



Agenda Attachments

SEPTEMBER 2025

- ATTACHMENT 7.1.1 - COUNCIL MINUTES – 19 AUGUST 2025**
- ATTACHMENT 8.1.1 - ACCOUNTS FOR PAYMENT – AUGUST 2025**
- ATTACHMENT 8.1.2 - MONTHLY FINANCIAL REPORT FOR PERIOD ENDING 31 AUGUST 2025**
- ATTACHMENT 8.1.3 - LETTER FROM CORRIGIN KELPIES - REQUEST TO WAIVE FEES**
- ATTACHMENT 8.1.4 - SHIRE OF CORRIGIN LONG TERM FINANCIAL PLAN 2025/26 – 2035/36**
- ATTACHMENT 8.2.1 - DUAL FIRE CONTROL OFFICERS APPOINTMENTS**
- ATTACHMENT 8.2.2.1 - INCIDENT MANAGEMENT AND BUSINESS CONTINUITY RESPONSE PLAN**
- ATTACHMENT 8.2.2.2 - INCIDENT MANAGEMENT AND BUSINESS CONTINUITY REPOSE
PROCEDURES**
- ATTACHMENT 8.2.3 - WALGA AGM 2025 AGENDA**
- ATTACHMENT 8.2.4 - ROEROC MEMORANDUM OF UNDERSTANDING REVISED 2025 SHIRE OF**
- ATTACHMENT 8.2.5 - WICKEPIN REQUEST TO JOIN ROEROC - DISCUSSION PAPER**
- ATTACHMENT 8.2.6 - SHIRE OF WICKEPIN LETTER – OPPORTUNITY TO COMMENT**



MINUTES

ORDINARY COUNCIL MEETING

19 August 2025

UNCONFIRMED

The Ordinary Council Meeting for the Shire of Corrigin held on Tuesday 19 August 2025 in the Council Chambers, 9 Lynch Street, Corrigin commencing at 6.00pm.

Contents

1	DECLARATION OF OPENING.....	3
2	ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE	3
3	PUBLIC QUESTION TIME	3
4	MEMORIALS	3
5	PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS	3
6	DECLARATIONS OF INTEREST	3
7	CONFIRMATION OF MINUTES.....	4
7.1	PREVIOUS COUNCIL MEETING	4
7.1.1	ORDINARY COUNCIL MEETING	4
7.2	COMMITTEE MEETINGS.....	4
7.2.1	LOCAL EMERGENCY MANAGEMENT COMMITTEE	4
8	MATTERS REQUIRING A COUNCIL DECISION	5
8.1	CORPORATE AND COMMUNITY SERVICES	5
8.1.1	ACCOUNTS FOR PAYMENT	5
8.1.2	MONTHLY FINANCIAL REPORT	7
8.2	GOVERNANCE AND COMPLIANCE	9
8.2.1	2025/2026 CHANGE TO COUNCIL RESOLUTION 73/2025.....	9
8.2.2	COUNCIL PLAN 2025-2035	13
8.2.3	WORKFORCE PLAN 2025-2029	16
8.2.4	REPORT OF REVIEW – LOCAL PLANNING SCHEME NO. 2	18
8.2.5	WALGA AGM VOTING DELEGATES	21
8.2.6	TENDER OVAL RETICULATION UPGRADE	23
8.2.7	FRAUD AND CORRUPTION POLICY UPDATE	28
8.3	WORKS AND SERVICES	30
9	CHIEF EXECUTIVE OFFICER REPORT	30
10	PRESIDENT’S REPORT	30
11	COUNCILLORS’ QUESTIONS, REPORTS AND INFORMATION ITEMS	30
12	URGENT BUSINESS APPROVED BY THE PRESIDENT OR DECIDED BY THE COUNCIL	30
13	INFORMATION BULLETIN	30
14	WALGA AND CENTRAL ZONE MOTIONS	30
15	NEXT MEETING	30
16	MEETING CLOSURE	30

1 DECLARATION OF OPENING

The Chairperson, President Cr. D Hickey opened the meeting at 6:00pm and acknowledged the Noongar people as the traditional custodians of the land and paid his respects 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

Shire President

Shire Deputy President

Cr. D L Hickey

Cr. S L Jacobs

Cr. B Fare

Cr. M A Weguelin

Cr. M R Leach

Cr. M B Dickinson

Chief Executive Officer

Deputy Chief Executive Officer

Executive Support Officer

N A Manton

M T Henry

J M Filinski

one member of the Public

APOLOGIES

LEAVE OF ABSENCE

3 PUBLIC QUESTION TIME

NIL

4 MEMORIALS

The Shire has been notified that Jenny Sorensen and Janet Gannaway have passed away since the last meeting.

The Shire of Corrigin extends its sincere condolences to Rodney Thornton, WALGA Road Safety Advisor, and family on the passing of both his parents. Rodney has worked with the Shire of Corrigin and other local governments across the wheatbelt over many years.

5 PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS

NIL

6 DECLARATIONS OF INTEREST

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 15 July 2025 (Attachment 7.1.1).

COUNCIL RESOLUTION

81/2025 Moved: Cr. Weguelin Seconded: Cr. Fare

That the Minutes of the Shire of Corrigin Ordinary Council meeting held on Tuesday 15 July 2025 (Attachment 7.1.1) be confirmed as a true and correct record.

Carried 6/0

For: Cr. Hickey, Cr. Jacobs, Cr. Weguelin, Cr. Dickinson, Cr. Leach & Cr. Fare

Against: Nil

7.2 COMMITTEE MEETINGS

7.2.1 LOCAL EMERGENCY MANAGEMENT COMMITTEE

Minutes of the Local Emergency Management Committee meeting held on Monday 11 August 2025 (Attachment 7.2.1).

COUNCIL RESOLUTION

82/2025 Moved: Cr. Jacobs Seconded: Cr. Dickinson

That Council receives and notes the Minutes of the Local Emergency Management Committee meeting held on Monday 11 August 2025 (Attachment 7.2.1).

Carried 6/0

For: Cr. Hickey, Cr. Jacobs, Cr. Weguelin, Cr. Dickinson, Cr. Leach & Cr. Fare

Against: Nil

8 MATTERS REQUIRING A COUNCIL DECISION

8.1 CORPORATE AND COMMUNITY SERVICES

8.1.1 ACCOUNTS FOR PAYMENT

Applicant:	Shire of Corrigin
Date:	12/08/2025
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 – July 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 July 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 2025/2026 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

COUNCIL RESOLUTION

83/2025 Moved: Cr. Dickinson

Seconded: Cr. Fare

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

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

EFT Payments	EFT21517 – EFT21615	\$643,817.18
Direct Debit Payments		\$96,002.94
EFT Payroll Payments		\$156,558.22
Total Municipal Account Payments		\$896,378.34

Trust Account

EFT Payments	EFT21518 – EFT21519	\$21.75
Total Trust Account Payments		\$21.75

Licensing Trust Account

Direct Debit Payments		\$57,855.35
Total Licensing Trust Account Payments		\$57,855.35

Total of all Accounts

\$954,255.44
Carried 6/0

For: Cr. Hickey, Cr. Jacobs, Cr. Weguelin, Cr. Dickinson, Cr. Leach & Cr. Fare

Against: Nil

8.1.2 MONTHLY FINANCIAL REPORT

Applicant:	Shire of Corrigin
Date:	13/08/2025
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 July 2025

SUMMARY

This report provides Council with the monthly financial report for the month ending 31 July 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 July 2025. Whilst July Financials have been prepared to date, they may be subject to change with the finalisation of the Audit and Annual Financial Report.

Item	Reference
Cash at Bank The total cash as at 31 July 2025 was \$8,597,170. This is composed of \$478,667 municipal funds (Municipal Bank Account and various till floats), \$2,837,236 in short term investment and \$4,450,533 in reserve funds.	Page 10 – Cash and Financial Assets Page 11 – Reserve Accounts
Capital Acquisitions The capital budget is approximately 0% complete at the 31 July 2025.	Page 12 – Capital Acquisitions Page 13 – Capital Acquisitions Continued Page 14 – Disposal of Assets
Receivables Rates outstanding is \$3,345,086.	Page 15 – Receivables
Closing Funding Surplus/(Deficit) Year to date (YTD) actual closing balance is \$7,279,536 which is composed of \$12,026,181 Current Assets less \$630,746 Current Liabilities less \$4,115.899 Adjustments to Net Current Assets.	Page 5 – Note 2(a) Net current assets used in the Statement of Financial Activity.

