



# A G E N D A

## ORDINARY COUNCIL MEETING

17 June 2025

### Notice of Meeting

The Ordinary Council Meeting for the Shire of Corrigin will be held on Tuesday 17 June 2025 in the Council Chambers, 9 Lynch Street, Corrigin commencing at 6.00pm.

## Order of Business

|                   |                  |
|-------------------|------------------|
| 4.00pm – 4.30pm   | Afternoon Tea    |
| 4.30pm – 5.45pm   | Discussion Forum |
| 6.00pm –          | Council Meeting  |
| ~ 6.30pm – 7.00pm | Dinner           |
| ~ 7.00pm – 8.30pm | Budget Workshop  |

I have reviewed this agenda and am aware of all recommendations made to Council and support each as presented.



**Natalie Manton**

Chief Executive Officer

12 June 2025

*Disclaimer:*

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*Strengthening our community now to grow and prosper into the future*

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**1 DECLARATION OF OPENING**

Council acknowledges the Noongar people as the traditional custodians of the land and pay our respect to their 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 are advised that the Council meeting is being recorded for future publication.

**2 ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE**

**3 PUBLIC QUESTION TIME**

A period of 15 minutes is allocated for questions with a further period of 15 minutes provided for statements from members of the public. The procedure for asking questions and responding is to be determined by the presiding member. The time allocated for questions is to be decided by the members of the Council and members of the public are to be given an equal and fair opportunity to ask a question and receive a response.

Questions and statements are to be –

- a) presented in writing on the relevant form to the Chief Executive Officer prior to commencement of the meeting; and
- b) clear and concise

**4 MEMORIALS**

The Shire has been notified that Eric Jespersen has passed away since the last meeting.

**5 PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS**

Emma Poultney will be attending to provide further context and answer any questions from Council in relation to the Triathlon Community Assistance Program Application.

**6 DECLARATIONS OF INTEREST**

Councillors and officers are reminded of the requirements of s5.65 of the *Local Government Act 1995*, to disclose any interest during the meeting before the matter is discussed and of the requirement to disclose an interest affecting impartiality under the Shire of Corrigin Code of Conduct.

## **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 20 May 2025 (Attachment 7.1.1).

#### **OFFICERS RECOMMENDATION**

*That the Minutes of the Shire of Corrigin Ordinary Council meeting held on Tuesday 20 May 2025 (Attachment 7.1.1) be confirmed as a true and correct record.*

### **7.2 COMMITTEE MEETINGS**

#### **7.2.1 AUDIT, RISK AND IMPROVEMENT COMMITTEE**

Minutes of the Audit, Risk and Improvement Committee meeting held on Tuesday 10 June 2025 (Attachment 7.2.1).

#### **OFFICERS RECOMMENDATION**

*That Council receives and notes the minutes of the Audit, Risk and Improvement Committee meeting held on Tuesday 10 June 2025 (Attachment 7.2.1).*

## **8 MATTERS REQUIRING A COUNCIL DECISION**

### **8.1 CORPORATE AND COMMUNITY SERVICES**

#### **8.1.1 ACCOUNTS FOR PAYMENT**

|                         |                                                    |
|-------------------------|----------------------------------------------------|
| Applicant:              | Shire of Corrigin                                  |
| Date:                   | 10/06/2025                                         |
| 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 – May 2025 |

#### **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 May 2025.

#### **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 2.1 – Purchasing Policy  
Policy 2.14 - Corporate Credit Cards

#### **FINANCIAL IMPLICATIONS**

Expenditure in accordance with the 2024/2025 Annual Budget.

## COMMUNITY AND STRATEGIC OBJECTIVES

Shire of Corrigin Strategic Community Plan 2021-2031 and Corporate Business Plan 2021-2025:

### Objective: Governance and Leadership Strong Governance and leadership

| Strategic Community Plan |                                                                                                                            | Corporate Business Plan |                                                                                                                |
|--------------------------|----------------------------------------------------------------------------------------------------------------------------|-------------------------|----------------------------------------------------------------------------------------------------------------|
| Outcome                  | Strategies                                                                                                                 | Action No.              | Actions                                                                                                        |
| 4.4                      | Provide informed and transparent decision making that, meets our legal obligations, and the needs of our diverse community | 4.4.3                   | Regular reviews of Council's Long Term Financial Plan to ensure the long term financial stability of the Shire |
|                          |                                                                                                                            | 4.4.4                   | Provide Council adequate and appropriate financial information on a timely basis                               |

### VOTING REQUIREMENT

Simple Majority

### OFFICER'S RECOMMENDATION

*That Council receives the list of accounts paid during the month of May 2025 as per the attached Schedule of Payment, and as summarised below:*

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

|                       |                     |              |
|-----------------------|---------------------|--------------|
| EFT Payments          | EFT21282 – EFT21393 | \$489,798.09 |
| Direct Debit Payments |                     | \$63,009.10  |
| EFT Payroll Payments  |                     | \$209,009.67 |

**Total Municipal Account Payments** **\$761,816.86**

#### **Trust Account**

|              |                     |         |
|--------------|---------------------|---------|
| EFT Payments | EFT21286 – EFT21287 | \$21.75 |
|--------------|---------------------|---------|

**Total Trust Account Payments** **\$21.75**

#### **Edna Stevenson Trust Account**

|              |          |            |
|--------------|----------|------------|
| EFT Payments | EFT21358 | \$5,000.00 |
|--------------|----------|------------|

**Total Edna Stevenson Trust Account Payments** **\$5,000.00**

#### **Licensing Trust Account**

|                       |  |             |
|-----------------------|--|-------------|
| Direct Debit Payments |  | \$46,528.55 |
|-----------------------|--|-------------|

**Total Licensing Trust Account Payments** **\$46,528.55**

#### **Total of all Accounts**

**\$813,367.16**

### 8.1.2 MONTHLY FINANCIAL REPORT

|                         |                                                                               |
|-------------------------|-------------------------------------------------------------------------------|
| Applicant:              | Shire of Corrigin                                                             |
| Date:                   | 16/06/2025                                                                    |
| 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 31 May 2025 |

#### SUMMARY

This report provides Council with the monthly financial report for the month ending 31 May 2025.

#### 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 31 May 2025.

| Item                                                                                                                                                                                                                                                   | Reference                                                                                                  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------|
| <b>Cash at Bank</b><br>The Shires total cash as at 31 May 2025 was \$7,164,610. This is composed of \$125,415 municipal funds (Municipal Bank Account and various till floats), \$5,126,144 in short term investment and \$3,913,051 in reserve funds. | Page 9 – Cash and Financial Assets<br>Page 10 – Reserve Accounts                                           |
| <b>Capital Acquisitions</b><br>The capital budget is approximately 64% complete at the 31 May 2025.<br>There may be some carryovers including the Oval reticulation project and CREC Portico.                                                          | Page 11 – Capital Acquisitions<br>Page 12 – Capital Acquisitions Continued<br>Page 13 – Disposal of Assets |
| <b>Receivables</b><br>Rates outstanding is \$34,851. 99.1% of rates have been collected for the year compared to 98.1% in May 2024.                                                                                                                    | Page 14 – Receivables                                                                                      |
| <b>Closing Funding Surplus/(Deficit)</b><br>Year to date (YTD) actual closing balance is \$3,010,313 which is composed of \$7,608,428 Current Assets less \$605,045 Current Liabilities less \$3,993,070 Adjustments to Net Current Assets.            | Page 5 – Note 2(a) Net current assets used in the Statement of Financial Activity.                         |

Further information on the May 2025 financial position is in the explanation of material variances included in each of the monthly financial reports.

