?
- Are they State Archives? If they are, apply the above three points to these records as well. Consult with the State Records Office on issues concerning identified State Archives.

Step 5 If the records need to be recovered establish what if anything needs to be done to stabilise them and prevent further damage occurring.

Step 6 Decide whether it is a major or a minor disaster:

For a major disaster the damaged records

- will impede the day to day operation of the organisation, and
- may take significant resources and effort to recover.

For a minor disaster, the damage

- may be local,
- may not impede the day to day operation of the organisation and
- will not take significant resources and effort to recover.

Step 7 Determine whether you have the skills to manage the recovery in house or do you need to hire expert advice and assistance?

Step 8 Decide whether your recovery activities will take place on site or offsite.

Step 9 Apply the following to onsite and offsite recovery areas and for major and minor disasters:

- Identify a suitable area to be used for recovery of records.
- Ensure the area has clean and adequate floor space, shelving and work areas fitted with bench tops.
- Ensure the area has adequate ventilation.

- Establish whether you require sinks and running water depending upon the type of damage to the records.
- Establish whether you need a drying area.
- Identify the equipment, materials and associated costs required for recovery to take place.

Step 10 For recovery in house or offsite where expert advice is not required please see recovery information contained below and the references listed under

Records Recovery Information

Records should be recovered in accordance with vital records schedules and priorities set for each functional area.

The following sources provide excellent reference for what to do to recover records in the event of a disaster. Please note that the consultants cannot include extracts in this document because of copyright considerations.

Recovering Records- Flooding

<https://www.naa.gov.au/information-management/storing-and-preserving-information/preserving-information/recovering-flood-damaged-records>

Recovering Records- Fire

<https://www.naa.gov.au/information-management/storing-and-preserving-information/preserving-information/recovering-fire-damaged-records>

Step 11 If items are to be recovered offsite, consider whether they should be removed in a refrigerated vehicle. Please see step 5 for stabilisation requirements.

Step 12 Identify the format of records that need to be recovered

- Paper
- Microfilm
- Photographs Prints
- Glass Plate Negatives
- Photographic Negatives
- Disks

Step 13 Identify the quantities of records to be recovered within each format

Step 14 Report back to the Emergency Committee your findings and costs for the initial phase of recovery. Costs should include stabilizing or preventing further damage to records. For a minor disaster the report may be a single page outlining in brief the approach being taken and the associated costs. Whereas for a major disaster the report will contain greater detail and take significant time to construct.

7 RECOVERY OF RECORDS IN VARIOUS FORMATS

Use protective clothing during recovery operations. The level of protection required will depend on the type of disaster which has occurred, but at a minimum use dust masks and gloves.

7.1 Recovery of wet paper

- For recovery of wet paper, including files consider packing them in individual plastic bags (freezer quality) and freezing them until you are able to adequately deal with them.

Freezing will provide the organisation with time to plan for an effective recovery and will reduce the bleeding associated with soluble inks and dyes, retard mould growth and reduce warping of bindings and file covers.

- If you need to remove wet file covers take care to keep the documents relating to that file together and not mixed with other files. Also take care not to disturb the original order of the documents within the file.
- Airdrying in a well ventilated undercover area may be used if the recovery is within 2 days of the disaster and the material is not saturated. Airdrying after 2 days of the disaster is not suitable because mould may begin to grow. Also paper containing water soluble inks may not be airdried. Do not apply heat.
- Use fans, blotting paper or butchers paper to soak up excess moisture contained within the files. Do not apply heat.
- Lay files out flat on a table and place interleaving paper in several places within the file. Do not attempt to separate individual pages. Do not apply heat.
- As pages begin to dry add more interleaving paper and gradually free the pages using minimum pressure.
- Remove metal fasteners to prevent rusting before the file is dry.

7.2 Recovery of burnt paper

If records have been burnt or are dirty or scorched they should be carefully supported on single sheets of white cardboard before packing in boxes or crates. Seek expert advice to continue recovery of burnt paper.

7.3 Recovery of Photographs

Establish whether any Glass Plate negatives exist in the collection being recovered. If there are any, do not immerse in water.

- **Glass Plate Negatives**
Lay them flat on blotting paper with emulsion side up or upright in a dish rack and let them dry naturally.
- **Photographs**
Prevent photographs from sticking together, remove from albums or containers and rinse with cool water if necessary. Place them emulsion side up on blotters or lint free cloths or suspend using clips on the non image area without photographs touching each other
- **Negatives**
Remove photographic negatives from their containers and rinse them gently under clean running water. To dry, either hang them carefully or lay them flat with the image (emulsion) side facing upwards. Do not place negatives on absorbent materials such as paper towels.

7.4 Recovery of Magnetic Media

Magnetic media consists of audio and video tapes and cassettes, disks, compact disks. Dry naturally undercover all damage magnetic media as soon as possible. Seek expert advice for copying of damage media.

8 STANDARDS AND RESOURCES USED IN THIS PLAN

This Records Disaster Management Plan has been developed having regard to relevant legislation, standards and best-practice guidance relating to records management, risk management and disaster preparedness, including:

- **State Records Act 2000 (WA)** and **the State Records Commission Principles and Standards issued under the Act**.
- **AS ISO 15489 – Records Management**, which sets out the principles and requirements for establishing and maintaining effective records management systems, including considerations relating to disaster preparedness, protection of vital records and recovery.
- **AS ISO 31000 – Risk Management**, which provides principles and guidelines for identifying, analysing and managing organisational risk, including risks associated with disasters and disruption to business operations.

Historical reference has been made to earlier standards and guidance material in the development of this Plan, including AS 4390-1996 Records Management and AS/NZS 4360 Risk Management, which have since been superseded by the standards referenced above.

This Plan has also been informed by recognised guidance materials issued by state and national archival and records authorities in relation to disaster preparedness and recovery of records.

References

The following references are included as historical and background resources that informed the development of this Plan and reflect recognised guidance available at the time. More recent standards and legislative requirements are referenced in Section 8.

State Records New South Wales. *Guidelines on Counter Disaster Strategies for Records and Recordkeeping Systems*, June 2002. Available online:

<http://www.records.nsw.gov.au/publicsector/rk/Counter%20Disaster/toc.htm>

State Records New South Wales *Recordkeeping in Brief 8: Bibliography on Counter Disaster Management*, 2002. Available online at:

<http://www.records.nsw.gov.au/publicsector/rk/rib/rib%208.htm>

University of Queensland (undated) *Disaster Management Plan v2* Available online at:

<http://www.uq.edu.au/hupp-download/Disaster%20Management%20Plan.7.60.1.pdf>

Amigos Library Services (2000) *A Disaster Plan for Libraries and Archives 2000*.

Available online at : <http://www.amigos.org/disasterplan.pdf>

Heritage Collections Council (2000) *Be prepared* Available online at:

<http://amol.org.au>

National Archives of Australia (2000) *Disaster preparedness manual*. Available online at:

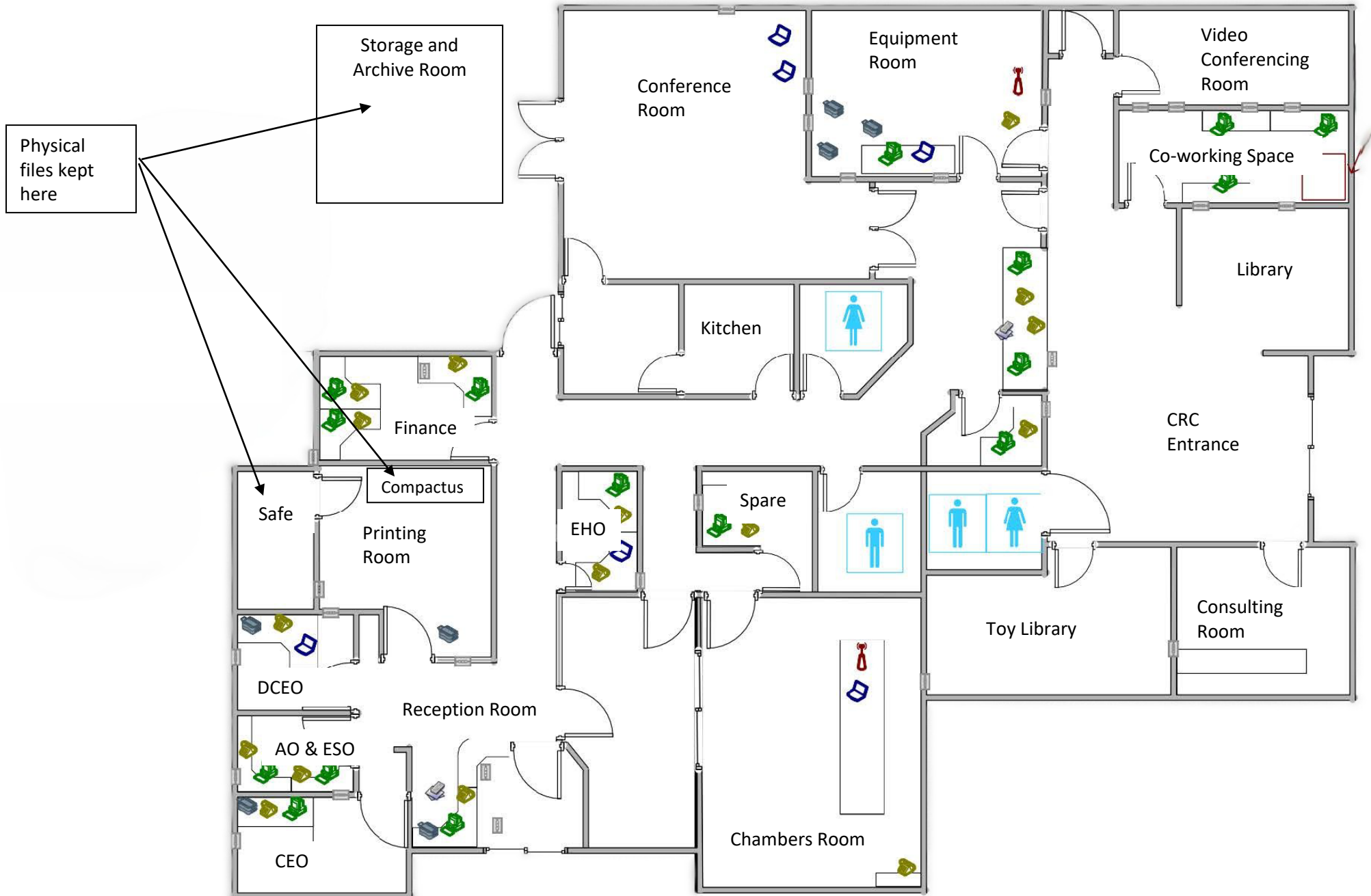
<http://www.naa.gov.au/recordkeeping/prepservation/disaster/chapt2.html>