Further information on the July 2025 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 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

COUNCIL RESOLUTION

84/2025 Moved: Cr. Jacobs

Seconded: Cr. Weguelin

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

Carried 6/0

For: Cr. Hickey, Cr. Jacobs, Cr. Weguelin, Cr. Dickinson, Cr. Leach & Cr. Fare

Against: Nil

8.2 GOVERNANCE AND COMPLIANCE

8.2.1 2025/2026 CHANGE TO COUNCIL RESOLUTION 73/2025

Applicant:	Shire of Corrigin
Date:	30/07/2025
Reporting Officer:	Myra Henry, Deputy Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	FM.0368
Attachment Ref:	NIL

SUMMARY

Council is requested to approve a change to part of Resolution 73/2025, adopted at the Ordinary Council Meeting on 15 July 2025, to correct a typographical error in the second rates instalment due date.

BACKGROUND

Council adopted its 2025/2026 Budget at the Ordinary Council Meeting held on 15 July 2025. As part of Resolution 73/2025 Council endorsed the following due dates for the payment of rates, either in full or by instalments:

- Full payment and 1st instalment due: 29 August 2025
- 2nd quarterly instalment due: 26 October 2025
- 3rd quarterly instalment due: 5 January 2026
- 4th quarterly instalment due: 5 March 2026

Upon commencing the rates levying process on 23 July 2025, a typographical error was identified in the adopted resolution. The second instalment due date was listed as 26 October 2025. This should have been 29 October 2025 to comply with the required two-month minimum interval from the first instalment date of 29 August 2025, as outlined in Section 6.50(3) of the *Local Government Act 1995* and Regulation 64(2) of the *Local Government (Financial Management) Regulations 1996*.

This item proposes to formally amend the second quarterly instalment due date to 29 October 2025, ensuring full legislative compliance and alignment with the dates shown on the annual rates notices issued from 25 July 2025.

In accordance with Regulation 10 of the *Local Government (Administration) Regulations 1996* and Clause 16.19.2 of the *Shire of Corrigin Local Laws Relating to Standing Orders 2000*, the CEO circulated notice of the proposed officer recommendation to Council Members by email on 31 July 2025. The following Councillors responded in support:

- Proposed Mover – Councillor Leach
- Proposed Seconder – Councillor Weguelin
- Proposed Seconder – Councillor Hickey

COMMENT

The 2025/2026 Budget was adopted at the Ordinary Council Meeting held on 15 July 2025 and included a typographical error in the due date for the second rates instalment. The adopted date of 26 October 2025 does not meet the minimum two-month interval required between the first and second instalments, as prescribed by Section 6.50(3) of the *Local Government Act 1995* and Regulation 64(2) of the *Local Government (Financial Management) Regulations 1996*.

This report proposes to formally correct the due date to 29 October 2025, ensuring full legislative compliance and maintaining fairness and clarity for ratepayers.

Although the adopted resolution included the incorrect date, the 2025/2026 annual rates notices, raised and issued from 25 July 2025, correctly reflected the compliant due dates, including the amended second instalment.

The adjustment is administrative in nature and has no impact on the total rates levied, the overall budget, or the structure of instalment options. It simply ensures consistency between the adopted budget and the notices issued, while supporting accurate and transparent communication with the community.

In accordance with Regulation 10 of the *Local Government (Administration) Regulations 1996* and Clause 16.19.2 of the *Shire of Corrigin Local Laws Relating to Standing Orders 2000*, the CEO provided formal notice of the proposed amendment to all Council Members by email on 31 July 2025. The required support from one-third of Council Members was received to allow the item to be presented at the 19 August 2025 Ordinary Council Meeting.

STATUTORY ENVIRONMENT

LOCAL GOVERNMENT (ADMINISTRATION) REGULATIONS 1996 - REG 10

10. Revoking or changing decisions (Act s. 5.25(1)(e))

- (1) *If a decision has been made at a council or a committee meeting then any motion to revoke or change the decision must be supported —*
- a. *in the case where an attempt to revoke or change the decision had been made within the previous 3 months but had failed, by an absolute majority; or*
 - b. *in any other case, by at least 1 / 3 of the number of offices (whether vacant or not) of members of the council or committee,*

inclusive of the mover.

- (1a) *Notice of a motion to revoke or change a decision referred to in subregulation (1) is to be signed by members of the council or committee numbering at least 1 / 3 of the number of offices (whether vacant or not) of members of the council or committee, inclusive of the mover.*

- (1) *If a decision is made at a council or committee meeting, any decision to revoke or change the decision must be made by an absolute majority.*

- (2) *This regulation does not apply to the change of a decision unless the effect of the change would be that the decision would be revoked or would become substantially different.*

Section 6.45. of the Local Government Act 1995 requires Options for payment of rates or service charges as follows:

- (1) *A rate or service charge is ordinarily payable to a local government by a single payment but the person liable for the payment of a rate or service charge may elect to make that payment to a local government, subject to subsection (3), by —*
- a. *4 equal or nearly equal instalments; or*
 - b. *such other method of payment by instalments as is set forth in the local government's annual budget.*

- (2) *Where, during a financial year, a rate notice is given after a reassessment of rates under section 6.40 the person to whom the notice is given may pay the rate or service charge —*
 - a. *by a single payment; or*
 - b. *by such instalments as are remaining under subsection (1)(a) or (b) for the remainder of that financial year.*
- (3) *A local government may impose an additional charge (including an amount by way of interest) where payment of a rate or*

Section 6.50. of the Local Government Act 1995 requires rates or service charges due and payable as follows:

- (1) *Subject to —*
 - a. *subsections (2) and (3); and*
 - b. *any concession granted under section 6.47; and*
 - c. *the Rates and Charges (Rebates and Deferments) Act 1992, a rate or service charge becomes due and payable on such date as is determined by the local government.*
- (2) *The date determined by a local government under subsection (1) is not to be earlier than 35 days after the date noted on the rate notice as the date the rate notice was issued.*
- (3) *Where a person elects to pay a rate or service charge by instalments the second and each subsequent instalment does not become due and payable at intervals of less than 2 months.*

Regulation 64 of the Local Government (Financial Management) Regulations 1996 requires:

- (1) *The due date for payment of the first instalment is to be the date a rate or service charge is due and payable if the payment is to be by a single payment.*
- (2) *When adopting its annual budget the local government is to determine, in accordance with the Act, the due date for payment of instalments after the first instalment.*
- (3) *In respect of the 4 instalment option referred to in section 6.45(1)(a), if the local government does not determine the due date for payment of instalments after the first instalment in accordance with subregulation (2) the due date of each of those instalments is at intervals of 3 months from the due date of the first instalment.*

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

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
4.4	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

COUNCIL RESOLUTION

85/2025 Moved: Cr. Leach

Seconded: Cr. Weguelin

Seconded: Cr. Hickey

That Council:

1. Amends part of Resolution 73/2025, adopted at the Ordinary Council Meeting held on 15 July 2025, to update the due date for the second instalment of rates payments from 26 October 2025 to 29 October 2025, as follows:
Pursuant to Section 6.45 of the Local Government Act 1995 and Regulation 64(2) of the Local Government (Financial Management) Regulations 1996, Council nominates the following due dates for the payment of rates either in full or by instalments:
 - Full payment and 1st instalment due: 29 August 2025
 - 2nd quarterly instalment due: 29 October 2025
 - 3rd quarterly instalment due: 5 January 2026
 - 4th quarterly instalment due: 5 March 2026
2. Acknowledges that the 2025/2026 annual rates notices, issued from 25 July 2025, correctly reflected the compliant instalment due dates.
3. Confirms that all other parts of Resolution 73/2025 remain unchanged.

Carried by absolute majority 6/0

For: Cr. Hickey, Cr. Jacobs, Cr. Weguelin, Cr. Dickinson, Cr. Leach & Cr. Fare

Against: Nil

8.2.2 COUNCIL PLAN 2025-2035

Applicant:	Shire of Corrigin
Date:	12/08/2025
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	CM.0049
Attachment Ref:	Attachment 8.2.2 –Council Plan 2025-2035

SUMMARY

Council is asked to endorse the final Shire of Corrigin Council Plan for the period 2025-2035 following recent community consultation.

BACKGROUND

The Council Plan outlines the vision, outcomes and strategic priorities for the next ten years and includes priority projects based on community consultation for the next four years.

The development of the Council Plan was guided by community consultation facilitated by 150 Square Pty Ltd including surveys, postcards, community and Council workshops and meetings. A detailed review of existing strategies, plans and actions was undertaken as part of the consultation.

The Council Plan sets out the various roles the Shire of Corrigin plays in providing services, infrastructure and actions to support the community. A copy of the final Council Plan 2025-2035 is provided as Attachment 8.2.2.