**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 2024/2025 Annual Budget.

**COMMUNITY AND STRATEGIC OBJECTIVES**

Shire of Corrigin Strategic Community Plan 2021-2031 and Corporate Business Plan 2021-2025:

**Objective: Governance and Leadership**

**Strong Governance and Leadership**

| Strategic Community Plan |                                                                                                                            | Corporate Business Plan |                                                                                                                |
|--------------------------|----------------------------------------------------------------------------------------------------------------------------|-------------------------|----------------------------------------------------------------------------------------------------------------|
| Outcome                  | Strategies                                                                                                                 | Action No.              | Actions                                                                                                        |
| 4.4                      | Provide informed and transparent decision making that, meets our legal obligations, and the needs of our diverse community | 4.4.3                   | Regular reviews of Council's Long Term Financial Plan to ensure the long term financial stability of the Shire |
|                          |                                                                                                                            | 4.4.4                   | Provide Council adequate and appropriate financial information on a timely basis                               |

**VOTING REQUIREMENT**

Simple Majority

**OFFICER'S RECOMMENDATION**

*That Council accepts the Statement of Financial Activity for the month ending 31 May 2025 as presented, along with notes of any material variances.*

## 8.2 GOVERNANCE AND COMPLIANCE

### 8.2.1 AUDIT, RISK AND IMPROVEMENT COMMITTEE RECOMMENDATIONS - REPORT ON INTERIM AUDIT FINDINGS

|                         |                                                  |
|-------------------------|--------------------------------------------------|
| Applicant:              | Shire of Corrigin                                |
| Date:                   | 10/06/2025                                       |
| Reporting Officer:      | Myra Henry, Deputy Chief Executive Officer       |
| Disclosure of Interest: | NIL                                              |
| File Ref:               | FM.0381                                          |
| Attachment Ref:         | Confidential Attachment 8.2.1 – Interim Findings |

#### SUMMARY

Council is to consider the feedback from the interim audit conducted by AMD Chartered Accountants (AMD) from 31 March to 2 April 2025.

#### BACKGROUND

As per the Terms of Reference reviewed and endorsed at the Ordinary Council Meeting held on 18 March 2025, one of the principal objectives of the Audit, Risk and Improvement Committee is to accept responsibility for the annual external audit and to liaise with the Auditor (Office of the Auditor General) to ensure that Council is satisfied with the Shire's performance in managing its financial affairs.

The Committee's duties and responsibilities in relation to the Annual Financial Report and external audit are clearly outlined in the Terms of Reference, specifically item 4e and sections 9.1 and 9.2.

In accordance with section 7.2 of *the Local Government Act 1995*, the accounts and annual financial report of a local government for each financial year are required to be audited by an Auditor. Part 7 of *the Local Government Act 1995* and the *Local Government (Audit) Regulations 1996* set out the requirements and process for the audit.

As outlined by AMD, the audit scope is to express an opinion on whether the Shire of Corrigin's general purpose financial report:

- is based on proper accounts and records,
- presents fairly, in all material respects, the results of the Shire's operations for the year ended 30 June 2025 and its financial position at the end of that period; and
- complies with the Local Government Act 1995 and, to the extent not inconsistent with the Act, Australian Accounting Standards.

The interim audit was conducted by AMD on behalf of the Office of the Auditor General, with the onsite component taking place from 31 March to 2 April 2025. Shire administration staff responded to numerous information requests in the lead-up to and during the audit visit.

The auditors provided feedback on several findings from the interim audit, which require attention to ensure future compliance and continuous improvement.

#### COMMENT

As part of the annual audit process, two areas for improvement were identified, primarily relating to financial reconciliations and information technology practices.

The audit highlighted opportunities to strengthen month-end procedures to improve accuracy and consistency. Management has reviewed the matters raised and taken proactive steps to address them. Adjustments have been made to internal processes to support timely and accurate reconciliation practices, including improvements to documentation and oversight procedures. These

enhancements are being implemented progressively from April 2025, with full application expected by the end of the financial year.

In relation to information technology, the audit reaffirmed the need to continue improving system security and governance. A number of actions are already underway, including planning for future improvements to data security, user access controls, and longer-term IT strategy development. Management is working closely with our IT service provider to progress these initiatives within available resources and budget planning frameworks.

The Shire remains committed to strengthening internal controls and continuously improving its financial and IT systems.

## **STATUTORY ENVIRONMENT**

*Local Government Act 1995, s 7.12A – Duties of a Local Government in respect to the Audit.*

## **POLICY IMPLICATIONS**

3.1 Risk Management Policy

## **FINANCIAL IMPLICATIONS**

There is an allowance of \$48,000 in the budget for Audit Fees

## **COMMUNITY AND STRATEGIC OBJECTIVES**

Shire of Corrigin Strategic Community Plan 2021-2031 and Corporate Business Plan 2021-2025:

**Objective:** Governance and Leadership

Strong Governance and Leadership

| Strategic Community Plan |                                                                                                                           | Corporate Business Plan |                                                                                            |
|--------------------------|---------------------------------------------------------------------------------------------------------------------------|-------------------------|--------------------------------------------------------------------------------------------|
| Outcome                  | Strategies                                                                                                                | Action No.              | Actions                                                                                    |
| 4.4                      | Provide informed and transparent decision making that meets our legal obligations, and the needs of our diverse community | 4.4.4                   | Provide Council adequate and appropriate financial information on a timely basis.          |
| 4.5                      | Implement systems and processes that meet legislative and audit obligations                                               | 4.5.1                   | Continual improvement in governance and operational policies, processes and implementation |

## **VOTING REQUIREMENT**

Simple Majority

## **COMMITTEE AND OFFICER'S RECOMMENDATION**

*That Council receive the Interim Audit findings from AMD Chartered Accountants and notes the areas that have been addressed, and issues have been completed.*

## 8.2.2 AUDIT, RISK AND IMPROVEMENT COMMITTEE RECOMMENDATIONS - INTERNAL AUDIT – REVIEW OF FINANCIAL MANAGEMENT, RISK MANAGEMENT, INTERNAL CONTROL AND LEGISLATIVE COMPLIANCE

|                         |                                                                                                                                                                                                                    |
|-------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Applicant:              | Shire of Corrigin                                                                                                                                                                                                  |
| Date:                   | 10/06/2025                                                                                                                                                                                                         |
| Reporting Officer:      | Natalie Manton, Chief Executive Officer                                                                                                                                                                            |
| Disclosure of Interest: | NIL                                                                                                                                                                                                                |
| File Ref:               | FM.0047                                                                                                                                                                                                            |
| Attachment Ref:         | Attachment 8.2.2.1 – Review Report Under Regulation 5 of the Local Government (Financial Management) Regulations 1996<br>Attachment 8.2.2.1 - Review Report Under Regulation 17 of Certain Systems and Procedures. |

### SUMMARY

Council is requested to consider the independent review of financial and risk management, internal controls and legislative compliance

### BACKGROUND

The *Local Government (Audit) Regulations 1996 Regulation 17* and *Local Government (Financial Management) Regulations 1996 Regulation 5* require the CEO to review the integrity of the Shire of Corrigin financial and risk management systems to confirm the appropriateness and effectiveness of the systems and processes.