9 ATTACHMENTS

9.1 ATTACHMENT – LAYOUT PLANS – SHIRE OF CORRIGIN'S BUILDINGS

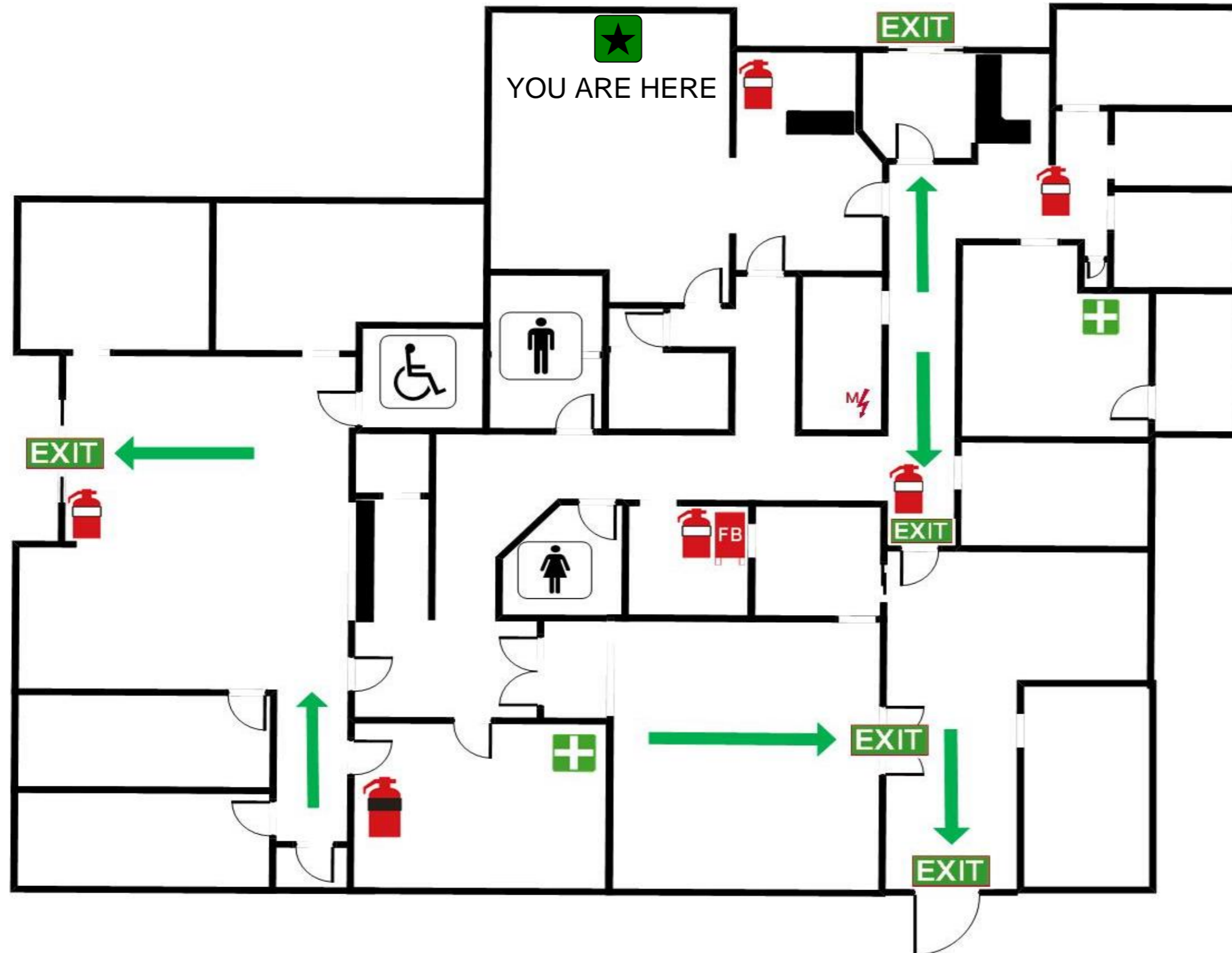
- a) Shire Administration
- b) Emergency Evacuation Plans
 - a. Shire Administration
 - b. Shire Depot

Main Admin Office Layout - Records



Evacuation Diagram

Administration Building,
9 Lynch St, Corrigin



EMERGENCY INFORMATION

In case of emergency contact:

- **Police, Fire or Ambulance**
000 (life threatening)
- Police (non-urgent) 131 444
- SES 132 500

On hearing the verbal command directed by your Warden:

- evacuate the building via the nearest safe exit
- proceed to the assembly area, or as directed by your Warden or Emergency Services
- remain at the assembly area until directed by your Warden or Emergency Services

Do not re-enter the building until instructed by your Warden or Emergency Services.

Legend

	Dry Chemical Extinguisher
	CO2 Extinguisher
	Fire Blanket
	Main Switchboard
	First Aid Kit
	Emergency Exit
	Assembly Area



N



Evacuation Diagram

Corrigin Works Depot Administration Building, Lot 46 Walton St, Corrigin



EMERGENCY INFORMATION

In case of emergency contact:

- **Police, Fire or Ambulance**
000 (life threatening)
- Police (non-urgent) 131 444
- SES 132 500

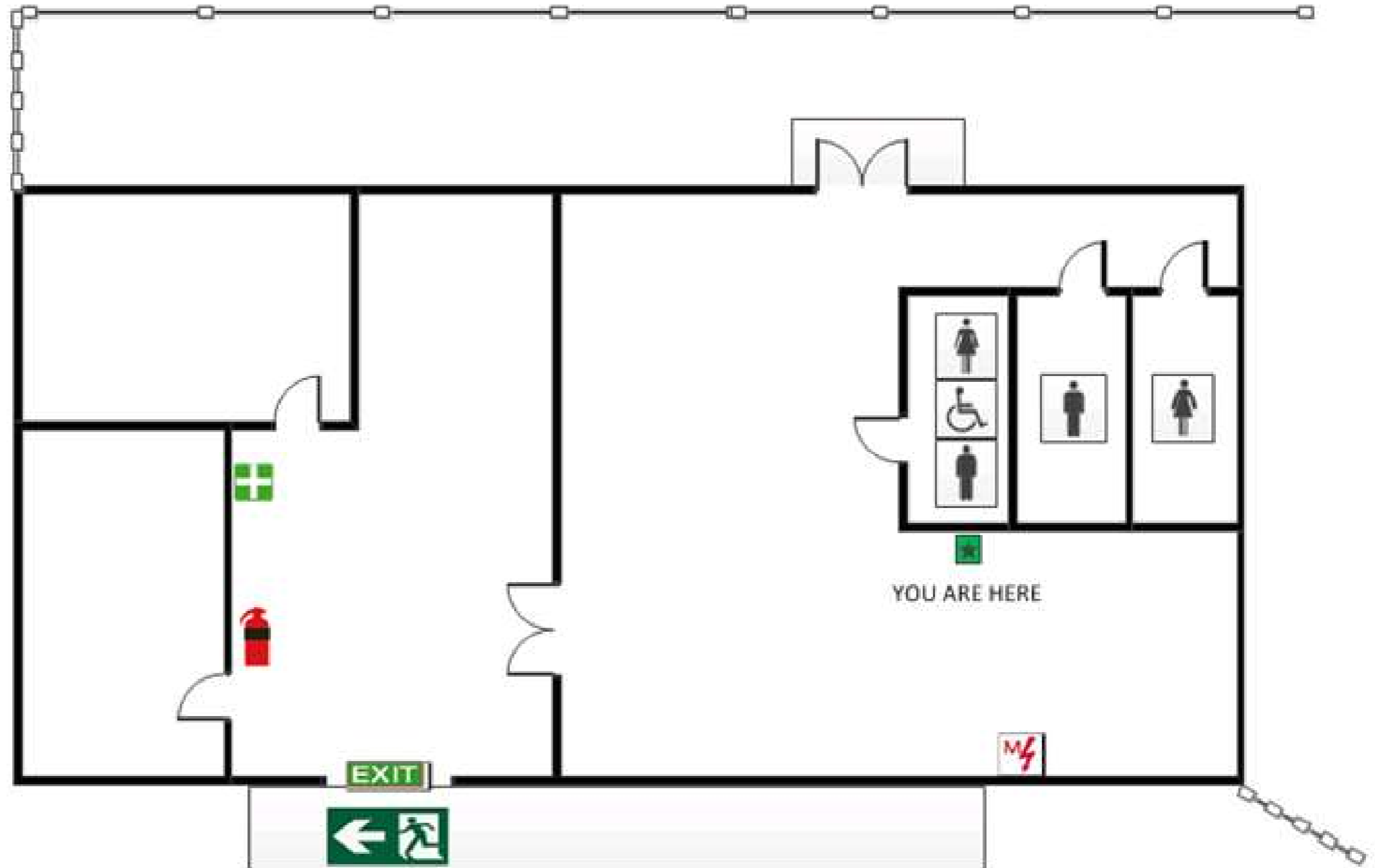
On hearing the verbal command directed by your Warden:

- evacuate the building via the nearest safe exit
- proceed to the assembly area, or as directed by your Warden or Emergency Services
- remain at the assembly area until directed by your Warden or Emergency Services

Do not re-enter the building until instructed by your Warden or Emergency Services.

Legend

	CO2 Extinguisher
	Foam Extinguisher
	Dry Chemical Powder Extinguisher
	Fire Blanket
	Main Switchboard
	Safety Shower / Eyewash
	First Aid Kit
	Emergency Exit
	Assembly Area



Lease of 'Container Deposit Scheme Shed' located on Reserve 29118, Lot 12 (No. 8) Goyder Street, Corrigin

Shire of Corrigin

<insert name>



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Ref: RM:CORR:56241

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Details

Parties

Shire of Corrigin

of 9 Lynch Street PO Box 221 Corrigin Western Australia 6375
(Lessor)

<insert name>

<insert address>

(Lessee)

Background

- A The Lessor has the care, control and management of the Land pursuant to a Management Order.
- B The Lessor has agreed to lease, and the Lessee has agreed to take a lease, of the Premises upon the terms and conditions contained in this Lease.

Agreed terms

1. Definitions

Unless otherwise required by the context or subject matter the following words have these meanings in this Lease:

Amounts Payable means the Rent and any other money payable by the Lessee under this Lease;

Basic Consideration means all consideration (whether in money or otherwise) to be paid or provided by the Lessee for any supply or use of the Premises and any goods, services or other things provided by the Lessor under this Lease (other than tax payable pursuant to this clause);

CEO means the Chief Executive Officer for the time being of the Lessor or any person appointed by the Chief Executive Officer to perform any of her or his functions under this Lease;

Commencement Date means the date of commencement of the Term specified in **Item 5** of the Schedule;

Contaminated Sites Act means the *Contaminated Sites Act 2003 (WA)*;

CPI means the Consumer Price Index (All Groups) Perth number published from time to time by the Australian Bureau of Statistics;

Encumbrance means a mortgage, charge, lien, pledge, easement, restrictive covenant, writ, warrant or caveat and the claim stated in the caveat or anything described as an encumbrance on the Certificate of Title for the Land;

Environmental Contamination has the same meaning as the word “contaminated” in the Contaminated Sites Act;

EPA means the Environment Protection Authority of Western Australia;

Further Term means the further term(s) specified in **Item 4** of the Schedule;

Good Repair means good and substantial tenantable repair and in clean, good working order and condition;

GST has the meaning that it bears in the GST Act;

GST Act means *A New Tax System (Goods and Services Tax) Act 1999 (Cth)* and any legislation substituted for, replacing or amending that Act;

GST Adjustment Rate means the amount of any increase in the rate of tax imposed by the GST Law;

GST Law has the meaning that it bears in section 195-1 of the GST Act;

GST Rate means 10%, or such other figure equal to the rate of tax imposed by the GST Law;

Input Tax Credit has the meaning that it bears in section 195-1 of the GST Act.

Interest Rate means the rate at the time the payment falls due being 2% greater than the Lessor’s general overdraft rate on borrowings from its bankers on amounts not exceeding \$100,000.00;

Land means the land described at **Item 1** of the Schedule;

Lease means this deed as supplemented, amended or varied from time to time;

Lessee’s Agents includes:

- (a) the sublessees, employees, agents, contractors, invitees and licensees of the Lessee; and
- (b) any person on the Premises by the authority of a person specified in paragraph (a);

Lessee’s Obligations means the covenants, agreements and obligations set out or implied in this Lease or imposed by law to be performed and observed by the Lessee;

Lessor’s Obligations means the covenants, agreements and obligations set out or implied in this Lease, or imposed by law to be performed and observed by the Lessor;

Lessor’s Fixtures and Fittings means all fixtures, fittings and equipment installed in or provided to the Premises by the Lessor at the Commencement Date or at any time during the Term, and more particularly detailed at **Annexure 3**;

Minister for Lands means the Minister for Lands in her or his capacity as the body corporate continued under section 7 of the *Land Administration Act 1997*;

Management Order means a management order made under section 46 of the *Land Administration Act 1997*, under which the Land was vested in the Lessor to be held for the purpose of [Insert purpose of the Land under the Management Order];

Notice means each notice, demand, consent or authority given or made to any person under this Lease;

Party means the Lessor or the Lessee according to the context;

Permitted Purpose means the purpose set out in **Item 8** of the Schedule;

Premises means the area of the Land to be leased to the Lessee as more particularly described at **Item 2** of the Schedule;

Rent means the rent specified in **Item 6** of the Schedule as varied from time to time under this Lease;

Rent Review Date means a date identified in **Item 7** of the Schedule;

Schedule means the Schedule to this Lease;

Tax Invoice has the meaning which it bears in section 195-1 of the GST Act;

Taxable Supply has the meaning which it bears in section 195-1 of the GST Act.