The following resolution was passed at the Ordinary Council meeting on 15 July 2025:

That Council

- 1. Endorse the draft Shire of Corrigin Council Plan 2025-2035 as provided for in Attachment 8.2.4 in accordance with section 5.56 of the Local Government Act 1995 and regulation 19C and 19 DA of the Local Government (Administration) Regulations 1996.*
- 2. Request the CEO advertise the draft Council Plan for public comment and feedback to be provided to the August 2025 Council Meeting.*

The draft plan was advertised on notice boards at the Shire Administration Office, Community Resource Centre, Post Office, and two notice boards in Campbell Street, as well as the Shire of Corrigin website on 18 July 2025, on the Shire Facebook page on 22 July 2025, and in the August newsletter and local Windmill paper on 11 August 2025.

No comments were received from members of the public at the conclusion of the advertising period. Some minor amendments were made to the draft report to correct grammar, punctuation or formatting.

COMMENT

The Strategic Community Plan together with the Corporate Business Plan form the Council Plan, developed in accordance with Section 5.56 of the *Local Government (Administration) Regulations 1996*.

The Council Plan guides decision-making and resource allocation, aligning Council actions with community expectations. It informs the annual budget and reporting processes. Progress over future years will be measured through tracking achievements towards priority actions as contained within the Plan.

The CEO is required to give public notice on the adoption of the Strategic Community Plan and publish the plan on the Shire of Corrigin website in accordance with the *Local Government (Administration) Regulations 1996*.

STATUTORY ENVIRONMENT

Local Government Act 1995

s.5.56 Planning for the future

(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

Part 5 Annual reports and planning

Division 3 - Planning for the future:

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

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

19D Public notice of adoption of strategic community plan

POLICY IMPLICATIONS

6.1 Community Engagement Policy

FINANCIAL IMPLICATIONS

Achievement of actions will depend on available resources in 2025/26 and future budgets over the next four to ten years.

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, processes and implementation

VOTING REQUIREMENT

Absolute Majority

COUNCIL RESOLUTION

86/2025 Moved: Cr. Leach

Seconded: Cr. Dickinson

That Council:

1. *Adopt the Shire of Corrigin Council Plan 2025-2035 as provided for in Attachment 8.2.2 in accordance with section 5.56 of the Local Government Act 1995 and regulation 19C and 19DA of the Local Government (Administration) Regulations 1996.*
2. *Request the CEO give public notice on the adoption of the Shire of Corrigin Council Plan and publish the plan on the Shire of Corrigin website in accordance with the Local Government (Administration) Regulations 1996.*

Carried by absolute majority 6/0

For: Cr. Hickey, Cr. Jacobs, Cr. Weguelin, Cr. Dickinson, Cr. Leach & Cr. Fare

Against: Nil

UNCONFIRMED

8.2.3 WORKFORCE PLAN 2025-2029

Applicant:	Shire of Corrigin
Date:	12/08/2025
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	CM.0049, CM.0058
Attachment Ref:	Attachment 8.2.3 – Shire of Corrigin Workforce Plan 2025 - 2029

SUMMARY

The Shire of Corrigin Workforce Plan has been reviewed and is provided for Council consideration and adoption.

BACKGROUND

A review of the Workforce Plan was undertaken in July 2025 following the revision of the Council Plan 2025-2035.

The plan is one of a suite of documents that assists the shire to identify the important issues driving workforce activity, anticipate changes and implement strategies to support positive workforce development and strategic outcomes.

Workforce planning identifies the human resources and skills required to deliver on the medium to long-term strategic direction of the community, as outlined in the Council Plan. The Workforce Plan specifically identifies and develops strategies to ensure the resources employed by the shire are available in the right place, at the right time using the right skills.

COMMENT

Since the last Workforce Plan was adopted in 2021 there has been an increase in the number of young people working at the Shire of Corrigin. The average age of the workforce has come down from 46 to 41 years of age with an even distribution across the age ranges. The percentage of male and female employees has remained relatively stable with 50% male and 50% female.

The average length of service has remained stable following the recent retirement of some long serving employees. It has been pleasing to see the younger employees benefiting from the knowledge, experience and expertise of senior staff which is essential to delivering high quality services to the community.

To achieve its vision of strengthening our community now to grow and prosper into the future and meet the changing service demands of its community, the Shire of Corrigin requires a skilled, flexible and productive workforce. Management will focus on retaining the skills, and knowledge of experienced staff as well as training and upskilling new staff. No new positions are planned in the next four years.

The Workforce Plan outlines the plan to maximise employment opportunities for local residents by providing competitive salaries and incentives such health and wellbeing programs, training, professional development and skills enhancement programs. These incentives combined with flexible work arrangements aim to meet the needs of employees at the various stages of their careers and life and ensure that the Shire of Corrigin is seen as an employer of choice.

STATUTORY ENVIRONMENT

Local Government Act 1995, section 5.56

Local Government (Administration) Regulations 1996

POLICY IMPLICATIONS

2.7 Annual Budget Preparation

11.2 Road Hierarchy, Maintenance and Renewal Policy

FINANCIAL IMPLICATIONS

The overall employee costs of \$2,578,477 including salaries, allowances, oncosts and training for 2024/25 financial year was less than the projected expenditure of \$2,840,580.

The 2025/26 budget includes provision of \$3,066,120 for employee costs.

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
4.1	Succession planning for key leadership roles (Council and workforce)	4.1.1	Review, update and work towards the achievement of the Workforce Plan

VOTING REQUIREMENT

Simple Majority

COUNCIL RESOLUTION

87/2025 Moved: Cr. Weguelin

Seconded: Cr. Dickinson

That Council endorse the Shire of Corrigin Workforce Plan 2025-2029 as provided as Attachment 8.2.3 subject to minor amendment.

Carried 6/0

For: Cr. Hickey, Cr. Jacobs, Cr. Weguelin, Cr. Dickinson, Cr. Leach & Cr. Fare

Against: Nil

8.2.4 REPORT OF REVIEW – LOCAL PLANNING SCHEME NO. 2

Applicant:	Shire of Corrigin
Date:	29/07/2025
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	GR.0022
Attachment Ref:	Attachment 8.2.4 - Report of Review

SUMMARY

Council is asked to endorse the Report of Review of the Shire of Corrigin Local Planning Scheme No. 2, prepared in accordance with the *Planning and Development (Local Planning Schemes) Regulations 2015* by the Department of Planning, Lands and Heritage (DPLH).

BACKGROUND

Under *Regulation 65 of the Planning and Development (Local Planning Schemes) Regulations 2015*, local governments are required to review their Local Planning Scheme every five (5) years.

The purpose of the review is to determine whether the scheme:

- Is satisfactory in its existing form;
- Requires amendment; or
- Should be repealed and replaced with a new scheme.

The Report of Review represents the first formal step in reviewing the Shire of Corrigin local planning framework in accordance with *Regulation 65 of the Planning and Development (Local Planning Schemes) Regulations 2015*.

The Department of Planning, Lands and Heritage has completed a Report of Review on behalf of the Shire of Corrigin for Local Planning Scheme No. 2. The Report assesses how well the current Scheme is functioning, its relevance, and how it aligns with State planning frameworks.

The report recommends that a new Local Planning Strategy be prepared, with the potential for a future omnibus amendment to the existing scheme or preparation of a new replacement scheme. Council endorsement of this Report of Review is the first formal step in initiating any future amendment or replacement of the scheme. The Report of Review is also a critical first step in aligning with the Shire of Kondinin, Shire of Kulin and Shire of Narembeen for the collaborative development of a joint Roe Regional Organisation of Councils (Roe ROC) Local Planning Strategy.

The development of a Roe ROC Local Planning Strategy will ensure consistency, efficiency, and alignment with broader regional planning priorities across the four neighbouring shires.

COMMENT

Representatives from DPLH provided a briefing to Council on 29 July 2025 to explain the Report of Review and Local Planning Strategy.

The Report of Review provides a detailed analysis of the existing Local Planning Scheme and considers:

- Alignment with the Local Planning Strategy which identifies that the Shire of Corrigin does not have a Local Planning Strategy;
- Consistency with State Planning Policies;
- Anticipated population growth and changes to land use and development trends; and
- Legislative and procedural updates.

The review finds that while Local Planning Scheme No. 2 continues to function in several key areas, it requires further refinement and alignment with contemporary planning requirements. The scheme currently lacks flexibility in some zones and has definitions and provisions that may no longer reflect best practice or local development trends.

Progression of the Local Planning Strategy is identified as the immediate next step. This Strategy will inform future land use and development priorities and underpin any subsequent amendments or reviews of the Local Planning Scheme. It will also determine whether the Scheme should be amended via an omnibus amendment or replaced entirely with a new scheme.