The Shire of Corrigin engaged Hammond Woodhouse Advisory to provide the following services in relation to the requirements of *Local Government Financial Management Regulation 5* and the *Audit Regulation 17*.

- Review current risk management policies, procedures and plans,
- Evaluate the financial internal control systems and procedures,
- Evaluate the operational internal control systems and procedures,
- Assess systems and processes for maintaining legislative compliance,
- Provide a list of any improvements identified during the review, and
- Provide a report including recommendations to assist the CEO to assess the appropriateness and effectiveness of the systems and procedures.

### Risk Management, Internal Control and Legislative Compliance

The *Local Government Audit Regulations 1996 Regulation 17* requires the CEO to review the appropriateness and effectiveness of a local government's systems in relation to risk management, internal control and legislative compliance. Each of these areas is to be reviewed at least once every three calendar years and reported to the Audit and Risk Management Committee.

The *Local Government (Financial Management) Regulations 1996 Regulation 5* also require the CEO to conduct a Financial Management Review to ensure efficient systems and procedures are established for the local authority at least every three years. The previous review was conducted in 2022.

### Financial Management Review

The duties and key areas the Shire were reviewed for the 2024/25 financial year include:

- Bank reconciliations and petty cash
- Trust Funds
- Receipts and receivables
- Rates
- Fees and Charges

- Purchases, payments and payables
- Salaries and wages
- Credit Card procedures
- Fixed Assets
- Cost and administration overhead allocations
- Minutes of meetings
- Budget
- Financial Reports
- Registers (including Annual and Primary Returns)
- Delegations
- Audit Committee
- Insurance
- Storage of documents/record keeping
- Plan for the future
- General compliance and other matters

### **Risk Management**

The scope of the Regulation 17 review included the following areas as outlined in the Department of Local Government Guidance Note 9 Audit in Local Government:

- Review risk management systems and operating risks.
- Review business continuity plan.
- Assess the internal processes for determining and managing material operating risks in accordance with the local government's identified tolerance for risk, with regard to,
  - Potential non-compliance with legislation, regulations and standards and local government's policies.
  - Important accounting judgements or estimates that prove to be wrong.
  - Litigation and claims.
  - Misconduct, fraud and theft.
  - Significant business risks, recognising responsibility for general or specific risk areas, for example, environmental risk, occupational health and safety, and how they are managed by the local government.
- Risk reports identifying key risks, the status and the effectiveness of the risk management systems, to ensure that identified risks are monitored and new risks are identified, mitigated and reported.
- Assess the adequacy of local government processes to manage insurable risks and ensure the adequacy of insurance cover.
- Review the effectiveness of the local government's internal control system with management and the internal and external auditors.
- Assess whether management has controls in place for unusual types of transactions and/or any potential transactions that might carry more a high degree of risk.
- Assess the local government's procurement framework and whether these policies and procedures are being applied.
- Ascertain whether fraud and misconduct risks have been identified, analysed, evaluated, an appropriate treatment plan has been implemented, communicated, monitored and there is regular reporting and ongoing management of fraud and misconduct risks.

### **Internal Control**

Internal control is a key component of a sound governance framework, in addition to leadership, long-term planning, compliance, resource allocation, accountability and transparency. Strategies to maintain sound internal controls are based on risk analysis of the internal operations of a local government.

An effective and transparent internal control environment is built on the following key areas:

- Integrity and ethics,
- Policies and delegated authority,
- Levels of responsibilities and authorities,
- Audit practices,
- Information system access and security,
- Management operating style, and
- Human resource management and practices.

Internal control systems involve policies and procedures that safeguard assets, ensure accurate and reliable financial reporting, promote compliance with legislation and achieve effective and efficient operations and may vary depending on the size and nature of the local government.

An effective control framework includes:

- Delegation of authority,
- Documented policies and procedures,
- Trained and qualified employees,
- System controls,
- Effective policy and process review,
- Regular internal audits,
- Documentation of risk identification and assessment, and
- Regular liaison with auditor and legal advisors.

The following controls were reviewed:

- Separation of roles and functions, processing and authorisation,
- Control of approval of documents, letters and financial records,
- Comparison of internal data with other or external sources of information,
- Limit of direct physical access to assets and records,
- Control of computer applications and information system standards,
- Limit access to make changes in data files and systems,
- Regular maintenance and review of financial control accounts and trial balances,
- Comparison and analysis of financial results with budgeted amounts,
- The arithmetical accuracy and content of records,
- Report, review and approval of financial payments and reconciliations, and
- Comparison of the result of physical cash and inventory counts with accounting records.

### **Legislative Compliance**

The compliance programs of a local government are a strong indication of attitude towards meeting legislative requirements. The review will consider Audit Committee's monitoring of compliance programs including:

- Compliance with legislation and regulations.
- Annual Compliance Audit Return and reporting to Council the results of that review,
- Procedures for receiving and treating complaints, including confidential and anonymous employee complaints.
- Obtain assurance that adverse trends are identified and review management's plans to deal with these.
- Management disclosures in financial reports.
- Whether the internal and/or external auditors have regard to compliance and ethics risks in the development of their audit plan and in the conduct of audit projects and report compliance and ethics issues to the Audit Committee.
- Compliance frameworks dealing with relevant external legislation and regulatory requirements.

- Legislative and regulatory requirements imposed on Audit Committee members, including not misusing their position to gain an advantage for themselves or another or to cause detriment to the local government and disclosing conflicts of interest.

#### **COMMENT**

The review report provides the CEO with a clear understanding as to the appropriateness and effectiveness of the current systems and processes and identifies areas for improvement. The review includes a list of recommendations for improvements to systems and processes.

The draft report was submitted to the CEO for review prior to being submitted to the Audit Committee for review. The recommendations will be reviewed by management and actioned as required.