Term means the term of years specified in **Item 3** of the Schedule; and

Termination means the date of:

- (a) expiry of the Term or any Further Term by effluxion of time;
- (b) sooner determination of the Term or any Further Term; or
- (c) determination of any period of holding over.

2. Grant of lease

- (1) Subject to paragraph (2), the Lessor leases to the Lessee the Premises for the Term subject to:
 - (a) all Encumbrances;
 - (b) the payment of the Amounts Payable; and
 - (c) the performance and observance of the Lessee's Obligations.
- (2) This Lease is subject to and conditional on the approval of the Minister for Lands under the *Land Administration Act 1997*. The parties acknowledge that the Minister for Lands' consent to this Lease annexed hereto as **Annexure 2**.

3. Quiet enjoyment

Except as provided in the Lease and subject to the performance and observance of the Lessee's Obligations, the Lessee may quietly hold and enjoy the Premises during the Term without any interruption or disturbance from the Lessor or persons lawfully claiming through or under the Lessor.

4. Rent and other payments

4.1 Rent

The Lessee covenants with the Lessor to pay to the Lessor the Rent in the manner set out at **Item 6** of the Schedule on and from the Commencement Date clear of any deductions.

4.2 Rent Review

- (1) The Rent will be reviewed by CPI on and from each Rent Review Date to determine the Rent to be paid by the Lessee until the next Rent Review Date.
- (2) The CPI rent review will increase the amount of Rent payable during the immediately preceding period by the percentage of any increase in CPI having regard to the quarterly CPI published immediately prior to the later of the Commencement Date or the last Rent Review Date as the case may be and the quarterly CPI published immediately prior to the relevant Rent Review Date. If there is a decrease in CPI having regard to the relevant CPI publications the Rent payable from the relevant Rent Review Date will be the same as the Rent payable during the immediately preceding period.
- (3) Notwithstanding the provisions of this clause, the Rent payable from any Rent Review Date will not be less than the Rent payable in the period immediately preceding such Rent Review Date.
- (4) The Lessor may institute a Rent Review notwithstanding the Rent Review Date has passed and the Lessor did not institute a Rent Review on or prior to that Rent Review Date, and in which case the Rent agreed or determined shall date back to and be payable from the Rent Review Date for which such review is made.

4.3 Outgoings

- (1) The Lessee covenants with the Lessor to pay to the Lessor or to such person as the Lessor may from time to time direct punctually all the following outgoings or charges, assessed or incurred in respect of the Premises:
 - (a) local government rates, services and other charges, including but not limited to rubbish collection charges;
 - (b) water, drainage and sewerage rates, charges for disposal of stormwater, meter rent and excess water charges;
 - (c) telephone, electricity, gas and other power and light charges including but not limited to meter rents and the cost of installation of any meter, wiring or telephone connection AND where possible the Lessee shall ensure that any accounts for all charges and outgoings in respect of telephone, electricity, gas and other power and light charges are taken out and issued in the name of the Lessee; and

- (d) any other consumption charge or cost, statutory impost or other obligation incurred or payable by reason of the Lessee's use and occupation of the Premises.
- (2) If the Premises are not separately charged or assessed the Lessee will pay to the Lessor a proportionate part of any charges or assessments referred to in **clause 4.3(1)** being the proportion that the Premises bears to the total area of the land or premises included in the charge or assessment.

4.4 Interest

Without affecting the rights, power and remedies of the Lessor under this Lease, the Lessee covenants to pay to the Lessor interest on demand on any Amounts Payable which are unpaid for 7 days computed from the due date for payment until payment is made and any interest payable under this paragraph will be charged at the Interest Rate.

4.5 Costs

The Lessee covenants with the Lessor to pay to the Lessor all costs, legal fees, disbursements and payments incurred by or for which the Lessor is liable in connection with or incidental to:

- (a) the Amounts Payable or obtaining or attempting to obtain payment of the Amounts Payable under this Lease;
- (b) any breach of covenant by the Lessee or the Lessee's Agents;
- (c) the preparation and service of a notice under Section 81 of the *Property Law Act 1969* requiring the Lessee to remedy a breach even though forfeiture for the breach may be avoided in a manner other than by relief granted by a Court;
- (d) any work done at the Lessee's request; and
- (e) any action or proceedings arising out of or incidental to any matters referred to in this **clause 4.5** or any matter arising out of this Lease.

4.6 Payment of Money

Amounts Payable to the Lessor under this Lease must be paid to the Lessor at the address of the Lessor referred to in this Lease or as otherwise directed by the Lessor by Notice from time to time.

4.7 Accrual of amounts payable

Amounts Payable accrue on a daily basis.

5. Insurance

5.1 Public Liability Insurance

The Lessee must effect and maintain with insurers approved by the Lessor in the joint names of the Lessor and the Lessee for their respective rights and interests in the Premises for the time being adequate public liability insurance for a sum not less than the sum set out at **Item 9** of the Schedule in respect of any one claim or such greater amount as the Lessor may from time to time reasonably require.

5.2 Building Insurance to be effected by Lessor

The Lessor shall effect and keep effected insurance to the full insurable value on a replacement or reinstatement value basis of the Premises against damage arising from fire, tempest, storm, earthquake, explosion, aircraft, or other aerial device including items dropped from any device, riot, commotion, flood, lightning, act of God, fusion, smoke, rainwater, leakage, impact by vehicle, machinery breakdown and malicious acts or omissions and other standard insurable risks.

5.3 Contents Insurance

The Lessee must effect and maintain insurance to cover the Lessee's fixtures, fittings, equipment and stock, and the Lessor's furniture and equipment, against loss or damage by fire, fusion, smoke, lightning, flood, storm, tempest, earthquake, sprinkler leakage, water damage and other usual risks against which a Lessee can and does ordinarily insure in their full replacement value, and loss from theft or burglary.

5.4 Details and receipts

In respect of the insurances required to be obtained by the Lessee pursuant to this clause the Lessee must:

- (a) on demand supply to the Lessor details of the insurances and give to the Lessor, annually, copies of the certificates of currency in relation to those insurances;
- (b) promptly pay all premiums and produce to the Lessor each policy or certificate of currency and each receipt for premiums or certificate of currency issued by the insurers; and
- (c) notify the Lessor immediately:
 - (i) when an event occurs which gives rise or might give rise to a claim under or which could prejudice a policy of insurance; or
 - (ii) when a policy of insurance is cancelled.

5.5 Not to invalidate

The Lessee must not do or omit to do any act or thing or bring or keep anything on the Premises which might:

- (a) render any insurance effected under this clause, or any insurances on adjoining premises, void or voidable; or
- (b) cause the rate of a premium for the Premises or any adjoining premises (except insofar as an approved development may lead to an increased premium) to be increased.

5.6 Report

Each Party must report to the other promptly in writing, and in addition verbally in an emergency:

- (a) any damage to the Premises of which they are aware; and
- (b) any circumstances of which they are aware and which are likely to be a danger or cause any damage or danger to the Premises or to any person in or on the Premises.

5.7 Settlement of claim

The Lessor may, but the Lessee may not without prior written consent of the Lessor, settle or compromise any claims under any policy of insurance required by this clause.

5.8 Lessee may be required to pay excess on insurances

The Lessee agrees with the Lessor that it shall be responsible to pay any excess payable in connection with the insurances referred to in this clause in the event that it is determined by the insurer or otherwise that a claim arises out of or in connection with the negligence of the Lessee.

5.9 Lessee's equipment and possessions

The Lessee acknowledges it is responsible to obtain all relevant insurances to cover any damage and/or theft to its property. The Lessor does not take any responsibility for the loss or damage of the Lessee's property.

6. Indemnity

6.1 Lessee responsibilities

- (1) The Lessee is subject to the same responsibilities relating to persons and property to which the Lessee would be subject if during the Term the Lessee were the owner and occupier of the freehold of the Premises.
- (2) The Lessee is responsible and liable for all acts or omissions of the Lessee's Agents on the Premises and for any breach by them of any covenants or terms in this Lease required to be performed or complied with by the Lessee.

6.2 Indemnity

- (1) The Lessee indemnifies, and shall keep indemnified, the Lessor and the Minister for Lands from and against all actions, claims, costs, proceedings, suits and demands whatsoever which may at any time be incurred or suffered by the Lessor and/or the Minister for Lands, or brought, maintained or made against the Lessor and/or the Minister for Lands, in respect of:
 - (a) any loss whatsoever (including loss of use);
 - (b) injury or damage of, or to, any kind of property or thing; and
 - (c) the death of, or injury suffered by, any person,

caused by, contributed to, or arising out of, or in connection with, whether directly or indirectly:

- (d) the use or occupation of the Premises by the Lessee or the Lessee's Agents;
- (e) any work carried out by or on behalf of the Lessee on the Premises;
- (f) the Lessee's activities, operations or business on, or other use of any kind of, the Premises;
- (g) the presence of any Contamination, Pollution or Environmental Harm in on or under the Premises or adjoining land caused or contributed to by the act, neglect or omission of the Lessee or the Lessee's Agents;
- (h) any default by the Lessee in the due and punctual performance, observance and compliance with any of the Lessee's Obligations under this Lease; or
- (i) an act or omission of the Lessee.

6.3 Obligations Continuing

The obligations of the Lessee under this clause:

- (a) are unaffected by the obligation of the Lessee to take out insurance, and the obligations of the Lessee to indemnify are paramount, however if insurance money is received by the Lessor for any of the obligations set out in this clause then the Lessee's obligations under **clause 6.2** will be reduced by the extent of such payment; and
- (b) continue after the expiration or earlier determination of this Lease in respect of any act, deed, matter or thing occurring or arising as a result of an event which occurs before the expiration or earlier determination of this Lease.

6.4 No indemnity for Lessor's negligence

The parties agree that nothing in this clause shall require the Lessee to indemnify the Lessor, its officers, servants, or agents against any loss, damage, expense, action or claim arising out of a negligent or wrongful act or omission of the Lessor, or its servants, agents, contractors or invitees.

6.5 Release

- (1) The Lessee:
 - (a) agrees to occupy and use the Premises at the risk of the Lessee; and
 - (b) releases to the full extent permitted by law, the Lessor and the Minister for Lands from:
 - (i) any liability which may arise in respect of any accident or damage to property, the death of any person, injury to any person, or illness suffered by any person, occurring on the Premises or arising from the Lessee's use or occupation of the Premises by the Lessee;
 - (ii) loss of or damage to the Premises or personal property of the Lessee; and

- (iii) all claims, actions, loss, damage, liability, costs and expenses arising from or connected with (directly or indirectly) the presence of any Contamination, Pollution or Environmental Harm in, on or under the Premises or surrounding area

except to the extent that such loss or damage arises out of a negligent or wrongful act or omission of the Lessor, or its servants, agents, contractors or invitees.

- (2) The release by the Lessee continues after the expiration or earlier determination of this Lease in respect of any act, deed, matter or thing occurring or arising as a result of an event which occurs before the expiration or earlier determination of this Lease.

6.6 Limit of Lessor's liability

- (1) The Lessor is only liable for breaches of the Lessor's Obligations set out in this Lease which occur while the Lessor is the management body or registered proprietor of the Premises.
- (2) The Lessor will not be liable for any failure to perform and observe any of the Lessor's Obligations due to any cause beyond the Lessor's control.