In late 2024, the Shire of Kulin initiated discussions with the Department of Planning, Lands and Heritage (DPLH) regarding assistance in progressing a Local Planning Strategy. Around the same time, the neighbouring Shires of Kondinin, Corrigin, and Narembeen made similar requests. As a result, DPLH agreed to assist all four Roe ROC member local governments in a coordinated approach toward preparing a joint Local Planning Strategy.

This regional approach provides a unique opportunity to align planning objectives across member Councils, improve consistency in planning frameworks, and more efficiently address shared issues and development trends within the region. It is also more cost effective for all participating Shires given the cost to prepare individual Local Planning Strategies is significant.

DPLH will lead the strategy development process, supported by planning consultant Joe Douglas of Exurban Rural and Regional Planning, who will assist the Shire of Corrigin in collaboration with other Roe ROC member Shires—with tailored workshops, reporting, and advocacy. This will ensure that local priorities and policy directions are adequately reflected in the broader strategy.

Endorsing the Report of Review does not preclude Council from pursuing individual amendments to its Local Planning Scheme in the short term. Rather, it enables the Shire to position itself strategically within the broader regional framework, while ensuring compliance with statutory planning obligations and positioning itself for improved development outcomes over the medium to long term.

STATUTORY ENVIRONMENT

Planning and Development Act 2005

Planning and Development (Local Planning Schemes) Regulations 2015

POLICY IMPLICATIONS

NIL

FINANCIAL IMPLICATIONS

There are no immediate financial implications from endorsing the Report of Review. Future work to prepare or amend the scheme may require budget allocation. While the DPLH team will prepare the new Local Planning Strategy, the Shire will need to fund staff time to review drafts and complete the required processes for final adoption and endorsement by the WA Planning Commission.

COMMUNITY AND STRATEGIC OBJECTIVES

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

Objective: Economic

A Strong, Diverse Economy Supporting Agriculture, Local Business and Attracting New Industry

Strategic Community Plan		Corporate Business Plan	
Outcome	Strategies	Action No.	Actions
2.3	Active engagement, participation and planning in regional groups.	2.3.1	In collaboration with neighbouring local governments attract external funding for significant infrastructure and service priorities that meet resident and business needs.

VOTING REQUIREMENT

Simple Majority

COUNCIL RESOLUTION

88/2025 Moved: Cr. Jacobs

Seconded: Cr. Leach

That Council:

1. Pursuant to Regulation 66(1)(b) and (c) of the Planning and Development (Local Planning Schemes) Regulations 2015, approve the Report of Review prepared by the Department of Planning, Lands and Heritage for the Shire of Corrigin Local Planning Scheme No. 2 (Attachment 8.2.4), and forward a copy of the Report to the Western Australian Planning Commission.
2. Pursuant to Regulation 66(3)(a), (b), and (c) of the Planning and Development (Local Planning Schemes) Regulations 2015, recommend to the Western Australian Planning Commission that the Shire:
 - a) Prepare its first Local Planning Strategy as part of a joint Local Planning Strategy with fellow Roe ROC member Shires of Kondinin, Kulin and Narembeen, setting out the long-term planning directions for the local governments, applying any relevant State or regional planning policy, and providing rationale for any zoning or classification of land under the local planning schemes;
 - b) Amend Local Planning Scheme No. 2 via an omnibus amendment to incorporate recommendations of the new joint Local Planning Strategy and align the Scheme with the Model Scheme Text and the Deemed Provisions contained in the Planning and Development (Local Planning Schemes) Regulations 2015; and
 - c) Assess any structure plans to determine whether they are satisfactory, require amendment, or should have approval revoked.
3. As part of preparing the new joint Local Planning Strategy and amending Local Planning Scheme No. 2, undertake a review of existing local planning policies to determine:
 - a) Which policies are satisfactory;
 - b) Which policies should be amended or revoked; and
 - c) Whether any new local planning policies are required.

Carried 6/0

For: Cr. Hickey, Cr. Jacobs, Cr. Weguelin, Cr. Dickinson, Cr. Leach & Cr. Fare

Against: Nil

8.2.5 WALGA AGM VOTING DELEGATES

Applicant:	Shire of Corrigin
Date:	28/07/2025
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	GR.0022
Attachment Ref:	NIL

SUMMARY

Council is asked to confirm delegates for the WA Local Government Association (WALGA) Annual General Meeting (AGM) to be held on Tuesday 23 September 2025 at the Perth Convention and Exhibition Centre.

BACKGROUND

The WALGA AGM is to be held at the WA Local Government Convention at the Perth Convention and Exhibition Centre on Tuesday 23 September 2025 at 2.15pm.

All member local governments are entitled to be represented by two voting delegates. Only registered delegates are permitted to exercise voting entitlements on behalf of Council.

The meeting will address issues of interest to all local governments including policy issues, constitutional amendments and key focus areas for the Association.

COMMENT

WALGA permits local governments to nominate two voting delegates and two proxies.

In previous years the voting delegates for the Shire of Corrigin have been the President and Deputy President.

STATUTORY ENVIRONMENT

Local Government Act 1995 s.9.58.

POLICY IMPLICATIONS

Policy 8.5 Elected Members Training, Professional Development, and Expenses Policy

FINANCIAL IMPLICATIONS

The cost of elected members attending the WA Local Government Convention is included in the 2025/26 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
4.3	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

COUNCIL RESOLUTION

89/2025 Moved: Cr. Leach

Seconded: Cr. Dickinson

That Council appoints Cr Jacobs and Cr Leach as the Shire of Corrigin voting delegates, and Cr Dickinson and Cr Fare as proxy voting delegates for the 2025 WALGA Annual General Meeting.

Carried 6/0

For: Cr. Hickey, Cr. Jacobs, Cr. Weguelin, Cr. Dickinson, Cr. Leach & Cr. Fare

Against: Nil

8.2.6 TENDER OVAL RETICULATION UPGRADE

Applicant:	Shire of Corrigin
Date:	14/08/2025
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	FM.0419
Attachment Ref:	Attachment 8.2.6 - Confidential Tender Evaluation Report provided under separate cover

SUMMARY

Council is asked to consider the submissions received in relation to Request for Tender (RFT) 01-2025, Corrigin Oval Reticulation Upgrade.

BACKGROUND

The Leading Hand Parks, Gardens and Town Maintenance, Mr Paddy Caley addressed the Council at the budget workshop May 2024 to outline the deficiencies of the existing oval reticulation.

The reticulation system was installed in September 1999 with funding from the Department Sport and Recreation Community Sport and Recreation Facilities Funding of \$100,000. The current system is over 20 years old, is inefficient and has reached the end of its useful life.

In 2024 an audit of the current reticulation system was undertaken to produce a concept design and cost estimate to upgrade the reticulation to modernise and address ongoing issues due to wear, tear, and age.

At the Ordinary Council meeting in September 2024 Council endorsed an application to the Department of Local Government, Sport and Cultural Industries for Community Sporting and Recreation Facilities Fund (CSRFF) Forward Planning grant to install a new irrigation system for the Corrigin town oval. The Shire of Corrigin was notified in January 2025 that the CSRFF grant application was unsuccessful.

Council included the upgrade the Corrigin Oval Reticulation in the Annual Budget Part A 2025/26 (Council Res 72/2025). at the Ordinary Council Meeting on 15 July 2025.

As the budgeted value of the work required to be completed by external contractors exceeded the \$250,000 expenditure threshold it was necessary to call for tenders. The Shire of Corrigin called tenders for qualified and competent contractor to install a new irrigation system at the Corrigin Oval including football, cricket and hockey ovals with additional oval space, dog exercise area and surrounding areas.

Various industry experts, local sporting clubs and other local governments were consulted to assist with the development of the tender specifications. The indicative design is based on a more sustainable, efficient and water wise irrigation system.

The tender specifications included detailed plans and drawings of the proposed layout for the installation of a new irrigation system and mainline from the oval to the pump house located on Boyd Street, Corrigin.



The Request for Tender 01-2025 was advertised in the West Australian newspaper on 19 and 23 July 2025, on Corrigin Community Notice Boards, Shire of Corrigin Facebook Page and Website on 18 July, and the Windmill Community Newspaper on 28 July 2025.

COMMENT

The Request for Tender 1-2025 was open for a four week period commencing on 18 July 2025 and closing on 14 August 2025.

Five companies registered and attended a site visit or asked questions regarding the tender. All information was shared with each company on the tender register for fairness and equity.