#### **STATUTORY ENVIRONMENT**

*Local Government (Audit) Regulations 1996 Regulation 17*

*Local Government (Financial Management) Regulations 1996 Regulation 5*

#### **POLICY IMPLICATIONS**

3.1 Risk Management Policy

#### **FINANCIAL IMPLICATIONS**

NIL

#### **COMMUNITY AND STRATEGIC OBJECTIVES**

Shire of Corrigin Strategic Community Plan 2021-2031 and Corporate Business Plan 2021-2025:

**Objective:** Governance and Leadership

Strong Governance and Leadership

| Strategic Community Plan |                                                                             | Corporate Business Plan |                                                                                           |
|--------------------------|-----------------------------------------------------------------------------|-------------------------|-------------------------------------------------------------------------------------------|
| Outcome                  | Strategies                                                                  | Action No.              | Actions                                                                                   |
| 4.5                      | Implement systems and processes that meet legislative and audit obligations | 4.5.1                   | Continual improvement in governance and operational policies, process and implementation. |

#### **VOTING REQUIREMENT**

Simple Majority

#### **COMMITTEE AND OFFICER'S RECOMMENDATION**

*That Council receives and notes the Financial and Risk Management Review Report (in accordance with Regulation 5 of the Local Government (Financial Management) Regulations 1996 and Regulation 17 of the Local Government (Audit) Regulations 1996) which reports on the efficiency of the Shire of Corrigin systems and processes.*

### 8.2.3 DELEGATION REGISTER REVIEW

|                                |                                                     |
|--------------------------------|-----------------------------------------------------|
| <b>Applicant:</b>              | Shire of Corrigin                                   |
| <b>Date:</b>                   | 5/06/2025                                           |
| <b>Reporting Officer:</b>      | Natalie Manton, Chief Executive Officer             |
| <b>Disclosure of Interest:</b> | NIL                                                 |
| <b>File Number:</b>            | GOV.0001                                            |
| <b>Attachment Ref:</b>         | Attachment 8.2.3 – Delegations Register 2025 Review |

#### SUMMARY

Council is requested to review and endorse the Delegation Register as required under s5.46 (2) of the *Local Government Act 1995*.

#### BACKGROUND

Under s5.46 (2) of the *Local Government Act 1995* Council is required to, at least once every financial year review its delegations to the Chief Executive Officer (CEO) and employees.

Council can delegate certain powers and duties to the CEO and the CEO, in turn, can on-delegate those powers and functions to other employees.

Section 5.46 of the Act requires the CEO to keep a register of, and records relevant to, delegations to the CEO and any delegations on-delegated to employees. This section also requires the delegations to be reviewed at least once every financial year. The current delegation register was last reviewed by Council at the Ordinary Council Meeting on 18 June 2024 and passed by resolution 51/2024.

#### COMMENT

The Delegation Register is consistent with the WA Local Government Association (WALGA) model template.

#### STATUTORY ENVIRONMENT

*S5.18 Local Government Act 1995 Register of delegations to committees*

*S5.42 (1) Local Government Act 1995 Delegation of some powers and duties to CEO \**

*S5.46 (2) of the Local Government Act 1995 Register of, and records relevant to, delegations to CEO and employees.*

#### POLICY IMPLICATIONS

The following Council Policies are referenced in the Delegations Register:

Policy 2.1 – Purchasing Policy

Policy 2.3 – Regional Price Preference Policy

Policy 2.5 – Charitable Donations

Policy 2.10 - Investment of Funds

Policy 2.11 – Rates Procedure for Unpaid Rates

Policy 2.12 – Financial Hardship Policy

Policy 2.13 - Debt Collection

Policy 9.1 – Roadside Burning and Spraying

Policy 9.2 - Bushfire Control

Policy 12.1 – Food Safety Compliance and Enforcement

#### FINANCIAL IMPLICATIONS

The administrative cost associated with the management of the Council delegations is included in the annual budget.

## COMMUNITY AND STRATEGIC OBJECTIVES

Shire of Corrigin Strategic Community Plan 2021-2031 and Corporate Business Plan 2021-2025:

### Objective: Governance and Leadership

#### Strong Governance and leadership

| Strategic Community Plan |                                                                                                                            | Corporate Business Plan |                                                                                                                |
|--------------------------|----------------------------------------------------------------------------------------------------------------------------|-------------------------|----------------------------------------------------------------------------------------------------------------|
| Outcome                  | Strategies                                                                                                                 | Action No.              | Actions                                                                                                        |
| 4.4                      | Provide informed and transparent decision making that, meets our legal obligations, and the needs of our diverse community | 4.4.3                   | Regular reviews of Council's Long Term Financial Plan to ensure the long term financial stability of the Shire |
|                          |                                                                                                                            | 4.4.4                   | Provide Council adequate and appropriate financial information on a timely basis                               |
| 4.5                      | Implement systems and processes that meet legislative and audit obligations                                                | 4.5.1                   | Continual improvement in governance and operational policies, process and implementation.                      |

### VOTING REQUIREMENT

Absolute Majority

### OFFICER'S RECOMMENDATION

*That Council endorse the Delegations Register as provided in Attachment 8.2.3.*

#### 8.2.4 DISABILITY ACCESS AND INCLUSION PLAN

|                         |                                                                                           |
|-------------------------|-------------------------------------------------------------------------------------------|
| Applicant:              | Shire of Corrigin                                                                         |
| Date:                   | 10/06/2025                                                                                |
| Reporting Officer:      | Natalie Manton, Chief Executive Officer                                                   |
| Disclosure of Interest: | NIL                                                                                       |
| File Ref:               | CP.0001                                                                                   |
| Attachment Ref:         | Attachment 8.2.4 - Draft Shire of Corrigin Disability Access and Inclusion Plan 2025-2030 |

#### SUMMARY

This item seeks Council endorsement of the draft Shire of Corrigin Disability Access and Inclusion Plan (DAIP) 2025-30 for the purpose of advertising for public comment.

#### BACKGROUND

The *Disability Services Act 1993*, requires public authorities to develop and implement a DAIP to assist in planning and implementing improvement to access and inclusion. The legislation requires public authorities to conduct a review of the DAIP at least every five years. Council endorsed the previous DAIP 2020-2025 in February 2020 following a period of community consultation.

The Shire of Corrigin undertook a process of community consultation during May and June 2025 to provide input into the formation of the 2025-2030 DAIP. Consultation was undertaken with the Shire of Corrigin staff and the broader community through direct telephone contact, face to face meetings and a community forum. The opportunity to provide input into the review was promoted through the Windmill News, the Shire website, notices on noticeboards, social media and direct invitation.

The draft DAIP 2025-2030 will continue to focus on strategies to address physical access barriers to the Shire facilities and services to overall improve opportunities in the community for people with disability.

The Shire of Corrigin provides an annual report on the progress made in achieving the seven DAIP outcomes including:

**Outcome 1:** People with disability have the same opportunities as other people to access the services of, and any events organised by, a public authority.

**Outcome 2:** People with disability have the same opportunities as other people to access the buildings and other facilities of a public authority.

**Outcome 3:** People with disability receive information from a public authority in a format that will enable them to access the information as readily as other people are able to access it.

**Outcome 4:** People with disability receive the same level and quality of service from the employees of a public authority as other people receive from the employees of that public authority.