7. Maintenance, repair and cleaning

7.1 Maintenance

- (1) Subject to paragraph (3) below, the Lessee agrees during the Term and for so long as the Lessee remains in possession or occupation of the Premises to maintain, replace, repair, clean and keep the Premises (which for the avoidance of doubt includes the Lessor's Fixtures and Fittings and the gutters) clean and in Good Repair having regard to the age of the Premises at the Commencement Date provided that this subclause shall not impose on the Lessee any obligation:
 - (a) to carry out repairs or replacement that are necessary as a result of fair and reasonable wear and tear, except when such repair or replacement is necessary because of any act or omission of or on the part of the Lessee or the Lessee's Agents, or the Lessor's insurances are invalidated by any act, neglect or default by the Lessee or the Lessee's Agents; and
 - (b) in respect of any structural or capital maintenance, replacement or repair except when such maintenance, repair or replacement is necessary because of any act or omission of or on the part of the Lessee or the Lessee's Agents, or by the Lessee's particular use or occupancy of the Premises.
- (2) In discharging the obligations imposed on the Lessee under this subclause, the Lessee shall where maintaining, replacing or repairing in or on the Premises:
 - (a) any electrical fittings and fixtures;
 - (b) any plumbing;
 - (c) any air-conditioning fittings and fixtures; and
 - (d) any gas fittings and fixtures,

use only licensed trades persons, or such trades persons as may be approved by the Lessor and notified to the Lessee, which approval shall not be unreasonably withheld.

- (3) For the avoidance of doubt, the Lessee is responsible for minor internal repairs to the Premises. For example, repair and replacement of door handles, door locks, light fittings, globe replacement, internal glass breakages and internal painting.
- (4) For the avoidance of doubt, the Lessor is responsible for all structural repairs, sewerage, plumbing, electrical, air-conditioning, gutters and external glass breakages to the Premises EXCEPT when such repair or replacement is necessary because of any act or omission of or on the part of the Lessee or the Lessee's Agents, or the Lessor's insurances are invalidated by any act, neglect or default by the Lessee or the Lessee's Agents.
- (5) Notwithstanding paragraph (4) above, the Lessee acknowledges and agrees that the Lessor may have limited, or no, funds set aside within its budget for structural maintenance of the Premises, and as a consequence the Lessor will not be able to rectify any major maintenance or structural defect or problem unless it has sufficient monies set aside in its budget for such purpose and/or the Lessor's Council has approved such expenditure.
- (6) Notwithstanding any other provision of this Lease, the Lessee will be responsible for any repair or replacement which is necessary because of any act or omission of or on the part of the Lessee or the Lessee's Agents, or the Lessor's insurances are invalidated by any act, neglect or default by the Lessee or the Lessee's Agents

7.2 Comply with all reasonable conditions

The Lessee must comply with all reasonable conditions that may be imposed by the Lessor from time to time in relation to the Lessee's maintenance of the Premises.

7.3 Cleaning

The Lessee must at all times keep the Premises clean, tidy, unobstructed and free from rubbish, including that the Lessee must not:

- (a) allow any rubbish, trade waste, cartons, boxes, containers, produce or accumulation of property in or around the Premises; and
- (b) leave rubbish bins, skip bins, or other waste or storage containers outside the Premises except in areas for time to time designated for that purpose by the Lessor.

7.4 Pest control

- (1) Subject to paragraph (2) below, the Lessee must keep the Premises free of any vermin or any other recognised pests and the cost of extermination will be borne by the Lessee.
- (2) The Lessor shall arrange for an inspection by a licensed pest controller for termite/pest infestation to be undertaken in respect of the Premises every two (2) years from the Commencement Date and in relation to such inspection:
 - (a) the inspection must be carried out and any pest control treatment required as a result of the inspection must be undertaken by a licensed pest controller within two weeks of the inspection; and
 - (b) all costs and expenses arising from the inspection and any work undertaken as a result will be the responsibility of the Lessee.

7.5 Safety & Testing Obligations

- (1) Subject to paragraph (2) below, the Lessee acknowledges and agrees that it is responsible at its cost for ensuring that the Premises, and any fixtures or fittings located on the Premises, are regularly tested, maintained and inspected to ensure that the Premises and such fixtures and fittings comply with all statutory requirements and are safe for use.
- (2) The Lessor agrees to undertake, at its cost, regular testing and inspections of the Premises' fire extinguishers.

7.6 Responsibility for Securing the Premises

The Lessee must ensure the Premises, including Lessor's Fixtures and Fittings, are appropriately secured at all times.

7.7 Maintain surroundings

- (1) The Lessee must regularly inspect and maintain in good condition any part of the Premises which surrounds any buildings including but not limited to any flora, gardens lawns, shrubs, hedges and trees.
- (2) The Lessee must comply with and implement any landscaping, reticulation and similar plans approved by the Lessor (in its capacity as responsible local authority) pursuant to any condition or conditions of development approval for the Premises.
- (3) The Lessee must care for such trees on the Premises as the Lessor may from time to time reasonably require.
- (4) Unless permitted to do so under a development approval, the Lessee may not remove any trees, shrubs or hedges without first consulting with and obtaining the approval of the Lessor, except where necessary for urgent safety reasons.

7.8 Lessor's Fixtures and Fittings

The Lessee covenants and agrees that the Lessor's Fixtures and Fittings:

- (a) will remain the property of the Lessor and must not be removed from the Premises at any time; and
- (b) must be present and accounted for at the termination of each twelve month period of the Term.

7.9 Acknowledgement of state of repair of Premises

- (1) The Lessee accepts the Premises and the Land in its present condition relying upon its own enquiries and investigations.
- (2) The Lessor does not expressly or impliedly warrant that the Premises are now or will remain suitable or adequate for all or any of the purposes of the Lessee or for the business which the Lessee is authorised to conduct thereon and to the extent permitted by law, all warranties (if any) as to suitability and adequacy of the Premises implied by law are hereby expressly negated.

8. Alterations

8.1 Restriction

- (1) The Lessee must not without prior written consent:
 - (a)
 - (i) from the Lessor;
 - (ii) from any other person from whom consent is required under this Lease;
 - (iii) required under statute in force from time to time, including but not limited to the planning approval of the Lessee under a local planning scheme of the Lessee;
 - (b) install any new signage;
 - (c) make or allow to be made any alteration, addition or improvements to or demolish any part of the Premises;
 - (d) remove alter or add to any fixtures, fittings or facilities in or on the Premises; or
 - (e) subject to the performance of the Lessee's obligations in **clause 7**, remove any flora or fauna, alter or cut down any flora, or sell, remove or otherwise dispose of any flora, sand, gravel, timber or other materials from the Premises.

8.2 Consent

- (1) If the Lessor and any other person whose consent is required under this Lease or at law consents to any matter referred to in **clause 8.1** the Lessor may:
 - (a) consent subject to conditions; and
 - (i) require that work be carried out in accordance with plans and specifications approved by the Lessor or any other person giving consent;
 - (ii) require that work be carried out in accordance with the Building Code of Australia; and
 - (iii) require that any alteration be carried out to the satisfaction of the Lessor under the supervision of an engineer or other consultant; and
 - (b) if the Lessor consents to any matter referred to in **clause 8.1**:
 - (i) the Lessor gives no warranty that the Lessor will issue any consents, approvals, authorities, permits or policies under any statute for such matters; and
 - (ii) the Lessee must apply for and obtain all such consent, approvals, authorities, permits or policies as are required at law before undertaking any alterations, additions, improvements or demolitions and must strictly comply with such consents or approvals.

8.3 Cost of Works

All works undertaken under this clause will be carried out at the Lessee's expense.

8.4 Conditions

If any of the consents given by the Lessor or other persons whose consent is required under this Lease or at law require other works to be done by the Lessee as a condition of giving consent, then the Lessee must at the option of the Lessor either:

- (a) carry out those other works at the Lessee's expense; or
- (b) permit the Lessor to carry out those other works at the Lessee's expense, in accordance with the Lessor's requirements.

9. Use

9.1 Restrictions on use

The Lessee must not and must not suffer or permit a person to:

- (a)
 - (i) use the Premises or any part of it for any purpose other than the Permitted Purpose; or
 - (ii) use the Premises for any purpose which is not permitted under any local planning scheme or any law relating to health;
- (b) do or carry out on the Premises any harmful, offensive or illegal act, matter or thing;
- (c) do or carry out on the Premises anything which causes a nuisance, damage or disturbance to the Lessor or to owners or occupiers of adjoining properties;
- (d) store any dangerous compound or substance on or in the Premises; or
- (e) do any act or thing which might result in excessive stress or harm to any part of the Premises.

9.2 Keys and access

- (1) The Lessee must take appropriate measures to ensure the security of keys to the Premises, at all times.
- (2) Unless otherwise approved by the Lessor in writing, the Lessee must not have additional sets of keys copied or cut.
- (3) The Lessee must notify the Lessor of any loss of keys immediately. The Lessor will arrange for replacement keys to be issued to the Lessee at the Lessee's cost, to ensure all keys conform to the Lessor's master keys.
- (4) The Lessee must not change any of the Premises' locks without the prior approval of the Lessor. If the locks are changed the Lessee must provide the Lessor with keys to access all areas of the Premises.

- (5) If the Lessor requires access to the Premises pursuant to its powers under this Lease, and is unable to access the Premises due to an unauthorised change in locks, the Lessor may take all such measures to enter the Premises and to re-secure the Premises, and the Lessee will bear all costs associated with such measures.

9.3 Sale of Alcohol

The Lessee must not sell or supply liquor from the Premises or allow liquor to be sold or supplied from the Premises unless it has the necessary licences or consents for such sale or supply, and such sale or supply complies strictly with the provisions of the *Liquor Control Act 1988*, *Health (Food Hygiene) Regulations 1993*, *Liquor Licensing Regulations 1989* and any other relevant written laws that may be in force from time to time.

9.4 No Warranty

The Lessor gives no warranty:

- (a) as to the use to which the Premises may be put; or
- (b) that the Lessor will issue any consents, approvals, authorities, permits or licences required by the Lessee under any statute for its use of the Premises.

9.5 Premises Subject to Restriction

The Lessee accepts the Premises for the Term subject to any existing prohibition or restriction on the use of the Premises.

9.6 Indemnity for Costs

The Lessee indemnifies the Lessor against any claims or demands for all costs, on a solicitor client basis, incurred by the Lessor by reason of any claim in relation to any matters set out in this this clause.

10. Lessor's right of entry

10.1 Entry on Reasonable Notice

The Lessee must permit entry by the Lessor onto the Premises without notice in the case of an emergency, and otherwise upon reasonable notice:

- (a)
 - (i) at all reasonable times;
 - (ii) with or without workmen and others; and
 - (iii) with or without plant, equipment, machinery and materials;
- (b) for each of the following purposes:
 - (i) to inspect the state of repair of the Premises and to ensure compliance with the terms of this Lease;
 - (ii) to carry out any survey or works which the Lessor considers necessary, however the Lessor will not be liable to the Lessee for any compensation for such survey or works provided they are carried out in a manner which causes as little inconvenience as is reasonably possible to the Lessee;

- (iii) to comply with the Lessor's Obligations or to comply with any notice or order of any authority in respect of the Premises for which the Lessor is liable; and
- (iv) to do all matters or things to rectify any breach by the Lessee of any term of this Lease but the Lessor is under no obligation to rectify any breach and any rectification under this clause is without prejudice to the Lessor's other rights, remedies or powers under this Lease.

10.2 Costs of Rectifying Breach

All costs and expenses incurred by the Lessor as a result of any breach referred to in **clause 10.1(b)(iv)** together with any interest payable on such sums will be a debt due to the Lessor and payable to the Lessor by the Lessee on demand.

11. Statutory obligations and notices

11.1 Comply with Statutes

The Lessee must:

- (a) comply promptly with all statutes and local laws from time to time in force relating to the Premises, including without limitation all relevant laws relating to occupational health and safety and the health and safety of all persons entering upon the Premises;
- (b) apply for, obtain and maintain in force all consents, approvals, authorities, licences and permits required under any statute for the use of the Premises specified at **clause 9**;
- (c) comply with all relevant state and commonwealth law and all relevant codes, including without limitation the Building Code of Australia, and all relevant standards published by Standards Australia;
- (d) ensure that all obligations in regard to payment for copyright or licensing fees are paid to the appropriate person for all performances, exhibitions or displays held on the Premises; and
- (e) comply promptly with all orders, notices, requisitions or directions of any competent authority relating to the Premises or to the business the Lessee carries on at the Premises.

11.2 Indemnity if Lessee Fails to Comply

The Lessee indemnifies the Lessor against:

- (a) failing to perform, discharge or execute any of the items referred to in this clause; and
- (b) any claims, demands, costs or other payments of or incidental to any of the items referred to in this clause.