The tender responses were evaluated by a panel comprising the Chief Executive Officer, Natalie Manton, Manager of Works and Services, Terry Barron, Deputy CEO, Myra Henry and Leading Hand Parks, Gardens and Town Maintenance, Paddy Caley against the following weighted criteria

Criteria	Weighting
Tendered Price	40%
Relevant Company and Contractor Skills and Experience	20%
Methodology and Approach	20%
Availability/ Timeliness	10%
Regional Price Preference	10%

All submissions were professional, detailed and addressed the selection criteria.

A confidential tender report providing details of the combined assessment of tenders against the evaluation criteria and tender prices is provided under separate cover.

Based on the combined evaluation scores the tender from Company ___ was deemed to represent the best value for money based on the following:

- Providing a price within the budget allocation.
- Providing the most recent experience of works with a similar scope.
- Providing details of the qualifications and experience of all relevant staff and sub-contractors.
- Outlining of plant and equipment, contingency measures and safety record as well as a list of current work commitments with deadlines of completion dates.

The design of the reticulation upgrade met the specifications outlined in the brief with some clarification and minor variations required before the design is finalised. The sporting clubs will be consulted prior to commencement of any on ground works.

STATUTORY ENVIRONMENT

Local Government Act 1995 section 3.57 – Tenders for providing goods or services

- (1) *A local government is required to invite tenders before it enters into a contract of a prescribed kind under which another person is to supply goods or services.*
- (2) *Regulations may make provision about tenders.*

Local Government (Functions and General) Regulations 1996 section 3.57 Part 4 – Provisions of Goods and Services, Division 2 – Tenders for Providing Goods and Services.

Local Government (Functions and General) Regulations 1996:

- r.11 When tenders have to be publicly invited*
- r.13 Requirements when local government invites tenders though not required to do so*
- r.14 Publicly inviting tenders, requirements for*
- r.18 Rejecting and accepting tenders*
- r.20 Variation of requirements before entry into contract*
- r.21A Varying a contract for the supply of goods or services*

The CEO has delegated authority from Council to invite, evaluate, seek clarification or decline any tender with the following conditions:

- a. Sole supplier arrangements may only be approved where a record is retained that evidences:*
 - i. A detailed specification;*
 - ii. The outcomes of market testing of the specification;*
 - iii. The reasons why market testing has not met the requirements of the specification; and*
 - iv. Rationale for why the supply is unique and cannot be sourced through other suppliers;*
- b. Tenders may only be called where there is an adopted budget for the proposed goods or services, with the exception being in the period immediately prior to the adoption of a new Annual Budget and where the:*
 - proposed goods or services are required to fulfil a routine contract related to the day to day operations of the Local Government,*
 - current supply contract expiry is imminent,*
 - value of the proposed new contract has been included in the draft Annual Budget proposed for adoption, and*
 - The tender specification includes a provision that the tender will only be awarded subject to the budget adoption by the Council.*

- c. *In accordance with s.5.43, tenders may only be accepted and panels of pre-qualified suppliers established, where the total consideration under the resulting contract is \$200,000 or less and the expense is included in the adopted Annual Budget.*
- d. *In accordance with the requirements of Shire of Corrigin Purchasing Policy as it relates to tendering.*

POLICY IMPLICATIONS

Policy 2.1 Purchasing Policy

Purchasing that exceeds \$250,000 in total value (excluding GST) must be put to public tender when it is determined that a regulatory tender exemption, as stated under 3.6 of this policy is not deemed to be suitable.

FINANCIAL IMPLICATIONS

The reticulation upgrade was included in the 2024/25 budget and was carried over to 2025/26 following advice that the CSRFF grant application was unsuccessful.

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
3.2	Parks, gardens, recreational and social spaces are safe and encourage active, engaged and healthy lifestyles.	3.2.1	Sport and Recreation facility and surface improvements are planned in a coordinated manner.
		3.2.2	Parks, nature reserves, and community spaces are provided to ensure they are green, tidy, accessible and activated.
3.3	We prepare and maintain our assets for current and future community	3.3.1	Shire assets and facilities support the delivery of services and meet community need.
3.6	Demonstrate sustainable practices of water management.	3.6.1	We implement Waterwise practices to minimise mains and ground water consumption.

Objective: 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

COUNCIL RESOLUTION

90/2025 Moved: Cr. Leach

Seconded: Cr. Dickinson

That Council:

1. *Accepts the Tender submitted by BD Water for the supply and installation of a new irrigation system as the most advantageous Tender to form a Contract.*
2. *Delegates the formation of the Contract to the Chief Executive Officer, subject to any variations (of a minor nature) prior to entry to Contract.*

Carried 6/0

For: Cr. Hickey, Cr. Jacobs, Cr. Weguelin, Cr. Dickinson, Cr. Leach & Cr. Fare

Against: Nil

8.2.7 FRAUD AND CORRUPTION POLICY UPDATE

Applicant:	Shire of Corrigin
Date:	13/08/2025
Reporting Officer:	Jarrad Filinski, Executive Support Officer
Disclosure of Interest:	NIL
File Ref:	CM.0059
Attachment Ref:	Attachment 8.2.7 – Fraud and Corruption Policy

SUMMARY

Council is requested to endorse the updated Fraud and Corruption Control Policy which outlines the Shire of Corrigin's commitment to a zero tolerance approach to fraud and corruption. The policy provides a comprehensive framework for prevention, detection, investigation, and response to fraud and corruption risks affecting the Shire.

BACKGROUND

During the recent interim audit, it was identified that the Shire's existing Fraud and Corruption Control Policy referenced the Australian Standard AS8001 – 2008, which has since been superseded by the 2021 edition. This highlighted the need to update the policy to align with current best practice standards.

The review has also addressed other minor improvements to strengthen the Shire's fraud and corruption risk management framework. The policy applies to all elected members, employees, contractors, volunteers, and members of the public involved with the Shire.

The updated policy clarifies definitions of fraud and corruption, roles and responsibilities, and outlines prevention, detection, and response mechanisms consistent with the latest Australian Standards and legislative requirements.

COMMENT

The updated policy ensures compliance with the most current Australian Standard AS8001 – 2021 Fraud and Corruption Control, reflecting modern risk management approaches and legislative expectations.

The amendments improve clarity, reinforce governance responsibilities, and support the Shire's commitment to an ethical, transparent, and accountable organisational culture.

The policy will be supported by training and communication to embed awareness and encourage timely reporting of suspected misconduct.

A copy of the updated Fraud and Corruption Control Policy is provided in Attachment 8.2.7.

STATUTORY ENVIRONMENT

Australian Standard AS8001 – 2021 Fraud and Corruption Control

POLICY IMPLICATIONS

3.7 Fraud and Corruption Control

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, processes and implementation

VOTING REQUIREMENT

Simple Majority

COUNCIL RESOLUTION

91/2025 Moved: Cr. Weguelin

Seconded: Cr. Fare

That Council adopts the amendments to Policy 3.7 – Fraud and Corruption Control as provided in attachment 8.2.7, to reflect current practices, audit recommendations, and alignment with the Australian Standards for Fraud and Corruption Control.

Carried 6/0

For: Cr. Hickey, Cr. Jacobs, Cr. Weguelin, Cr. Dickinson, Cr. Leach & Cr. Fare

Against: Nil

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

The President attended the WALGA Local Government Honours Awards night, where he was privileged to receive the Eminent Service Award.

11 COUNCILLORS' QUESTIONS, REPORTS AND INFORMATION ITEMS

Cr Jacobs congratulated the President on receiving the Eminent Service Award on behalf of Council, staff, and the Corrigin community.

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 16 September 2025 at 6pm.

16 MEETING CLOSURE

The President Cr. D Hickey closed the meeting at 6:31pm.