**Outcome 5:** People with disability have the same opportunities as other people to make complaints to a public authority.

**Outcome 6:** People with disability have the same opportunities as other people to participate in any public consultation by a public authority.

**Outcome 7:** People with disability have the same opportunities as other people to obtain and maintain employment with a public authority.

## COMMENT

A disability is defined as any continuing condition that restricts everyday activities. The Disability Services Act (1993) defines disability as a condition that:-

- is attributable to an intellectual, cognitive, neurological, sensory or physical impairment or a combination of those impairments;
- is permanent; and may or may not be episodic in nature.

It is estimated that there are 44 people living in Corrigin who need assistance with core activities due to disability according to the Australian Bureau of Statistics (ABS) 2016 Census data. Corrigin has an ageing population which requires planning for facilities and services that can assist with keeping the aged in their homes and community as long as possible.

The plan benefits a range of community members including people with disability, the elderly, parents and carers with young children and people from culturally and linguistically diverse backgrounds. A range of barriers may prevent people with disability from accessing community services, events, public buildings and facilities, and from gaining access to information, public consultation and decision making processes. The Shire through the implementation of the DAIP is committed to ensuring these barriers are overcome.

Community consultation for the Draft DAIP 2025–2030 included a range of engagement activities. The CEO and Shire staff attended the Senior Citizens Committee meeting on Wednesday 28 May 2025, and a Community Workshop was held on Thursday 29 May 2025 with participation from four members of the public, two staff, and Cr Jacobs. In addition, individual discussions were held with three community members. Feedback and input gathered through earlier strategic planning workshops and community surveys were also incorporated into the development of the draft plan.

The next step in the process is for Council to consider the Draft DAIP 2025–2030 prior to it being released for public comment. The draft will be advertised for a 14-day public comment period via the local newspaper, Shire of Corrigin website, community notice boards, and social media platforms. As part of the consultation process, the Draft DAIP will also be forwarded to the Department of Communities, State Disability Strategy Office for comment.

Following the public comment period, all feedback will be assessed and amendments made where appropriate. If only minor changes are required, the DAIP will be finalised accordingly. If major changes are proposed, the amended draft will be presented to Council for further consideration. A copy of the Draft DAIP is provided as Attachment 8.2.4.

## STATUTORY ENVIRONMENT

*Disability Services Act 1993 Part 5 — Disability access and inclusion plans by public authorities*

*Local Government Act 1995*

*Disability Services Act 1993*

*Disability Services Regulations 2004*

*Disability Discrimination Act 1992*

*Equal Opportunity Act 1984*

## POLICY IMPLICATIONS

Policy 6.1 – community Engagement Policy

## FINANCIAL IMPLICATIONS

The implementation of the DAIP 2025-2030 may require financial resources for the following:

- Upgrade of physical access to Shire facilities including capital works upgrades.
- Improved opportunities for inclusion through Shire community services and events.
- Provide staff with disability awareness training.

The annual budget will include provision for DAIP strategies over the life of the plan.

## COMMUNITY AND STRATEGIC OBJECTIVES

Shire of Corrigin Strategic Community Plan 2021-2031 and Corporate Business Plan 2021-2025:

### Objective: Environment

**An attractive natural and built environment for the benefit of current and future generations**

| Strategic Community Plan |                                                                         | Corporate Business Plan |                                                                                          |
|--------------------------|-------------------------------------------------------------------------|-------------------------|------------------------------------------------------------------------------------------|
| Outcome                  | Strategies                                                              | Action No.              | Actions                                                                                  |
| 3.3                      | We prepare and maintain our assets for the current and future community | 3.3.3                   | Review, update and work towards achievement of our Disability, Access and Inclusion plan |

## VOTING REQUIREMENT

Simple Majority

## OFFICER'S RECOMMENDATION

*That Council*

1. *Endorse the draft Disability Access and Inclusion Plan 2025-2030 for the purpose of advertising for public comment.*
2. *Authorise the CEO to finalise the Disability Access and Inclusion Plan 2025-2030 subject to minor amendment following the period of public comment and forward to the Department of Communities.*

### 8.2.5 REVIEW CORPORATE BUSINESS PLAN

|                         |                                                  |
|-------------------------|--------------------------------------------------|
| Applicant:              | Shire of Corrigin                                |
| Date:                   | 9/06/2025                                        |
| Reporting Officer:      | Natalie Manton, Chief Executive Officer          |
| Disclosure of Interest: | NIL                                              |
| File Ref:               | CM.0049                                          |
| Attachment Ref:         | Attachment 8.2.5 –Corporate Business Plan Review |

#### SUMMARY

This item seeks Council endorsement the annual review of the Corporate Business Plan as required by the *Local Government (Administration) Regulations 1996*.

#### BACKGROUND

The Shire of Corrigin Strategic Community Plan 2021 – 2031 was developed in 2021 following a period of community consultation. A Corporate Business Plan outlining actions to achieve the desired strategic direction was created at the same time.

The Corporate Business Plan was reviewed by management and Council in June 2025 and progress was noted on the actions.

#### COMMENT

The 2021 – 2031 Strategic Community Plan outlines the community's long term vision and aspirations for the Shire of Corrigin and the Corporate Business Plan details how that vision is to be achieved.

The Corporate Business Plan was initially adopted by Council in 2021 and has been reviewed annually to ensure that the performance is regularly monitored and reported. The underlying objective of the plan is to create a process of continuous improvement and review.

The Shire of Corrigin has recently undertaken community consultation for the development of a new Strategic Community Plan to set the key projects and outcomes to be delivered over the next ten year period.

#### STATUTORY ENVIRONMENT

*Local Government Act 1995*

*5.56. Planning principal activities*

- (1) Each financial year, a local government is to prepare a plan for the next 4 or more financial years.*
- (2) The plan is to contain details of —*
  - (a) the principal activities that are proposed to be commenced or to be continued in each financial year affected by the plan;*
  - (b) the objectives of each principal activity;*
  - (c) the estimated cost of, and proposed means of funding, each principal activity;*
  - (d) how the local government proposes to assess its performance in relation to each principal activity;*
  - (e) the estimated income and expenditure for each financial year affected by the plan; and*
  - (f) such other matters as may be prescribed.*

*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 2024/25 budget includes provision for achieving the outcomes in the Corporate Business Plan. The Long Term Financial Plan will include provision for achieving the outcomes from the community consultation and revised Strategic Community Plan.

## COMMUNITY AND STRATEGIC OBJECTIVES

Shire of Corrigin Strategic Community Plan 2021-2031 and Corporate Business Plan 2021-2025:

### Objective: Leadership

#### Strong Governance and leadership

#### Outcome 4.1 - A strategically focussed dynamic Council serving the community

| Strategic Community Plan |                                                                             | Corporate Business Plan |                                                                                            |
|--------------------------|-----------------------------------------------------------------------------|-------------------------|--------------------------------------------------------------------------------------------|
| Outcome                  | Strategies                                                                  | Action No.              | Actions                                                                                    |
| 4.5                      | Implement systems and processes that meet legislative and audit obligations | 4.5.1                   | Continual improvement in governance and operational policies, processes and implementation |

## VOTING REQUIREMENT

Absolute Majority

## OFFICER'S RECOMMENDATION

That Council endorse the review of the Shire of Corrigin Corporate Business Plan as provided as Attachment 8.2.5.