11.3 No Fetter

Notwithstanding any other provision of this Lease, the Parties acknowledge that the Lessor is a local government established by the *Local Government Act 1995*, and in that capacity, the Lessor may be obliged to determine applications for consents, approvals, authorities, licences and permits having regard to any written law governing such applications including matters required to be taken into consideration and formal processes to be undertaken, and the Lessor shall not be taken to be in default under this Lease by performing its statutory obligations or exercising its statutory discretions, nor shall any provision of this Lease fetter the Lessor in performing its statutory obligations or exercising any discretion.

12. Report to Lessor

The Lessee must immediately report to the Lessor:

- (a) any act of vandalism or any incident which occurs on or near the Premises which involves or is likely to involve a breach of the peace or become the subject of a report or complaint to the police and of which the Lessee is aware or should be aware;
- (b) any occurrence or circumstances in or near the Premises of which it becomes aware, which might reasonably be expected to cause, in or on the Premises, pollution of the environment; and
- (c) all notices, orders and summonses received by the Lessee and which affect the Premises and immediately deliver them to the Lessor.

13. Breach of this Lease

13.1 How the Lessee breaches this Lease

The Lessee will be in breach of this Lease if:

- (a) the Lessee does not pay the Lessor on time any part of the Rent, utility charges, outgoings or any other money which the Lessee must pay to the Lessor under this lease and does not make that payment within 28 days after the Lessor gives the Lessee a notice requiring that payment;
- (b) the Lessee disobeys any other provision of this Lease, and the Lessee does not remedy that breach within 28 days after the Lessor gives the Lessee a notice specifying that breach and asking the Lessee to remedy it;
- (c) the Lessee is a natural person and proceedings are commenced for the Lessee's voluntary or compulsory bankruptcy;
- (d) the Lessee is a corporation and:
 - (i) proceedings are commenced for either the voluntary or compulsory winding-up of the Lessee;
 - (ii) an order is made for the appointment of a provisional liquidator to the Lessee;
 - (iii) a controller within the meaning of Section 9 of the Corporations Act is appointed over any property or business of the Lessee;

- (iv) a resolution is passed that the Lessee be wound up;
- (v) an administrator is appointed under Part 5.3A of the Corporations Act to the Lessee or the directors of the Lessee passes a resolution to appoint an administrator; or
- (vi) the Lessee enters into or tries to enter into any scheme of arrangement or other compromise with the Lessee's creditors.

13.2 What the Lessor may do if the Lessee breaches this Lease

- (1) If the Lessee breaches this Lease and does not remedy it as required, the Lessor may do any one or more of the following:
 - (a) re-enter and take possession of the Premises;
 - (b) end this Lease;
 - (c) recover from the Lessee any loss the Lessor suffers due to the Lessee's breach; and
 - (d) exercise any of the Lessor's other legal rights.
- (2) The essential terms of this Lease include those described below:
 - (a) clause 4 (Rent and Other Payments),
 - (b) clause 5 (Insurance),
 - (c) clause 6 (Indemnity),
 - (d) clause 7 (Maintenance, Repair and Cleaning),
 - (e) clause 9 (Use); and
 - (f) clause 17 (No Assignment, Subletting and Charging).

If the Lessee breaches an essential term and the Lessor re-enters and takes possession of the premises or ends this Lease, the Lessor may recover all money payable by the Lessee under this Lease up to the expiry date.

- (3) If the Lessee vacates the Premises before the expiry date, whether or not it ceases to pay Rent, the Lessor may:
 - (a) accept the keys for the Premises; or
 - (b) enter the Premises to inspect or repair them or to show them to prospective tenants; or
 - (c) advertise the Premises for re-letting,

without this being re-entry or waiver of the Lessor's rights to recover the Rent or other money under this Lease. This Lease continues until a new Lessee takes possession of the Premises, unless the Lessor accepts a surrender of or ends this Lease.

14. Option to renew

If the Lessee at least three months, but not earlier than six months, prior to the date for commencement of a Further Term gives the Lessor a Notice to grant the Further Term and:

- (a) all consents and approvals required by the terms of this Lease or at law have been obtained; and
- (b) there is no subsisting default by the Lessee at the date of service of the Notice in:
 - (i) the payment of Amounts Payable; or
 - (ii) the performance or observance of the Lessee's Obligations,

the Lessor will grant to the Lessee a lease for the Further Term the subject of the Notice at the Rent and on the same terms and conditions other than this clause in respect of any Further Terms previously taken or the subject of the present exercise and on such other terms and conditions as the Lessor may consider appropriate.

15. Holding over

If the Lessee remains in possession of the Premises after the expiry of the Term with the consent of the Lessor, the Lessee will be a monthly tenant of the Lessor at a rent equivalent to one twelfth of the Rent for the period immediately preceding expiry of the Term and otherwise on the same terms and conditions of this Lease provided that all consents required under this Lease or at law have been obtained to the Lessee being in possession of the Premises as a monthly tenant.

16. Obligation on Termination

16.1 Restore premises

Prior to Termination, the Lessee at the Lessee's expense must restore the Premises to substantially the same condition at the start of the Lease, and ensure that the Premises is clean and free from Rubbish.

16.2 Peacefully surrender

On Termination the Lessee must:

- (a) peacefully surrender and yield up to the Lessor the Premises in a condition consistent with the observance and performance of the Lessee's Obligations under this Lease; and
- (b) surrender to the Lessor all keys and security access devices and combination for locks providing an access to or within the Premises held by the Lessee whether or not provided by the Lessor.

16.3 Remove property prior to termination

Prior to Termination, unless otherwise mutually agreed between the parties, the Lessee must remove from the Premises all property of the Lessee which is not a fixture other than air-conditioning plant and fire equipment, security alarms and security systems and other fixtures and fittings which in the opinion of the Lessor form an integral part of the Premises and promptly make good, to the satisfaction of the Lessor, any damage caused by the removal.

16.4 Lessor can remove property on re-entry

- (1) On re-entry the Lessor will have the right to remove from the Premises any property of the Lessee and the Lessee indemnifies the Lessor against all damage caused by the removal of and the cost of storing that property.
- (2) The Lessor may, at any time after the expiration or sooner determination of the Term, give the Lessee a notice (**Abandonment Notice**) requiring the Lessee to remove all fittings, plant, equipment or other articles not previously removed by the Lessee in accordance with the requirement of this clause (**Remaining Items**). On the Lessee's receipt of an Abandonment Notice, the Lessee shall have two (2) days within which to remove all Remaining Items and failing removal within that two (2) day period, all Remaining Items still on the Premises or in the Lessor's custody shall be deemed absolutely abandoned by the Lessee and shall automatically become the absolute property of the Lessor and may be sold by the Lessor or disposed of at any time and without further notice or obligation to the Lessee. The Lessor shall be entitled to keep the proceeds of any sales and those proceeds shall not be taken into account to reduce any arrears, damages or other moneys for which the Lessee may be liable.

16.5 Clause to survive termination

The Lessee's obligations under this clause shall survive Termination.

17. Assignment, sub-letting and charging

17.1 No assignment or sub-letting without consent

The Lessee must not assign the leasehold estate in the Premises nor sub-let, part with possession, or dispose of the Premises or any part of the Premises without the prior written consent of the Lessor, the Minister for Lands and any other persons whose consent is required under the terms of this Lease or at law.

17.2 Lessor's Consent to Assignment and Sub-letting

Provided all parties whose consent is required, under this Lease or at law, to an assignment or subletting, give their consent and any assignment or sublease is for a purpose consistent with the use of the Premises permitted by this Lease then the Lessor may not unreasonably withhold its consent to the assignment or subletting of the leasehold estate created by this Lease if -

- (a) the proposed assignee or sublessee is a respectable and responsible person of good financial standing capable of continuing the permitted use for non-profit making community purposes;
- (b) all Amounts Payable due and payable have been paid and there is no existing unremedied breach, whether notified to the Lessee or not, of any of the Lessee's Obligations;

- (c) the Lessee procures the execution by -
 - (i) the proposed assignee of a deed of assignment; or
 - (ii) the proposed sublessee of a deed of sublease,to which the Lessor is a party and which deed is prepared and completed by the Lessor's solicitors; and
- (d) the assignment contains a covenant by the assignee or sublessee with the Lessor to pay all Amounts Payable and to perform and observe all the Lessee's Obligations.

17.3 Property Law Act 1969

Sections 80 and 82 of the *Property Law Act 1969* are excluded.

17.4 Costs for assignment and sub-letting

If the Lessee wishes to assign or sub-let the leasehold estate created by this Lease the Lessee must pay all reasonable professional and other costs, charges and expenses, incurred by the Lessor or other person whose consent is required under this Lease, of and incidental to -

- (a) the enquiries made by or on behalf of the Lessor as to the respectability, responsibility and financial standing of each proposed assignee or sublessee;
 - (b) any consents required under this Lease or at law; and
 - (c) all other matters relating to the proposed assignment or sub-letting,
- whether or not the assignment or sub-letting proceeds.

17.5 No mortgage or charge

The Lessee must not mortgage nor charge the Premises.

18. Damage or Destruction

If the Premises are at any time during the Term destroyed or damaged to an extent as to be unfit for the occupation and use of the Lessee, either party may be notice in writing to the other of them given within sixty (60) days after the event elect to cancel and terminate this Lease. The Term will terminate upon such notice being given and the Lessee must vacate the premises and surrender the same to the Lessor, but such termination will be without prejudice however to the liability of the Lessee under this Lease up to the date of termination.

19. Disputes

19.1 Referral of Dispute: Phase 1

Except as otherwise provided any dispute arising out of this Lease is to be referred in the first instance in writing to the Lessor's Representative as nominated in writing by the Lessor from time to time (**Lessor's Representative**) who shall convene a meeting within 10 days of receipt of such notice from the Lessee or such other period of time as is agreed to by the parties between the Lessor's Representative and an officer of the Lessee for the purpose of resolving the dispute (**Original Meeting**).

19.2 Referral of Dispute: Phase 2

In the event the dispute is not resolved in accordance with **clause 19.1** of this Lease then the dispute shall be referred in writing to the CEO of the Lessor who shall convene a meeting within 10 days of the Original Meeting or such other date as is agreed to by the parties between the CEO and a senior representative of the Lessee for the purpose of resolving the dispute.

19.3 Appointment of Arbitrator: Phase 3

In the event the dispute is not resolved in accordance with **clause 19.2** of this Lease then the dispute shall be determined by a single arbitrator under the provisions of the *Commercial Arbitration Act 2012* (as amended from time to time) and the Lessor and the Lessee may each be represented by a legal practitioner.

19.4 Payment of Amounts Payable to Date of Award

The Lessee must pay the Amounts Payable without deduction to the date of the award of the Arbitrator or the date of an agreement between the Parties whichever event is the earlier, and if any money paid by the Lessee is not required to be paid within the terms of the award of the Arbitrator or by agreement between the Lessor and the Lessee then the Lessor will refund to the Lessee the monies paid

20. Goods and services tax

20.1 Lessee must Pay

If GST is payable on the Basic Consideration or any part thereof or if the Lessor is liable to pay GST in connection with the lease of the Land or any goods, services or other Taxable Supply supplied under this Lease then, unless the Lessor is liable for the payment of a given Taxable Supply, as from the date of any such introduction or application:

- (a) the Lessor may increase the Basic Consideration or the relevant part thereof by an amount which is equal to the GST Rate; and
- (b) the Lessee shall pay the increased Basic Consideration on the due date for payment by the Lessee of the Basic Consideration.

20.2 Increase in GST

If, at any time, the GST Rate is increased, the Lessor may, in addition to the GST Rate, increase the Basic Consideration by the GST Adjustment Rate and such amount shall be payable in accordance with **clause 20.1(b)**.

20.3 GST invoice

Where the Basic Consideration is to be increased to account for GST pursuant to **clause 20.2** the Lessor shall in the month in which the Basic Consideration is to be paid, issue a Tax Invoice which enables the Lessee to submit a claim for a credit or refund of GST.

21. Notice

21.1 Form of delivery

A Notice to a Party must be in writing and may be given or made:

- (a) by delivery to the Party personally; or
- (b) by addressing it to the Party and leaving it at or posting it by registered post to the address of the Party appearing in this Lease or any other address nominated by a Party by Notice to the other.