SCHEDULE OF ACCOUNTS PAID FOR THE MONTH OF AUGUST 2025

MUNICIPAL ACCOUNT

EFT PAYMENTS

EFT #	DATE	NAME	DESCRIPTION	AMOUNT
EFT21619	07/08/2025	BAIRSTOW, RACHEL	STAFF REIMBURSEMENT	\$ 175.00
EFT21620	07/08/2025	BROOKE EMILY FILINSKI	STAFF REIMBURSEMENT	\$ 64.00
EFT21621	07/08/2025	PARKER, TANYA TRACEY	STAFF REIMBURSEMENT	\$ 60.00
EFT21622	07/08/2025	CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS	\$ 66.71
EFT21623	07/08/2025	SALARY PACKAGING AUSTRALIA	SALARY PACKAGING PAYROLL DEDUCTION	\$ 409.63
EFT21624	08/08/2025	HAULMORE TRAILER SALES PTY LTD	NEW TRI AXLE LOW LOADER TRAILER	\$ 189,693.00
EFT21625	13/08/2025	WATER CORPORATION OF WA	2025/2026 TRADE WASTE PERMIT FOR CARAVAN PARK	\$ 258.62
EFT21626	13/08/2025	A TEAM PRINTING PTY LTD	PRINTING OF 2025-2027 CORRIGIN PHONEBOOKS	\$ 2,206.60
EFT21627	13/08/2025	AUSTRALIA POST	STATIONERY AND POSTAGE CHARGES FOR JULY 2025	\$ 1,279.43
EFT21628	13/08/2025	AUSTRALIAN INSTITUTE OF MANAGEMENT WA HRD LTD	EFFECTIVE COMMUNICATION TRAINING - STAFF REGISTRATION	\$ 1,672.00
EFT21629	13/08/2025	BOC LIMITED	CONTAINER SERVICE FEE FOR SWIMMING POOL - MEDICAL OXYGEN	\$ 14.26
EFT21630	13/08/2025	BEST OFFICE SYSTEMS	PRINTING CHARGES - ADMIN OFFICE, RESOURCE CENTRE, WORKS DEPOT	\$ 761.34
EFT21631	13/08/2025	BROWNLEY'S PLUMBING & GAS	PLUMBING SERVICES - 3 JANES DRIVE	\$ 484.00
EFT21632	13/08/2025	CJS AGRI-MECHANICS	PLANT REPAIRS - LOADER, ROLLER, GRADER	\$ 10,916.65
EFT21633	13/08/2025	CTI LOGISTICS	FREIGHT CHARGES	\$ 63.38
EFT21634	13/08/2025	COMITO, STEVEN JOSEPH	STAFF REIMBURSEMENT	\$ 60.00
EFT21635	13/08/2025	CORRIGIN HARDWARE	HARDWARE SUPPLIES FOR JULY 2025	\$ 3,190.20
EFT21636	13/08/2025	COUSINS FARMING CO	CUSTOMER REFUND	\$ 4,033.35
EFT21637	13/08/2025	DAISY POOL COVERS	FINAL PAYMENT - SWIMMING POOL COVERS	\$ 17,880.00
EFT21638	13/08/2025	DEPT OF CREATIVE INDUSTRIES, TOURISM AND SPORT	BILBARIN HALL PLAN IMAGES AND COMMITTEE INFORMATION	\$ 276.25
EFT21639	13/08/2025	EUROFINS ARL PTY LTD	ASBESTOS ANALYSIS ON BULK SAMPLES	\$ 104.50
EFT21640	13/08/2025	FIRST HEALTH SERVICES	MEDICAL SUPPORT SERVICE FEE FOR AUGUST 2025	\$ 14,497.79
EFT21641	13/08/2025	HIND'S GROUP - HIND'S TRANSPORT SERVICES	12 CUBIC METRES OF WASHED WHITE SAND	\$ 2,524.50
EFT21642	13/08/2025	JR & KK BAKER	CUSTOMER REFUND	\$ 10,048.45
EFT21643	13/08/2025	LGISWA	LGIS EMPLOYEE ASSISTANCE PROGRAM SUBSCRIPTION - JULY 2025 TO DECEMBER 2025	\$ 2,454.10
EFT21644	13/08/2025	MARKETFORCE - OMNICOM MEDIA	ADVERTISING - DISPOSAL OF PROPERTY, REQUEST FOR TENDER	\$ 1,613.72
EFT21645	13/08/2025	QUEST INNALOO	ACCOMMODATION FOR STAFF TRAINING	\$ 1,010.00
EFT21646	13/08/2025	READY TECH USER GROUP WA INC	2025/2026 READYTECH USER GROUP WA MEMBERSHIP	\$ 847.00
EFT21647	13/08/2025	SCAVENGER FIRE & SAFETY	PLANT REPAIRS - CREC FIRE HYDRANT PUMP SHED	\$ 5,494.50
EFT21648	13/08/2025	SUPAGAS PTY LIMITED	CREC BULK GAS, RESIDENTIAL CONTAINER SERVICE CHARGES	\$ 3,533.01
EFT21649	13/08/2025	TEAM GLOBAL EXPRESS - TOLL GLOBAL	FREIGHT CHARGES	\$ 40.14
EFT21650	13/08/2025	TELSTRA LIMITED	PHONE AND INTERNET CHARGES	\$ 885.09
EFT21651	13/08/2025	THE BUTCHERS BLOCK	REFRESHMENTS AND CATERING SUPPLIES	\$ 103.46

SCHEDULE OF ACCOUNTS PAID FOR THE MONTH OF AUGUST 2025

EFT21652	13/08/2025	WA CONTRACT RANGER SERVICES	RANGER SERVICES - ANIMAL CONTROL	\$	952.88
EFT21653	13/08/2025	WA LOCAL GOVERNMENT ASSOCIATION (WALGA)	2025/2026 WALGA ASSOCIATION SUBSCRIPTIONS	\$	23,002.73
EFT21654	13/08/2025	WALLIS COMPUTER SOLUTIONS	CONSULTANCY SERVICE - IT SUPPORT	\$	214.50
EFT21655	13/08/2025	WARREN KENNY CARPENTRY SERVICES	SUPPLY AND INSTALL REPLACEMENT ROLLER DOOR AT CONTAINERS FOR CHANGE SHED	\$	4,598.00
EFT21656	13/08/2025	WILSONS SIGN SOLUTIONS	COUNCILLOR HONOUR BOARD UPDATE	\$	66.00
EFT21657	13/08/2025	WINC AUSTRALIA PTY LTD	STATIONERY SUPPLIES FOR SWIMMING POOL	\$	94.58
EFT21658	21/08/2025	ABCO PRODUCTS PTY LTD	PAYMENT CANCELLED - PAYMENT PROCESSING ERROR	\$	-
EFT21659	21/08/2025	ARROW BRONZE	PAYMENT CANCELLED - PAYMENT PROCESSING ERROR	\$	-
EFT21660	21/08/2025	AVON WASTE	PAYMENT CANCELLED - PAYMENT PROCESSING ERROR	\$	-
EFT21661	21/08/2025	BORAL CONSTRUCTION MATERIALS GROUP LTD	PAYMENT CANCELLED - PAYMENT PROCESSING ERROR	\$	-
EFT21662	21/08/2025	BROWNLEY'S PLUMBING & GAS	PAYMENT CANCELLED - PAYMENT PROCESSING ERROR	\$	-
EFT21663	21/08/2025	BUSSELTON ADVANCED DRIVER TRAINING	PAYMENT CANCELLED - PAYMENT PROCESSING ERROR	\$	-
EFT21664	21/08/2025	CEMETERIES & CREMATORIA ASSOCIATION OF WA INC	PAYMENT CANCELLED - PAYMENT PROCESSING ERROR	\$	-
EFT21665	21/08/2025	CONNELLY IMAGES	PAYMENT CANCELLED - PAYMENT PROCESSING ERROR	\$	-
EFT21666	21/08/2025	CORRIGIN HISTORICAL SOCIETY (INC)	PAYMENT CANCELLED - PAYMENT PROCESSING ERROR	\$	-
EFT21667	21/08/2025	CORRIGIN NEWSAGENCY	PAYMENT CANCELLED - PAYMENT PROCESSING ERROR	\$	-
EFT21668	21/08/2025	CORRIGIN OFFICE SUPPLIES	PAYMENT CANCELLED - PAYMENT PROCESSING ERROR	\$	-
EFT21669	21/08/2025	CORRIGIN ROADHOUSE	PAYMENT CANCELLED - PAYMENT PROCESSING ERROR	\$	-
EFT21670	21/08/2025	CORRIGIN TYREPOWER	PAYMENT CANCELLED - PAYMENT PROCESSING ERROR	\$	-
EFT21671	21/08/2025	CORSIGN WA PTY LTD	PAYMENT CANCELLED - PAYMENT PROCESSING ERROR	\$	-
EFT21672	21/08/2025	CUBALLING WINDSCREENS	PAYMENT CANCELLED - PAYMENT PROCESSING ERROR	\$	-
EFT21673	21/08/2025	EXURBAN PTY LTD	PAYMENT CANCELLED - PAYMENT PROCESSING ERROR	\$	-
EFT21674	21/08/2025	CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS	\$	67.77
EFT21675	21/08/2025	CORRIGIN SHIRE WORKERS SOCIAL CLUB	PAYROLL DEDUCTIONS	\$	65.00
EFT21676	21/08/2025	SALARY PACKAGING AUSTRALIA	SALARY PACKAGING PAYROLL DEDUCTION	\$	409.63
EFT21677	28/08/2025	ABCO PRODUCTS PTY LTD	PAYMENT CANCELLED - PAYMENT PROCESSING ERROR	\$	-
EFT21678	28/08/2025	ARROW BRONZE	PAYMENT CANCELLED - PAYMENT PROCESSING ERROR	\$	-
EFT21679	28/08/2025	AVON WASTE	PAYMENT CANCELLED - PAYMENT PROCESSING ERROR	\$	-
EFT21680	28/08/2025	BORAL CONSTRUCTION MATERIALS GROUP LTD	PAYMENT CANCELLED - PAYMENT PROCESSING ERROR	\$	-
EFT21681	28/08/2025	BROWNLEY'S PLUMBING & GAS	PAYMENT CANCELLED - PAYMENT PROCESSING ERROR	\$	-
EFT21682	28/08/2025	BUSSELTON ADVANCED DRIVER TRAINING	PAYMENT CANCELLED - PAYMENT PROCESSING ERROR	\$	-
EFT21683	28/08/2025	CEMETERIES & CREMATORIA ASSOCIATION OF WA INC	PAYMENT CANCELLED - PAYMENT PROCESSING ERROR	\$	-
EFT21684	28/08/2025	CONNELLY IMAGES	PAYMENT CANCELLED - PAYMENT PROCESSING ERROR	\$	-
EFT21685	28/08/2025	CORRIGIN HISTORICAL SOCIETY (INC)	PAYMENT CANCELLED - PAYMENT PROCESSING ERROR	\$	-
EFT21686	28/08/2025	CORRIGIN NEWSAGENCY	PAYMENT CANCELLED - PAYMENT PROCESSING ERROR	\$	-
EFT21687	28/08/2025	CORRIGIN OFFICE SUPPLIES	PAYMENT CANCELLED - PAYMENT PROCESSING ERROR	\$	-
EFT21688	28/08/2025	CORRIGIN ROADHOUSE	PAYMENT CANCELLED - PAYMENT PROCESSING ERROR	\$	-