### 8.2.6 APPOINTMENT OF COUNCILLOR TO SENIOR CITIZENS COMMITTEE

|                         |                                         |
|-------------------------|-----------------------------------------|
| Applicant:              | Shire of Corrigin                       |
| Date:                   | 10/06/2025                              |
| Reporting Officer:      | Natalie Manton, Chief Executive Officer |
| Disclosure of Interest: | NIL                                     |
| File Ref:               | GOV.0021                                |
| Attachment Ref:         | NIL                                     |

#### SUMMARY

Council is requested to appoint a member to the Senior Citizens Committee.

#### BACKGROUND

Brooke Filinski was appointed to represent the Shire of Corrigin on the Corrigin Senior Citizens Committee in October 2023.

Following Cr. Filinski's resignation, the Corrigin Senior Citizens Committee has requested that Council appoint another representative to take her place.

#### COMMENT

Following the resignation of Cr Filinski, the Corrigin Senior Citizens Committee currently has no Council representative. Appointing a new Councillor will ensure continued communication between the committee and Council and support the Shire's ongoing engagement with senior residents. The committee meets monthly and plays an important role in promoting the interests and wellbeing of senior members of the community.

The Shire of Corrigin CEO attends monthly meetings and provides a report on shire activities.

#### STATUTORY ENVIRONMENT

NIL

#### POLICY IMPLICATIONS

NIL

#### FINANCIAL IMPLICATIONS

NIL

## COMMUNITY AND STRATEGIC OBJECTIVES

Shire of Corrigin Strategic Community Plan 2021-2031 and Corporate Business Plan 2021-2025:

### Objective: Governance and Leadership

#### Strong Governance and leadership

| Strategic Community Plan |                                                                                                 | Corporate Business Plan |                                                                                                                                   |
|--------------------------|-------------------------------------------------------------------------------------------------|-------------------------|-----------------------------------------------------------------------------------------------------------------------------------|
| Outcome                  | Strategies                                                                                      | Action No.              | Actions                                                                                                                           |
| 4.3                      | Forward planning and implementation of plans to achieve strategic direction and service levels. | 4.3.1                   | Work with external organisations to collaboratively plan and achieve improved community, education, health and business outcomes. |
|                          |                                                                                                 | 4.3.2                   | Continue representation on relevant Boards, Committees and Working groups to influence positive local and regional outcomes.      |

### VOTING REQUIREMENT

Simple Majority

### OFFICER'S RECOMMENDATION

*That Council appoint Cr. \_\_\_\_\_ to represent the Shire of Corrigin on the Corrigin Senior Citizens Committee.*

### 8.2.7 TEMPORARY AND MOVEABLE ACCOMMODATION POLICY

|                                |                                                                                        |
|--------------------------------|----------------------------------------------------------------------------------------|
| <b>Applicant:</b>              | Shire of Corrigin                                                                      |
| <b>Date:</b>                   | 9/06/2025                                                                              |
| <b>Reporting Officer:</b>      | Natalie Manton, Chief Executive Officer                                                |
| <b>Disclosure of Interest:</b> | NIL                                                                                    |
| <b>File Ref:</b>               | GR.0030                                                                                |
| <b>Attachment Ref:</b>         | Attachment 8.2.7 Temporary Accommodation Policy and Temporary Accommodation Guidelines |

#### SUMMARY

Council is asked to endorse the Draft Temporary and Moveable Accommodation Policy and Guidelines to provide a consistent management of temporary and moveable accommodation across the Roe Regional Organisation of Councils (Roe ROC) shires.

#### BACKGROUND

In 2024 the State Government announced reforms to the *Caravan Parks and Camping Grounds Regulations 1997* aimed at reducing red tape and providing greater flexibility for temporary accommodation on private land. The legislative changes mean that local governments can now approve the use of caravans and other moveable accommodation for up to 24 months, an increase from the current three-month limit.

The changes recognise that caravans are often used for transitional housing during home construction, after natural disasters, or on a seasonal basis. Applicants will still be required to meet existing health and safety standards. Special approval will be required for more than one caravan on a single lot.

In cases where a local government does not address an application in a reasonable timeframe, the Minister for Local Government will have the power to issue approvals, subject to the same health and safety requirements. Additional changes include extending the timeframe for camping on private land without approval from three to five days to better reflect typical holiday periods and increasing fines for unauthorised camping from \$100 to \$200 to deter unlawful use.

Delegates from the Shires of Corrigin, Kondinin, Kulin and Narembeen endorsed the draft Temporary Accommodation Policy and guidelines at the Roe ROC meeting held on 5 June 2025. The policy and guidelines will be used to assess applications and guide decision-making consistently across the neighbouring shires. These documents include:

- Application requirements
- Provisions for living in caravans during housing construction
- Accommodation types including caravans, campers and tiny houses on wheels.
- Temporary paddock camping
- Detailed guidelines for kitchen, toilet, shower, and laundry facilities
- Waste and wastewater management
- Emergency management and safety requirements
- Permit duration and conditions
- Inspections
- Compliance checklists
- Standard fees

## COMMENT

The Roe ROC Executive Committee, Environmental Health Officers and Town Planners have developed the draft policy and guidelines following consultation with other local governments and considering local examples.

Copies of the draft Temporary and Moveable Accommodation Policy and Guidelines are provided in Attachment 8.2.7.

The CEO and EHO will provide information and training to staff on the implementation of the new policy and guidelines.

The new policy and guidelines will be communicated to the public through the Shire of Corrigin social media, website, newsletter and notice boards.