21.2 Service of notice

A Notice to a Party is deemed to be given or made:

- (a) if by personal delivery, when delivered;
- (b) if by leaving the Notice at an address specified in **clause 21.1(b)**, at the time of leaving the Notice, provided the Notice is left during normal business hours; and
- (c) if by post to an address specified in **clause 21.1(b)**, on the fourth business day following the date of posting of the Notice.

21.3 Signing of notice

A Notice to a Party may be signed:

- (a) if given by an individual, by the person giving the Notice;
- (b) if given by a corporation, by a director, secretary or manager of that corporation;
- (c) if given by a local government, by the CEO;
- (d) if given by an association incorporated under the *Associations Incorporation Act 2015*, by any person authorised to do so by the board or committee of management of the association; or
- (e) by a solicitor or other agent of the individual, corporation, local government or association giving the Notice.

22. General Provisions

22.1 Caveat

The Lessee nor any person on behalf of the Lessee must not lodge any absolute caveat at Landgate against the certificate of title to the Premises.

22.2 Lessor's Consent

The Lessee acknowledges and agrees with the Lessor that:

- (a) if the Lessor consents to any matter referred to in this Lease, the Lessor may consent subject to any conditions that it deems reasonably necessary; and

- (b) if the Lessor consents to any matter referred to in this Lease, the Lessee must, to the reasonable satisfaction of the Lessor, comply with any condition imposed by the Lessor.

22.3 Acts by agents

All acts and things which the Lessor is required to do under this Lease may be done by the Lessor, the CEO, an officer or the agent, solicitor, contractor or employee of the Lessor.

22.4 Statutory powers

The powers conferred on the Lessor by or under any statutes for the time being in force are, except to the extent that they are inconsistent with the terms and provisions expressed in this Lease, in addition to the powers conferred on the Lessor in this Lease.

22.5 Severance

If any part of this Lease is or becomes void or unenforceable, that part is or will be severed from this Lease to the intent that all parts that are not or do not become void or unenforceable remain in full force and effect and are unaffected by that severance.

22.6 Variation

This Lease may be varied only by deed executed by the parties subject to such consents as are required by this Lease or at law.

22.7 Moratorium

The provisions of a statute which would but for this clause extend or postpone the date of payment of money, reduce the rate of interest or abrogate, nullify, postpone or otherwise affect the terms of this Lease do not, to the fullest extent permitted by law, apply to limit the terms of this Lease.

22.8 Further assurance

The Parties must execute and do all acts and things necessary or desirable to implement and give full effect to the terms of this Lease.

22.9 Waiver

- (1) Failure to exercise or delay in exercising any right, power or privilege in this Lease by a Party does not operate as a waiver of that right, power or privilege.
- (2) A single or partial exercise of any right, power or privilege does not preclude any other or further exercise of that right, power or privilege or the exercise of any other right, power or privilege.

22.10 Governing law

This Lease is governed by and is to be interpreted in accordance with the laws of Western Australia and, where applicable, the laws of the Commonwealth of Australia.

23. Additional terms, covenants and conditions

Each of the terms, covenants and conditions (if any) specified in **Item 10** of the Schedule are part of this Lease and are binding on the Lessor and the Lessee as if incorporated into the body of this Lease. If there is any inconsistency between the provisions of **Item 10** of the Schedule and the remaining provisions of this Lease, the provisions of **Item 10** of the Schedule will prevail to the extent of that inconsistency.

DRAFT

Schedule

Item 1 Land

Lot 12 on Deposited Plan 228740 being the whole of the land comprised in Crown Land Title Volume LR3012 Folio 911, being a part of Reserve 29118.

Item 2 Premises

The building constructed on the Land and known as the 'Containers Deposit Scheme Shed' as more particularly delineated on the plan annexed to this Lease as **Annexure 2** and includes any fixtures and fittings belonging to the Lessor therein and all additional or modifications and replacements for the time being.

Item 3 Term

A period commencing on the Commencement Date and expiring on 30 September 2027.

Item 4 Further Terms

Two (2) years commencing on 1 October 2027 and expiring on 30 September 2029, and subject to the continuation of the Containers Deposit Scheme and any further agreement between the Shire and WA Return Recycle Renew Ltd.

Item 5 Commencement Date

The date of execution of this Lease.

Item 6 Rent

\$3,500.00 per annum including GST, payable annually in advance with the first payment due within 14 days of the Commencement Date.

Item 7 Rent Review Dates

CPI Reviews are to be undertaken on each anniversary of the Commencement Date for each year of the Term (including any Further Term and period of holding over).

Item 8 Permitted Purpose

Container deposit scheme service and all purposes ancillary thereto.

Item 9 Public Liability Insurance

Twenty million dollars (\$20,000,000.00).

Item 10 Additional terms and conditions

(1) **Receival Point Operator Agreement**

This Lease is subject to the rights and obligations as set out in the Receival Point Operator Agreement between the Shire and WA Return Recycle Renew Ltd (ACN 629 983 615).

DRAFT

Signing page

EXECUTED by the parties as a Deed

2026

EXECUTED for and on behalf of THE SHIRE OF CORRIGIN pursuant to section 9.49(a) of the Local Government Act 1995:

Signature of Chief Executive Officer

Full name of Chief Executive Officer

Delete whichever clause(s) is/are not applicable

In the case of a Company, insert the below clause and delete others.

EXECUTED by the **<add name>** pursuant to Section 127 of the Corporations Act:

Full Name of Director

Signature of Director

Full Name of Director/Secretary (if applicable)

Signature of Director/Secretary (if applicable)

In the case of a Sole Proprietor, insert one of the below clauses.

EXECUTED by <insert name> in the presence of

Signature of <insert name>

Witness Sign

Full Name of Witness

Address

Occupation

***In the case of a Partnership, also include the below clause.
Ensure that each Partner does not witness the other Partner's execution.***

EXECUTED by <insert name> in the presence
of

Signature of <insert name>

Witness Sign

Full Name of Witness

Address

Occupation

DRAFT

Annexure 1 – Sketch of Premises

-- Map Viewer Plus --



Author: Created: 11 March 2026 from Map Viewer Plus: <https://map-viewer-plus.app.landgate.wa.gov.au>

Scale: 1:262
 0 0.003 0.007 0.01 0.014 km

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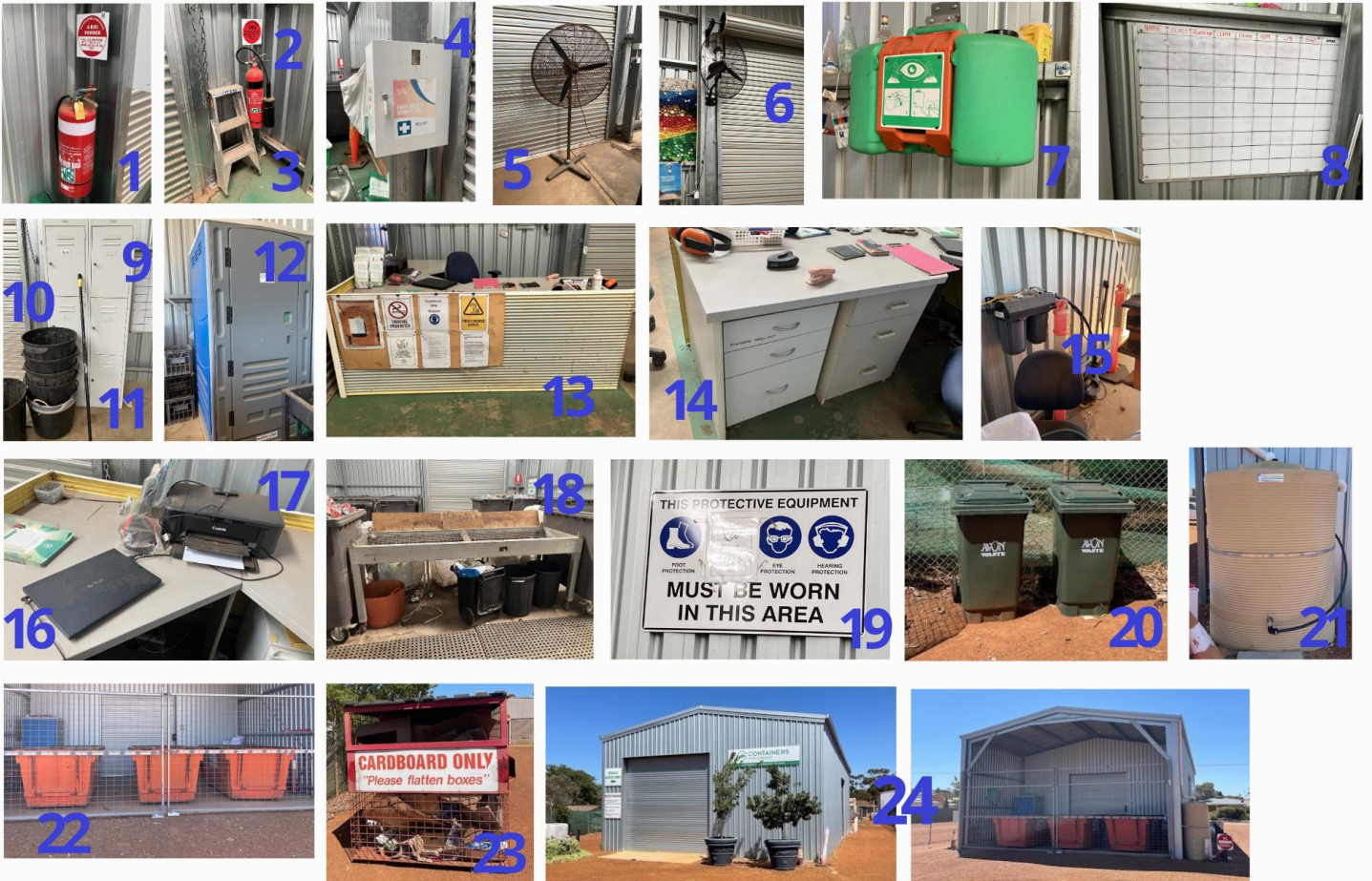
DRAFT

Annexure 2 – Minister for Lands' Consent

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Annexure 3 – Lessor's Fixtures and Fittings

1. Fire Extinguisher
2. Fire Extinguisher
3. First Aid Kit
4. Step Ladder
5. Stand Up Fan
6. Fixed Wall Fan
7. Eye Wash Station
8. White Board
9. 6x Door Locker
10. 10x plastic buckets
11. Broom
12. 1x Portalo
13. Desk
14. 2x Desk Drawers
15. 2x Office Chairs
16. Laptop (being included)?
17. Canon Printer
18. Sorting Table
19. PPE Sign
20. 2x Rubbish Bins
21. Water Tank
22. 3x Sorting Bins
23. Cardboard Storage Box
24. Shed



BUSINESS ASSISTANCE GRANT PROGRAM

APPLICATION FORM



The Business Assistance Grant Program provides financial assistance to local businesses for projects that improve presentation, enhance streetscape appeal, and drive economic development in the Shire of Corrigin.

OBJECTIVES

- Support local businesses to grow and reinvest in the Shire of Corrigin
- Enhance the visual appeal and functionality of business premises through shopfront improvements
- Activate public-facing spaces to create vibrant, welcoming areas for residents and visitors
- Contribute to a thriving local economy and improved town amenity

Please complete all sections of this form and submit to the Shire of Corrigin via email (shire@corrigin.wa.gov.au) or in person at the Shire Administration Office. This form should be completed in conjunction with reading the Business Assistance Grant Guidelines.

APPLICATION CHECKLIST & ELIGIBILITY

- Applicant has an ABN
- Applicant holds current Public Liability Insurance
- Property owner consent obtained (if applicable)
- Project complies with planning/building regulations
- No outstanding debt with the Shire
- Acknowledgment of grant conditions

APPLICANT DETAILS

Business Name	Be You Property Trust
Contact Person	Nicole Squiers
Position	Salon Manager & Building Owner
Phone Number	0408172611
Email Address	nailsandbeauty@robinsgroup.com.au
Postal Address	13 Campbell St, Corrigin
ABN	24647717664

Registered for GST? Yes No

Bank Details (BSB & Account No): BSB 036-172 Acct 177288

Public Liability Insurance Provider & Policy Number: Elders EK-U759292-BPK

BACKGROUND INFORMATION

Please provide background on your business including years' operating in Corrigin, staff numbers, and plans for growth.