SCHEDULE OF ACCOUNTS PAID FOR THE MONTH OF AUGUST 2025

EFT21689	28/08/2025	CORRIGIN TYREPOWER	PAYMENT CANCELLED - PAYMENT PROCESSING ERROR	\$	-
EFT21690	28/08/2025	CORSIGN WA PTY LTD	PAYMENT CANCELLED - PAYMENT PROCESSING ERROR	\$	-
EFT21691	28/08/2025	CUBALLING WINDSCREENS	PAYMENT CANCELLED - PAYMENT PROCESSING ERROR	\$	-
EFT21692	28/08/2025	EXURBAN PTY LTD	PAYMENT CANCELLED - PAYMENT PROCESSING ERROR	\$	-
EFT21693	28/08/2025	ARROW BRONZE	PAYMENT CANCELLED - PAYMENT PROCESSING ERROR	\$	-
EFT21694	28/08/2025	AVON WASTE	PAYMENT CANCELLED - PAYMENT PROCESSING ERROR	\$	-
EFT21695	28/08/2025	BORAL CONSTRUCTION MATERIALS GROUP LTD	PAYMENT CANCELLED - PAYMENT PROCESSING ERROR	\$	-
EFT21696	28/08/2025	BROWNLEY'S PLUMBING & GAS	PAYMENT CANCELLED - PAYMENT PROCESSING ERROR	\$	-
EFT21697	28/08/2025	BUSSELTON ADVANCED DRIVER TRAINING	PAYMENT CANCELLED - PAYMENT PROCESSING ERROR	\$	-
EFT21698	28/08/2025	CEMETERIES & CREMATORIA ASSOCIATION OF WA INC	PAYMENT CANCELLED - PAYMENT PROCESSING ERROR	\$	-
EFT21699	28/08/2025	CONNELLY IMAGES	PAYMENT CANCELLED - PAYMENT PROCESSING ERROR	\$	-
EFT21700	28/08/2025	CORRIGIN HISTORICAL SOCIETY (INC)	PAYMENT CANCELLED - PAYMENT PROCESSING ERROR	\$	-
EFT21701	28/08/2025	CORRIGIN NEWSAGENCY	PAYMENT CANCELLED - PAYMENT PROCESSING ERROR	\$	-
EFT21702	28/08/2025	CORRIGIN OFFICE SUPPLIES	PAYMENT CANCELLED - PAYMENT PROCESSING ERROR	\$	-
EFT21703	28/08/2025	CORRIGIN ROADHOUSE	PAYMENT CANCELLED - PAYMENT PROCESSING ERROR	\$	-
EFT21704	28/08/2025	CORRIGIN TYREPOWER	PAYMENT CANCELLED - PAYMENT PROCESSING ERROR	\$	-
EFT21705	28/08/2025	CORSIGN WA PTY LTD	PAYMENT CANCELLED - PAYMENT PROCESSING ERROR	\$	-
EFT21706	28/08/2025	CUBALLING WINDSCREENS	PAYMENT CANCELLED - PAYMENT PROCESSING ERROR	\$	-
EFT21707	28/08/2025	EXURBAN PTY LTD	PAYMENT CANCELLED - PAYMENT PROCESSING ERROR	\$	-
EFT21708	28/08/2025	ARROW BRONZE	PAYMENT CANCELLED - PAYMENT PROCESSING ERROR	\$	-
EFT21709	28/08/2025	AVON WASTE	PAYMENT CANCELLED - PAYMENT PROCESSING ERROR	\$	-
EFT21710	28/08/2025	BORAL CONSTRUCTION MATERIALS GROUP LTD	PAYMENT CANCELLED - PAYMENT PROCESSING ERROR	\$	-
EFT21711	28/08/2025	BROWNLEY'S PLUMBING & GAS	PAYMENT CANCELLED - PAYMENT PROCESSING ERROR	\$	-
EFT21712	28/08/2025	BUSSELTON ADVANCED DRIVER TRAINING	STAFF TRAINING AND ASSESSMENT - HR LICENCE	\$	1,995.00
EFT21713	28/08/2025	CEMETERIES & CREMATORIA ASSOCIATION OF WA INC	PAYMENT CANCELLED - PAYMENT PROCESSING ERROR	\$	-
EFT21714	28/08/2025	CONNELLY IMAGES	PAYMENT CANCELLED - PAYMENT PROCESSING ERROR	\$	-
EFT21715	28/08/2025	CORRIGIN HISTORICAL SOCIETY (INC)	PAYMENT CANCELLED - PAYMENT PROCESSING ERROR	\$	-
EFT21716	28/08/2025	CORRIGIN NEWSAGENCY	PAYMENT CANCELLED - PAYMENT PROCESSING ERROR	\$	-
EFT21717	28/08/2025	CORRIGIN OFFICE SUPPLIES	PAYMENT CANCELLED - PAYMENT PROCESSING ERROR	\$	-
EFT21718	28/08/2025	CORRIGIN ROADHOUSE	PAYMENT CANCELLED - PAYMENT PROCESSING ERROR	\$	-
EFT21719	28/08/2025	CORRIGIN TYREPOWER	PAYMENT CANCELLED - PAYMENT PROCESSING ERROR	\$	-
EFT21720	28/08/2025	CORSIGN WA PTY LTD	PAYMENT CANCELLED - PAYMENT PROCESSING ERROR	\$	-
EFT21721	28/08/2025	CUBALLING WINDSCREENS	PAYMENT CANCELLED - PAYMENT PROCESSING ERROR	\$	-
EFT21722	28/08/2025	EXURBAN PTY LTD	PAYMENT CANCELLED - PAYMENT PROCESSING ERROR	\$	-
TOTAL EFT PAYMENTS				\$	308,186.77