## STATUTORY ENVIRONMENT

*Local Government Act 1995*

*Caravan and Camping Ground Act 1995*

*Caravan and Camping Ground Regulations 1997 (as amended 1 September 2024)*

*Health (Miscellaneous Provisions) Act 1911*

*Building Code of Australia / National Construction Code*

## POLICY IMPLICATIONS

NIL

## FINANCIAL IMPLICATIONS

Roe ROC recommended a standard Temporary and Moveable Accommodation application fee of \$300

## COMMUNITY AND STRATEGIC OBJECTIVES

Shire of Corrigin Strategic Community Plan 2021-2031 and Corporate Business Plan 2021-2025:

**Objective:** Governance and Leadership

Strong Governance and Leadership

| Strategic Community Plan |                                                                                                | Corporate Business Plan |                                                                                                                                  |
|--------------------------|------------------------------------------------------------------------------------------------|-------------------------|----------------------------------------------------------------------------------------------------------------------------------|
| Outcome                  | Strategies                                                                                     | Action No.              | Actions                                                                                                                          |
| 4.3                      | Forward planning and implementation of plans to achieve strategic direction and service levels | 4.3.1                   | Work with external organisations to collaboratively plan and achieve improved community, education, health and business outcomes |

## VOTING REQUIREMENT

Simple Majority

## OFFICER'S RECOMMENDATION

*That Council:*

- 1. Endorse the Temporary and Moveable Accommodation Policy and Guidelines to set a standardised approach across Roe ROC shires.*
- 2. Set an application fee of \$300 to be included in the 2025/26 budget*

### 8.2.8 2025/2026 COMMUNITY ASSISTANCE PROGRAM

|                         |                                                                        |
|-------------------------|------------------------------------------------------------------------|
| Applicant:              | Shire of Corrigin                                                      |
| Date:                   | 10/06/2025                                                             |
| Reporting Officer:      | Myra Henry, Deputy Chief Executive Officer                             |
| Disclosure of Interest: | NIL                                                                    |
| File Ref:               | FM.0057                                                                |
| Attachment Ref:         | Attachment 8.2.8 - 2025/2026 Community Assistance Program Applications |

#### SUMMARY

Council is requested to consider two additional applications received under the 2025/2026 Community Assistance Program.

#### BACKGROUND

Council previously reviewed the 2025/2026 Community Assistance Program (CAP) applications during a budget workshop on 16 April 2025. The program, guided by Council policy last reviewed in 2022, provides financial and in-kind support to not-for-profit organisations and community groups for projects, events, sponsorships, and awards.

Seven applications were under consideration at that time. At the May 2025 Ordinary Council Meeting, Council endorsed six of the applications for inclusion in the draft 2025/2026 Budget (Resolution 49/2025). In addition, Council requested the Executive team meet with representatives of the Corrigin Triathlon to discuss concerns regarding project costings and the proposed traffic management plan, and to invite a revised submission for further consideration.

The Executive subsequently met with Emma Poultney on 6 May 2025, and a revised application was received at the end of May 2025. A new application was also received from the Corrigin Tidy Town Committee requesting financial support for 2025/2026.

#### COMMENT

The Community Assistance Program (CAP), based on Council policy, provides financial and in-kind support to local not-for-profit organisations. Applications for the 2025/2026 program were open from February to March 2025 and promoted widely through the Shire website, social media, newsletters, local newspapers, and direct emails to community groups.

Since the May Council Meeting, two more applications have been received – one revised and one new.

#### Corrigin Triathlon – Revised Application

Following feedback from Council and in line with Resolution 49/2025, the Corrigin Triathlon Committee submitted an updated application. The revised total cost is as below, made up of:

- \$6,800 (\$5,266 without multmessage frames) for event signage with breakdown as follows:

#### Signs – Multipurpose Use

| Qty | Description      | Price   | Total      |
|-----|------------------|---------|------------|
| 2   | Drive Safely     | \$18.00 | \$36.00    |
| 7   | Side Road Closed | \$18.00 | \$126.00   |
| 5   | No Left Turn     | \$18.00 | \$90.00    |
| 2   | No Right Turn    | \$18.00 | \$36.00    |
| 32  | End Events       | \$32.00 | \$1,024.00 |
| 6   | Road Closed - 32 | \$32.00 | \$192.00   |
| 2   | Road Closed - 33 | \$32.00 | \$64.00    |

|    |                        |         |          |
|----|------------------------|---------|----------|
| 13 | Event in Progress      | \$20.00 | \$260.00 |
| 1  | Detour Left            | \$18.00 | \$18.00  |
| 1  | Detour                 | \$18.00 | \$18.00  |
| 4  | Arrow                  | \$52.00 | \$208.00 |
| 8  | Road Closed - 31       | \$18.00 | \$144.00 |
| 2  | 60km Speed Limit ahead | \$18.00 | \$36.00  |
| 2  | Do not overtake        | \$18.00 | \$36.00  |
| 2  | Detour ahead           | \$18.00 | \$36.00  |
| 19 | Drive slowly           | \$18.00 | \$342.00 |
| 2  | 60 speed limits        | \$18.00 | \$36.00  |
| 2  | Reduce Speed           | \$18.00 | \$36.00  |
| 4  | End Events             | \$18.00 | \$72.00  |
| 2  | End Detour             | \$18.00 | \$36.00  |
| 2  | Local Traffic Only     | \$18.00 | \$36.00  |
| 32 | Event in Progress      | \$18.00 | \$576.00 |
| 2  | Side Road Closed       | \$32.00 | \$64.00  |
| 1  | Detour Ahead           | \$18.00 | \$18.00  |
| 2  | End 60 Speed Limit     | \$18.00 | \$36.00  |

|          |             |
|----------|-------------|
| Subtotal | \$ 3,576.00 |
|----------|-------------|

### Signs - Triathlon Specific

|    |                  |         |          |
|----|------------------|---------|----------|
| 31 | Symbolic Cyclist | \$22.00 | \$682.00 |
| 18 | Symbolic Runners | \$22.00 | \$396.00 |
| 34 | Thank you        | \$18.00 | \$612.00 |

|          |            |
|----------|------------|
| Subtotal | \$1,690.00 |
|----------|------------|

|                                   |            |
|-----------------------------------|------------|
| Total without multimessage frames | \$5,266.00 |
|-----------------------------------|------------|

### Optional as per the Application Request

|    |                     |         |            |
|----|---------------------|---------|------------|
| 59 | Multimessage Frames | \$26.00 | \$1,534.00 |
|----|---------------------|---------|------------|

|          |            |
|----------|------------|
| Subtotal | \$1,534.00 |
|----------|------------|

|                                |            |
|--------------------------------|------------|
| Total Signs including optional | \$6,800.00 |
|--------------------------------|------------|

- \$1,500 for qualified traffic control officers

It is recommended that Council purchase the signage as a Shire asset. This would allow the signs to be reused for future community events and emergencies. If supported, the only financial contribution required for this year's Triathlon would be \$1,500 for traffic controllers. In future years, the Shire's contribution is likely to be significantly reduced and limited to waiving the sign hire fee and covering the cost of traffic controllers.

The Corrigin Triathlon has been running for over 27 years and brings visitors to town, supporting local businesses. Supporting this long-standing event is recommended.

### **Corrigin Tidy Town Committee – New Application**

The Tidy Town Committee has requested \$1,000 in funding. Council has supported this group in previous years, and it is suggested the same be done for the 2025/2026 Budget.