Additional information may be attached on a separate sheet if required.

Be You Property Trust owns the building which Be You Nails and Beauty operate out of. The Salon has been operating for almost 9 years and we have been at 13 Campbell St for 3 years. The salon currently employs 2 casual staff, 1 full time staff and we have 2 work experience girls from the High school.

We purchased 13 Campbell Street in 2021 so we could grow the salon. We spent a couple of years completely renovating this building including asbestos removal, reflooring and roof restoration. More recently we have installed the poles out the front of the building, to lift the cantilever verandah.

We hope to continue to be able to grow our salon with more staff to provide the community with all their beauty needs.

PROJECT DETAILS

Priority Area (tick one): Shopfront Improvement Crime Prevention Place Activation

Project Title: Verandah/roof upgrade

Project Description (include what you plan to do, why funding is needed, and how the work will be delivered):

Additional information may be attached on a separate sheet if required.

As mentioned above we installed poles under our verandah, this was completed in January 2026 at the cost of almost \$13,000. Unfortunately the lifting of the verandah has caused issues with water runoff and the internal box gutter which creates a slight waterfall under the verandah. We would like to continue with the restoration of the verandah and get this part fixed to ensure people walking down the street can stay dry.

Due to the massive cost of the poles (\$5000 over original costing) we are struggling to meet the cost of this project. This Grant will help us immensely to move ahead.

We have received a quote for the works from Trevor Dyer. He is able to complete the job with minimal disruption to parking and people in the street.

The project includes: Removal of obsolete brace, remove and replace roofing, battens, box gutters, internal parapet wall sheets & cap flashings. Install new downpipes, clean up and test for further leaks.

Strategic Benefit: How will this project benefit your business, the local community, and the Corrigin town environment?

Additional information may be attached on a separate sheet if required.
 This project will benefit the community by allowing them to walk along our footpath without getting wet and help avoid the path being slippery where possible.

Partnerships (if any): _____

Previous similar projects delivered: _____

Impact if funding is reduced or unsuccessful:

Additional information may be attached on a separate sheet if required.
 If we are unsuccessful in our grant application, we wont be able to get these works done before winter which will not only be a nuisance to patrons but also could result in further damage to our building both inside and out.

RISK ASSESSMENT

Identify potential risks to the project and outline mitigation strategies.

Risk	Likelihood	Mitigation Strategy
Falling Debris onto cars/pedestrians	Low	work completed after hours and over weekend when the street is quiet

BUDGET SUMMARY

Attach quotes or estimates to support your application.

Item/Activity	Supplier	Grant Request (ex GST)	Business Contribution (ex GST)	Other Funding
Verandah resoration	Tremar Contracting	\$2000	\$5647.20	0

Have you received funding from another source? Yes No

If yes, please specify the amount? _____

PREVIOUS FUNDING HISTORY

Has your business received any funding from the Shire in the last 2 years? If yes, provide details:

Year	Amount	Purpose

ACKNOWLEDGMENT PLAN

How will you acknowledge the Shire of Corrigin's support for this project (e.g., signage, social media, website)?

Social media

DECLARATION

- I confirm that I am authorised to submit this application.
- I confirm that the information provided is true and correct.
- I agree to provide further information if required.
- I give permission for Shire to use this project in promotional material.
- I agree to submit an Acquittal Form within 30 days of project completion.

Name: Nicole Squiers

Position: Salon Manager & Building Owner

Signature: 

31/3/26

QUOTE

Be You Property Trust

Date
28 Mar 2026

Expiry
27 Apr 2026

Quote Number
QU-0080

ABN
92 684 468 744

Tremar Contracting
Outback Septics
PO BOX 314
CORRIGIN WA 6375
AUSTRALIA
tremarcontracting@yahoo.
com
Ph 0429062576

Description	Quantity	Unit Price	GST	Amount AUD
Renovation / repairs of front verandah at Be You Nails & Beauty Campbell Street Corrigin Verandah roof and parapet wall have major leaks and deterioration and require refurbishing. Remove obsolete bracing, remove and replace roofing, battens, box gutters, internal parapet wall sheets and cap flashings. Install new downpipes and cleanup and reinstall signage. Test for leaks Price includes materials, labour & freight	1.00	6,952.00	10%	6,952.00
			Subtotal	6,952.00
			TOTAL GST 10%	695.20
			TOTAL AUD	7,647.20

Current details for ABN 24 647 717 664

ABN details

Entity name:	BE YOU ALWAYS PROPERTY PTY LTD
ABN status:	Active from 05 Feb 2021
Entity type:	Australian Private Company
Goods & Services Tax (GST):	Not currently registered for GST
Main business location:	WA 6375

ASIC registration - ACN or ARBN or ARSN or ARFN

647 717 664 [View record on the ASIC website](#) 

Deductible gift recipient status

Not entitled to receive tax deductible gifts

ABN last updated: 07 May 2021

Record extracted: 15 Apr 2026

Disclaimer

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BUSINESS ASSISTANCE GRANT PROGRAM



APPLICATION FORM

The Business Assistance Grant Program provides financial assistance to local businesses for projects that improve presentation, enhance streetscape appeal, and drive economic development in the Shire of Corrigin.

OBJECTIVES

- Support local businesses to grow and reinvest in the Shire of Corrigin
- Enhance the visual appeal and functionality of business premises through shopfront improvements
- Activate public-facing spaces to create vibrant, welcoming areas for residents and visitors
- Contribute to a thriving local economy and improved town amenity

Please complete all sections of this form and submit to the Shire of Corrigin via email (shire@corrigin.wa.gov.au) or in person at the Shire Administration Office. This form should be completed in conjunction with reading the Business Assistance Grant Guidelines.

APPLICATION CHECKLIST & ELIGIBILITY

- Applicant has an ABN
- Applicant holds current Public Liability Insurance
- Property owner consent obtained (if applicable)
- Project complies with planning/building regulations
- No outstanding debt with the Shire
- Acknowledgment of grant conditions

APPLICANT DETAILS

Business Name	Wilcarra Pty Ltd.
Contact Person	Steven Lee
Position	Director
Phone Number	0427658046
Email Address	wilcarra@wilcarra.com.au
Postal Address	P.O Box 23 CORRIGIN 6325
ABN	13275781598.

Registered for GST? Yes No

Bank Details (BSB & Account No): 142 001 114149700

Public Liability Insurance Provider & Policy Number: Achmea - 19000008213

BACKGROUND INFORMATION

Please provide background on your business including years' operating in Corrigin, staff numbers, and plans for growth.

Additional information may be attached on a separate sheet if required.

Wilcarra was founded in 19⁸⁹ by my parents Ivan & Helen Lee. Now the business is run by myself & my wife Amy. We have expanded our business 5 times during this time. We have invested in much infrastructure & staff accommodation. We currently have 5 staff all living on farm with accommodation for another 4 casual. We have plans to increase our land again. Also our business is very much in a growth stage.

PROJECT DETAILS

Priority Area (tick one): Shopfront Improvement Crime Prevention Place Activation

Project Title: Security Cameras

Project Description (include what you plan to do, why funding is needed, and how the work will be delivered):

Additional information may be attached on a separate sheet if required.

→ We ~~have~~ would like to have funding assistance to put more security cameras around fuel & workshop areas on our property. We have had ~~times~~ stolen in the past & many times when the Highway is closed due to accidents vehicles are diverted past our property and internal roads are always accessible to the public. Due to our location, many occasions we have found people walking through our paddocks. Some try to get photos in the crops others just looking around.

BUDGET SUMMARY

Attach quotes or estimates to support your application.

Item/Activity	Supplier	Grant Request (ex GST)	Business Contribution (ex GST)	Other Funding
Security Camera	John Oliver IT Solutions	\$500	\$755	None

Have you received funding from another source? Yes No

If yes, please specify the amount? _____

PREVIOUS FUNDING HISTORY

Has your business received any funding from the Shire in the last 2 years? If yes, provide details:

Year	Amount	Purpose
None		

ACKNOWLEDGMENT PLAN

How will you acknowledge the Shire of Corrigin's support for this project (e.g., signage, social media, website)?

Social media.

DECLARATION

- I confirm that I am authorised to submit this application.
- I confirm that the information provided is true and correct.
- I agree to provide further information if required.
- I give permission for Shire to use this project in promotional material.
- I agree to submit an Acquittal Form within 30 days of project completion.

Name: Steven Lee

Position: Director - Wilcarra Pty Ltd

Signature: [Signature]

Date: 27/3/26

Strategic Benefit: How will this project benefit your business, the local community, and the Corrigin town environment?

Additional information may be attached on a separate sheet if required.

Security is in everyone benefit. After farm their is in a pattern and many farms all get hit at once. This ~~seem~~ security keeps our neighbours safe too

Partnerships (if any): No

Previous similar projects delivered: have got security cameras in different areas of the farm.

Impact if funding is reduced or unsuccessful:

Additional information may be attached on a separate sheet if required.

RISK ASSESSMENT

Identify potential risks to the project and outline mitigation strategies.

Risk	Likelihood	Mitigation Strategy
theif	low Medium but increasing	Security Cameras

CCTV SUBSIDY PARTNERSHIP PROGRAM

APPLICATION FORM



To support businesses and eligible properties in the Shire of Corrigin to install CCTV systems that enhance public safety, deter crime, and improve collaboration with WA Police through Cam-Map WA registration.

OBJECTIVES

- Increase the number of CCTV systems overlooking public spaces within the Shire of Corrigin to enhance community safety and deter crime.
- Strengthen collaboration with WA Police by ensuring all subsidised systems are registered with Cam-Map WA and footage is accessible when required.
- Support local businesses and property owners to invest in security infrastructure that contributes to a safer and more resilient community.

APPLICATION CHECKLIST & ELIGIBILITY

- Property owner consent obtained (if applicable)
- A quote for the proposed CCTV system
- At least one camera overlooks a public-facing area
- System registered with WA Police Cam-Map WA
- No outstanding debt with the Shire
- Acknowledgment of subsidy conditions

APPLICANT DETAILS

Applicant Name	GW + ML Hooper + Co
Contact Person/Position	Michelle Hooper
Phone Number	0427 275 174
Email Address	hooperpharmacy@outlook.com
Postal Address	PO Box 166, Corrigin WA 6325
ABN (if applicable)	22433 119 144

Registered for GST? Yes No

Bank Details (BSB & Account No): Robo 142-001 139243600

SUBSIDY DETAILS

Installer Details (name of person or business): Data Capture Services Australia P/L

Number of cameras to be installed: 3

Location of cameras (include at least one public-facing): 1795 Bending Rd, Kurrumbidgee

Cam-Map WA registration confirmation (or intention to register): Intend to register

Project description (include why funding is needed and how installation will be delivered):

One camera to be installed at end of our driveway, facing Bending Rd.
 Other two cameras to be installed at our front and back doors of our house on the property.
 These will improve security on our rural property.
 Installation will be at a time to fit around other projects the installer will be doing in our area.
 We would really appreciate funding to help pay some of the costs for our small business.

RISK ASSESSMENT

Identify potential risks to the project and outline mitigation strategies.

Risk	Likelihood	Mitigation Strategy
Installer injure themselves	Unlikely	Choose experienced installer

BUDGET SUMMARY

Attach quotes or estimates to support your application.

Item	Supplier	Total Cost (ex GST)	Rebate Requested (up to \$500)
1903 2026-1	Data Capture Services Aust P/L	\$3350	\$500

PREVIOUS FUNDING HISTORY

Has your business received any funding from the Shire in the last 2 years? If yes, provide details:

Year	Amount	Purpose

ACKNOWLEDGMENT PLAN

How will you acknowledge the Shire of Corrigin's support for this project (e.g., signage, social media, website)?

Social media, word of mouth.