### **STATUTORY ENVIRONMENT**

*Local Government Act 1995*

*Local Government (Financial Management) Regulations 1996*

### **POLICY IMPLICATIONS**

Policy 2.9 Community Assistance Program

### **FINANCIAL IMPLICATIONS**

As per the program guidelines and policy Council allocates a total budget of \$35,000 per financial year for the three funding categories and a further \$30,000 for the waiver of rates, rubbish and facility or equipment fees. The allocation for the three funding categories is distributed in the following way:

- Community Donations            \$5,000            Maximum contribution of \$500 per application
- Community Grants               \$15,000          Maximum contribution of \$5,000 per application
- Significant Events                \$15,000          Maximum contribution of \$10,000 per application

### **COMMUNITY AND STRATEGIC OBJECTIVES**

Shire of Corrigin Strategic Community Plan 2021-2031 and Corporate Business Plan 2021-2025:

#### **Objective: Social**

An effectively serviced, inclusive and resilient community

| Strategic Community Plan |                                                                                                                                         | Corporate Business Plan |                                                                                                         |
|--------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|-------------------------|---------------------------------------------------------------------------------------------------------|
| Outcome                  | Strategies                                                                                                                              | Action No.              | Actions                                                                                                 |
| 1.1                      | Joint planning with local and external key stakeholders to help improve the sense of place and access to opportunities for young people | 1.1.2                   | Prioritise strategies and together with local and regional stakeholders work towards implementing them. |
| 1.3                      | Support and help facilitate community events and inclusive initiatives                                                                  | 1.3.2                   | Together with local stakeholders identify and brand Corrigin's arts and culture identity.               |
| 1.4                      | Support local volunteer organisations through initiatives that reduce volunteer fatigue and strengthen their resilience                 | 1.4.3                   | Continue to provide the Community Grant Scheme                                                          |

#### **Objective: Governance and Leadership**

Strong Governance and leadership

| Strategic Community Plan |                                                                                                                            | Corporate Business Plan |                                                                                   |
|--------------------------|----------------------------------------------------------------------------------------------------------------------------|-------------------------|-----------------------------------------------------------------------------------|
| Outcome                  | Strategies                                                                                                                 | Action No.              | Actions                                                                           |
| 4.4                      | Provide informed and transparent decision making that, meets our legal obligations and the needs of our diverse community. | 4.4.4                   | Provide Council adequate and appropriate financial information on a timely basis. |

## VOTING REQUIREMENT

Simple Majority

## OFFICER'S RECOMMENDATION

*That Council:*

1. *Receives the two applications submitted under the 2025/2026 Community Assistance Program.*
2. *Approves the allocation of funding under the 2025/2026 Community Assistance Program, subject to final budget adoption, as follows:*
  - a. *\$1,500 to the Corrigin Triathlon Committee for traffic control officers.*
  - b. *\$1,000 to the Corrigin Tidy Town Committee.*
3. *Endorses the purchase of signage up to the value of \$5,266 by the Shire, to be included in the 2025/2026 operating budget, for use across Shire, community, and emergency events.*
4. *Notes that all funding approvals listed above are subject to the finalisation and formal adoption of the 2025/2026 Annual Budget.*

### 8.2.9 2024/2025 BUDGET AMENDMENTS

|                         |                                               |
|-------------------------|-----------------------------------------------|
| Applicant:              | Shire of Corrigin                             |
| Date:                   | 12/06/2025                                    |
| Reporting Officer:      | Myra Henry, Deputy Chief Executive Officer    |
| Disclosure of Interest: | NIL                                           |
| File Ref:               | FM.0368                                       |
| Attachment Ref:         | Attachment 8.2.9– 2024/2025 Budget Amendments |

#### SUMMARY

Council is asked to approve further changes to the 2024/2025 Budget. These changes relate to capital works projects and Reserve transfers and are based on updated financial information following the February 2025 mid-year budget review. The amendments will help keep the Shire's finances accurate and compliant.

#### BACKGROUND

In accordance with Regulation 33A of the *Local Government (Financial Management) Regulations 1996*, all local governments must conduct a formal budget review between 1 January and 28 February each financial year. The Shire of Corrigin completed and endorsed its 2024/2025 Mid-Year Budget Review at the February 2025 Ordinary Council Meeting.

Budget reviews are critical decision-making tools that allow Council to reassess financial priorities and respond to emerging operational needs. They form a key component of prudent financial management by identifying variances, capturing emerging risks, and aligning expenditure with changing circumstances. The February review included analysis of financial performance from 1 July 2024 to 31 January 2025, with projections to 30 June 2025.

Key outcomes of the February review included:

- Identification of permanent and timing variances.
- Adjustments in capital and operational programs.
- Recognition of a \$69,139 shortfall in the carried-forward surplus due to audit-related grant revenue adjustments.
- Allocation of funds to emergent items such as squash court repairs (\$25,000) and increased Town Planning contract costs.
- Updated estimates for the Federal Assistance Grant.
- Adjustments to the Road Program and other expenditure accounts.

It was also acknowledged at the February meeting that ongoing monitoring would be necessary, with the possibility of further amendments before 30 June 2025, to maintain financial stability and prepare accurately for the 2025/2026 budget process.

#### COMMENT

This report presents final budget amendments for the 2024/2025 financial year for Council's approval. These changes follow continued monitoring of the Shire's financial performance and project delivery since the adoption of the February 2025 mid-year budget review.

The proposed amendments include updated cost estimates, changes to project scopes, and necessary Reserve transfers. These updates help ensure the Shire's budget remains accurate, balanced, and compliant.

These are the final changes proposed for this financial year and will support:

- Accurate end-of-year financial reporting
- Proper Reserve transfer approvals
- Full transparency and audit readiness

A detailed list of all proposed amendments is included in the attachment to this item.

## 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

2.7 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 Strategic Community Plan 2021-2031 and Corporate Business Plan 2021-2025:

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

| Strategic Community Plan |                                                                                                                            | Corporate Business Plan |                                                                                                                |
|--------------------------|----------------------------------------------------------------------------------------------------------------------------|-------------------------|----------------------------------------------------------------------------------------------------------------|
| Outcome                  | Strategies                                                                                                                 | Action No.              | Actions                                                                                                        |
| 4.4                      | Provide informed and transparent decision making that, meets our legal obligations, and the needs of our diverse community | 4.4.3                   | Regular reviews of Council's Long Term Financial Plan to ensure the long term financial stability of the Shire |
|                          |                                                                                                                            | 4.4.4                   | Provide Council adequate and appropriate financial information on a timely basis                               |

|     |                                                                             |       |                                                                                             |
|-----|-----------------------------------------------------------------------------|-------|---------------------------------------------------------------------------------------------|
| 4.5 | Implement systems and processes that meet legislative and audit obligations | 4.5.1 | Continual improvement in governance and operational policies, processes and implementation. |
|-----|-----------------------------------------------------------------------------|-------|---------------------------------------------------------------------------------------------|

**VOTING REQUIREMENT**

Absolute Majority

**OFFICER'S RECOMMENDATION**

*That Council endorse the amendments to the 2024/2025 Annual Budget as detailed in Attachment 8.2.9.*

**8.3 WORKS AND SERVICES**

**9 CHIEF EXECUTIVE OFFICER REPORT**

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

**10 PRESIDENT’S REPORT**

**11 COUNCILLORS’ QUESTIONS, REPORTS AND INFORMATION ITEMS**

**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 15 July 2025 at 6pm.

**16 MEETING CLOSURE**