DECLARATION

- I confirm that I am authorised to submit this application and that the information provided is true and correct.
- I confirm that at least one camera will overlook a public-facing area and that the system will be registered with WA Police Cam-Map WA.
- I confirm that I have no outstanding debt with the Shire.
- I agree to provide further information if required and to submit a Reimbursement Form within 30 days of project completion.
- It is my intention to keep the CCTV system in good working order.
- I give permission for the Shire to use this project in promotional material.

Name: Michelle Hooper

Position: owner

Signature: M Hooper

Date: 20-3-26



From:
Data Capture Services Australia P/L
 ACN: 155 681 575
 Suite 3, 17 Welshpool Road
 St.James WA 6102
 Ph 08 9467 7410
 BSB: 016 338
 A/c 266 653 914

Quote
 GW & ML Hooper & Co
 1795 Bending Rd
 Kurrenkutten WA
 0427 275 174

Quotation

Document Date: 19 Mar 2026
Expiry date 19 Apr 2026

Document No: Quote 19032026-1

PO No: NA

Line	Qty	UOM	P/N	S/N	Description	Unit Price	Ex GST
1	1	ea			Reolink NVR with PoE	550.00	550.00
2	2	ea			PoE Dome Camera	400.00	800.00
3	1	ea			PoE PTZ Camera	500.00	500.00
4	1	ea			Setup Configure and Install new cameras and NVR	1,500.00	1,500.00
					New Front and back door cameras		
					replace the driveway camera with what is there atm		
					directing the image down the driveway towards Benering Rd		
						Total Ex GST	3,350.00

Purchase Orders issued against this document agree to this document's terms.

Please make payment to

DCSA Pty Ltd
 BSB 016080
 Acc# 155139779

GST	335.00
Total Inc GST	3,685.00

CCTV SUBSIDY PARTNERSHIP PROGRAM

APPLICATION FORM



To support businesses and eligible properties in the Shire of Corrigin to install CCTV systems that enhance public safety, deter crime, and improve collaboration with WA Police through Cam-Map WA registration.

OBJECTIVES

- Increase the number of CCTV systems overlooking public spaces within the Shire of Corrigin to enhance community safety and deter crime.
- Strengthen collaboration with WA Police by ensuring all subsidised systems are registered with Cam-Map WA and footage is accessible when required.
- Support local businesses and property owners to invest in security infrastructure that contributes to a safer and more resilient community.

APPLICATION CHECKLIST & ELIGIBILITY

- Property owner consent obtained (if applicable)
- A quote for the proposed CCTV system
- At least one camera overlooks a public-facing area
- System registered with WA Police Cam-Map WA
- No outstanding debt with the Shire
- Acknowledgment of subsidy conditions

APPLICANT DETAILS

Applicant Name	The Hooper Family Trust
Contact Person/Position	Michelle Hooper
Phone Number	0427 275 174
Email Address	hooperpharmacy@outlook.com
Postal Address	PO Box 166 Corrigin WA 6375
ABN (if applicable)	44270371839

Registered for GST? Yes No

Bank Details (BSB & Account No): 086 576 48 109 1248

SUBSIDY DETAILS

Installer Details (name of person or business): Data Capture Services Australia P/L

Number of cameras to be installed: 2

Location of cameras (include at least one public-facing): 3 Larke Cres, Corrigin

Cam-Map WA registration confirmation (or intention to register): intend to register

Project description (include why funding is needed and how installation will be delivered):

Property - 3 Larke Cres, Corrigin

Camera 1 - to face front gate, to include footpath and road
 2 - from back door facing patio and rear of property.

Installation will be on a day I don't have short-stay guests nor a locum pharmacist staying in the house.

We would really appreciate funding to help pay some of the cost of the cameras that will improve security for guests and members of the public.

RISK ASSESSMENT

Identify potential risks to the project and outline mitigation strategies.

Risk	Likelihood	Mitigation Strategy
Installer injure themselves	Unlikely	Choose an experienced installer

BUDGET SUMMARY

Attach quotes or estimates to support your application.

Item	Supplier	Total Cost (ex GST)	Rebate Requested (up to \$500)
19032026-2	Data Capture Services Aust.	\$2950	\$500

PREVIOUS FUNDING HISTORY

Has your business received any funding from the Shire in the last 2 years? If yes, provide details:

Year	Amount	Purpose

ACKNOWLEDGMENT PLAN

How will you acknowledge the Shire of Corrigin's support for this project (e.g., signage, social media, website)?

Social media
Airbnb advertising

DECLARATION

- I confirm that I am authorised to submit this application and that the information provided is true and correct.
- I confirm that at least one camera will overlook a public-facing area and that the system will be registered with WA Police Cam-Map WA.
- I confirm that I have no outstanding debt with the Shire.
- I agree to provide further information if required and to submit a Reimbursement Form within 30 days of project completion.
- It is my intention to keep the CCTV system in good working order.
- I give permission for the Shire to use this project in promotional material.

Name: Michelle Hoop

Position: owner

Signature: M. Hoop

Date: 19 - 3 - 26



From:
Data Capture Services Australia P/L
 ACN: 155 681 575
 Suite 3, 17 Welshpool Road
 St.James WA 6102
 Ph 08 9467 7410
 BSB: 016 338
 A/c 266 653 914

Quote
 The Hooper Family Trust
 3 Larke Cres,
 Corrigin WA
 0427 275 174

Quotation

Document Date: 19 Mar 2026
Expiry date 19 Apr 2026

Document No: Quote 19032026-2

PO No: NA

Line	Qty	UOM	P/N	S/N	Description	Unit Price	Ex GST
1	1	ea			Reolink NVR with PoE	550.00	550.00
2	1	ea			PoE Dome Camera	400.00	400.00
3	1	ea			PoE PTZ Camera	500.00	500.00
4	1	ea			Setup Configure and Install new cameras and NVR	1,500.00	1,500.00
					To be installed at back door facing patio and rear of property		
					installed near front garage, facing Larke Cres		
					and to see driveway, footpath and Larke Cres.		
						Total Ex GST	2,950.00

Purchase Orders issued against this document agree to this document's terms.

Please make payment to

DCSA Pty Ltd
 BSB 016080
 Acc# 155139779

GST	295.00
Total Inc GST	3,245.00

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APPLICATION CHECKLIST & ELIGIBILITY

- Property owner consent obtained (if applicable)
- A quote for the proposed CCTV system
- At least one camera overlooks a public-facing area
- System registered with WA Police Cam-Map WA
- No outstanding debt with the Shire
- Acknowledgment of subsidy conditions

APPLICANT DETAILS

Applicant Name	Matthew Hooper
Contact Person/Position	Matthew Hooper / Owner
Phone Number	0427 941 663
Email Address	matthooper02@gmail.com
Postal Address	8 Centenary Ave Corrigin
ABN (if applicable)	

Registered for GST? Yes No

Bank Details (BSB & Account No): 086 576 33 938 6897

SUBSIDY DETAILS

Installer Details (name of person or business): Data Capture Services Australia P/L

Number of cameras to be installed: 3

Location of cameras (include at least one public-facing): 8 Centenary Ave, Corrigin

Cam-Map WA registration confirmation (or intention to register): Intend to register

Project description (include why funding is needed and how installation will be delivered):

1 camera facing Centenary Ave and the property's front door
 Other 2 cameras for rear door and drive way / shed access

Installation to be complete when installer is in the area completing other jobs

The funding will go towards paying for the camera installation and will greatly improve the safety of Corrigin.

RISK ASSESSMENT

Identify potential risks to the project and outline mitigation strategies.

Risk	Likelihood	Mitigation Strategy
Installer injure themselves	Unlikely	Choose experienced installer

BUDGET SUMMARY

Attach quotes or estimates to support your application.

Item	Supplier	Total Cost (ex GST)	Rebate Requested (up to \$500)
Cameras	Data Capture Services Australia P/L	\$3,350	\$500

PREVIOUS FUNDING HISTORY

Has your business received any funding from the Shire in the last 2 years? If yes, provide details:

Year	Amount	Purpose

ACKNOWLEDGMENT PLAN

How will you acknowledge the Shire of Corrigin's support for this project (e.g., signage, social media, website)?

Word of mouth
Social media

DECLARATION

- I confirm that I am authorised to submit this application and that the information provided is true and correct.
- I confirm that at least one camera will overlook a public-facing area and that the system will be registered with WA Police Cam-Map WA.
- I confirm that I have no outstanding debt with the Shire.
- I agree to provide further information if required and to submit a Reimbursement Form within 30 days of project completion.
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Name: Matthew Hooper

Position: Owner

Signature: MG Hooper

Date: 12/4/26

John Benjamin Ding was born in the town of Penda, some 40 miles (65 kms) from Mount Gambier in South Australia. He lived in and around that district for 22 years. In 1896 he was stricken with "Gold fever" and moved, with the thought of riches, to Western Australia.

Norseman in the eastern goldfields was his first attempt at prospecting. Good fortune failed to arrive and after twelve months moved on to prospect the Coolgardie area. There he stayed for three or four years, but didn't meet with much success.

He moved south and got employment with Billy Burgess on his farm at York. In that town he met and married Louisa Stirling, a girl from his old state, in 1904.

Sometime later, he and his wife moved to Brookton where he purchased 2,000 acres. He eventually sold this spread to a gentleman named Andrew Dempster and for a further three years remained on the property as manager.

Six children were born of the marriage, three girls and three boys; a girl, the second born, died in infancy. All children were born in the York/Brookton area.

In 1921 he obtained work in the town of Corrigin, some 60 miles (100 kms) due east of Brookton. He travelled alone to that town by horse and sulky where he took up a position with the Corrigin Roads Board. The family were united

soon after and settled down to life in the new town.

Mrs Ding and her two daughters opened up refreshment rooms in the town. The rooms were at their busiest during the week-ends when the land clearers and farmhands would come into town for their well earned break.

The success of his wife's venture eventually got to him and he left the Roads Board and started an agency next to the tearooms. He sold a variety of farm machinery and implements and was the local agent for "Rugby" motorcars.

Around 1926 he went back to farming and after about three years hard work started producing. The refreshment rooms were sold to a Mr. Pugh; and up to the present time the building is still being used for a similar purpose.

It was in Corrigin that his two daughters Doreen and Gwen and a son Ralph were married. Doreen, the oldest, married Ron Creek who was farming in the district. Gwen married Joe Atkinson who's parents owned and operated the local butchers and bakers shops. Ralph married a local girl by the name of Jeanne McBeath.

Reg, the oldest of the brothers worked for the local barber and eventually moved to Kulin where he started his own hairdressing business.

Jeff was the youngest son. When he wasn't helping his father on the farm he was out and around the district shearing. He married Doris Watters in the town of Ardath, some 40 miles (65 kms)

north of Corrigin.

The farm was given the name of "Strathmore". Mr. Ding and his two sons with the help of a Mr. G. Throssell of the agricultural department sowed the first trial plots of sub clover in the district, which turned out to be a great success.

The depression of the thirties destroyed any dreams of permanency. Crop prices dropped dramatically and help from the bank failed to materialize. Eventually the farm had debts of £3,000 (pounds). Stock and plant were sold and in the end the farm also went.

After paying off his debts John Benjamin Ding still had a little cash and moved with his wife to Perth. His wife died in 1953, aged 73. He survived her by 5 years and died in 1958 aged 84.

signed Betty Sturges granddaughter
signature B.M. Sturges

Road name change

~~Q~~ Would it be possible to have
the name Marvell Rd changed to Ding Rd?

Mr Ding was my grandfather & a

pioneer of bogn - arriving in 1924.

He set up a business in Cambell St

as a machinery agent, & hardware

He moved to Strathmore in the

late 1920's, & worked the farm

with finance from the WA

agricultures Bank.

Developing clover & grasses to
grow on sandplains lands.

During that time there was a fresh
water gully on the property & he
grew melons & pumpkins & supplied
them to the towns.

He took several trophies with
his produce at the local shows

including Bruce Rock & Kalbarri!
& Leonie.

He moved to Perth about 1902

P.O. Box
130 Carrigin
6375
4-2-2026

Dear Sharon,

I have some more information
about J. B. Ding for you

Mr J B Ding moved to
Strathmore in 1926.

There is an article about
him & some other pioneer
farmers in an old Carrigin
chronical news paper at the
Carrigin museum

signed

Betty Sturges

Signature

Bonnie Sturges

Granddaughter