SCHEDULE OF ACCOUNTS PAID FOR THE MONTH OF AUGUST 2025

DIRECT DEBIT PAYMENTS

DD #	DATE	NAME	DESCRIPTION	AMOUNT
DD17810.1	04/08/2025	NATIONAL AUSTRALIA BANK	CREDIT CARD PAYMENT	\$ 1,974.14
DD17737.1	06/08/2025	SYNERGY	ELECTRICITY CHARGES	\$ 177.26
DD17751.1	06/08/2025	AWARE SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 10,298.82
DD17751.2	06/08/2025	HOSTPLUS SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	\$ 443.83
DD17751.3	06/08/2025	REST SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	\$ 756.14
DD17751.4	06/08/2025	CATHOLIC SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 1,566.32
DD17751.5	06/08/2025	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 1,735.14
DD17751.6	06/08/2025	AUSTRALIAN RETIREMENT TRUST	SUPERANNUATION CONTRIBUTIONS	\$ 587.36
DD17751.7	06/08/2025	TELSTRA SUPERANNUATION SCHEME	SUPERANNUATION CONTRIBUTIONS	\$ 294.99
DD17738.1	07/08/2025	SYNERGY	ELECTRICITY CHARGES	\$ 309.02
DD17739.1	11/08/2025	SYNERGY	ELECTRICITY CHARGES	\$ 1,209.26
DD17740.1	15/08/2025	SYNERGY	ELECTRICITY CHARGES	\$ 8,110.92
DD17784.1	20/08/2025	AWARE SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 10,213.81
DD17784.2	20/08/2025	HOSTPLUS SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	\$ 443.83
DD17784.3	20/08/2025	REST SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	\$ 540.74
DD17784.4	20/08/2025	CATHOLIC SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 1,566.32
DD17784.5	20/08/2025	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 1,967.68
DD17784.6	20/08/2025	AUSTRALIAN RETIREMENT TRUST	SUPERANNUATION CONTRIBUTIONS	\$ 132.96
DD17784.7	20/08/2025	TELSTRA SUPERANNUATION SCHEME	SUPERANNUATION CONTRIBUTIONS	\$ 294.99
DD17774.1	22/08/2025	WATER CORPORATION OF WA	WATER CHARGES	\$ 848.37
DD17787.1	22/08/2025	SYNERGY	ELECTRICITY CHARGES	\$ 4,411.26
DD17788.1	26/08/2025	SYNERGY	ELECTRICITY CHARGES	\$ 133.21
TOTAL DIRECT DEBIT PAYMENTS				\$ 48,016.37

EFT PAYROLL PAYMENTS

PPE #	DATE	NAME	DESCRIPTION	AMOUNT
PPE060825	07/08/2025	PAYROLL	FORTNIGHTLY PAYROLL PAYMENT TO EMPLOYEES	\$ 70,537.25
PPE200825	21/08/2025	PAYROLL	FORTNIGHTLY PAYROLL PAYMENT TO EMPLOYEES	\$ 71,131.79
TOTAL EFT PAYROLL PAYMENTS				\$ 141,669.04

MUNICIPAL ACCOUNT - TOTAL PAYMENTS \$ 497,872.18

SCHEDULE OF ACCOUNTS PAID FOR THE MONTH OF AUGUST 2025

TRUST ACCOUNT

EFT PAYMENTS

EFT #	DATE	NAME	DESCRIPTION	AMOUNT
EFT21617	07/08/2025	PUBLIC TRANSPORT AUTHORITY	TRANSWA TICKET SALES FOR JULY 2025	\$ 147.37
EFT21618	07/08/2025	SHIRE OF CORRIGIN - MUNICIPAL	TRANSWA TICKET COMMISSIONS FOR JULY 2025	\$ 32.08
TOTAL EFT PAYMENTS				\$ 179.45
TRUST ACCOUNT - TOTAL PAYMENTS				<u>\$ 179.45</u>

EDNA STEVENSON TRUST ACCOUNT

EFT PAYMENTS

EFT #	DATE	NAME	DESCRIPTION	AMOUNT
EFT21616	07/08/2025	KAILEY LOUISE COPPEN	2025 EDNA STEVENSON SCHOLARSHIP REIMBURSEMENT	\$ 1,897.80
TOTAL EFT PAYMENTS				\$ 1,897.80
EDNA STEVENSON TRUST ACCOUNT - TOTAL PAYMENTS				<u>\$ 1,897.80</u>

LICENSING TRUST ACCOUNT

DIRECT DEBIT PAYMENTS

DD #	DATE	NAME	DESCRIPTION	AMOUNT
DD17728.1	01/08/2025	DEPT OF TRANSPORT AND MAJOR INFRASTRUCTURE	DOT DIRECT DEBIT FOR LICENSING TRANSACTIONS	\$ 1,520.50
DD17730.1	04/08/2025	DEPT OF TRANSPORT AND MAJOR INFRASTRUCTURE	DOT DIRECT DEBIT FOR LICENSING TRANSACTIONS	\$ 1,011.25
DD17735.1	05/08/2025	DEPT OF TRANSPORT AND MAJOR INFRASTRUCTURE	DOT DIRECT DEBIT FOR LICENSING TRANSACTIONS	\$ 230.40
DD17745.1	06/08/2025	DEPT OF TRANSPORT AND MAJOR INFRASTRUCTURE	DOT DIRECT DEBIT FOR LICENSING TRANSACTIONS	\$ 8,777.40
DD17757.1	07/08/2025	DEPT OF TRANSPORT AND MAJOR INFRASTRUCTURE	DOT DIRECT DEBIT FOR LICENSING TRANSACTIONS	\$ 19.40
DD17759.1	08/08/2025	DEPT OF TRANSPORT AND MAJOR INFRASTRUCTURE	DOT DIRECT DEBIT FOR LICENSING TRANSACTIONS	\$ 1,139.45
DD17764.1	12/08/2025	DEPT OF TRANSPORT AND MAJOR INFRASTRUCTURE	DOT DIRECT DEBIT FOR LICENSING TRANSACTIONS	\$ 518.05
DD17770.1	13/08/2025	DEPT OF TRANSPORT AND MAJOR INFRASTRUCTURE	DOT DIRECT DEBIT FOR LICENSING TRANSACTIONS	\$ 9,137.20
DD17792.1	14/08/2025	DEPT OF TRANSPORT AND MAJOR INFRASTRUCTURE	DOT DIRECT DEBIT FOR LICENSING TRANSACTIONS	\$ 64.85
DD17796.1	18/08/2025	DEPT OF TRANSPORT AND MAJOR INFRASTRUCTURE	DOT DIRECT DEBIT FOR LICENSING TRANSACTIONS	\$ 2,810.00
DD17798.1	19/08/2025	DEPT OF TRANSPORT AND MAJOR INFRASTRUCTURE	DOT DIRECT DEBIT FOR LICENSING TRANSACTIONS	\$ 4,059.40
DD17800.1	20/08/2025	DEPT OF TRANSPORT AND MAJOR INFRASTRUCTURE	DOT DIRECT DEBIT FOR LICENSING TRANSACTIONS	\$ 2,656.50
DD17802.1	21/08/2025	DEPT OF TRANSPORT AND MAJOR INFRASTRUCTURE	DOT DIRECT DEBIT FOR LICENSING TRANSACTIONS	\$ 1,213.55
DD17804.1	22/08/2025	DEPT OF TRANSPORT AND MAJOR INFRASTRUCTURE	DOT DIRECT DEBIT FOR LICENSING TRANSACTIONS	\$ 1,006.05
DD17806.1	25/08/2025	DEPT OF TRANSPORT AND MAJOR INFRASTRUCTURE	DOT DIRECT DEBIT FOR LICENSING TRANSACTIONS	\$ 948.45
DD17808.1	26/08/2025	DEPT OF TRANSPORT AND MAJOR INFRASTRUCTURE	DOT DIRECT DEBIT FOR LICENSING TRANSACTIONS	\$ 1,671.95
DD17814.1	27/08/2025	DEPT OF TRANSPORT AND MAJOR INFRASTRUCTURE	DOT DIRECT DEBIT FOR LICENSING TRANSACTIONS	\$ 1,154.95

SCHEDULE OF ACCOUNTS PAID FOR THE MONTH OF AUGUST 2025

DD17837.1	28/08/2025	DEPT OF TRANSPORT AND MAJOR INFRASTRUCTURE	DOT DIRECT DEBIT FOR LICENSING TRANSACTIONS	\$	811.80
DD17838.1	29/08/2025	DEPT OF TRANSPORT AND MAJOR INFRASTRUCTURE	DOT DIRECT DEBIT FOR LICENSING TRANSACTIONS	\$	2,607.65
TOTAL DIRECT DEBIT PAYMENTS				\$	41,358.80
LICENSING TRUST ACCOUNT - TOTAL PAYMENTS				\$	41,358.80
TOTAL MUNICIPAL ACCOUNT PAYMENTS				\$	497,872.18
TOTAL TRUST ACCOUNT PAYMENTS				\$	179.45
TOTAL EDNA STEVENSON TRUST ACCOUNT PAYMENTS				\$	1,897.80
TOTAL LICENSING TRUST ACCOUNT PAYMENTS				\$	41,358.80
TOTAL OF ALL ACCOUNT PAYMENTS				\$	541,308.23

SCHEDULE OF ACCOUNTS PAID FOR THE MONTH OF AUGUST 2025

CREDIT CARD PURCHASES

DATE	NAME	DESCRIPTION	AMOUNT
30/06/2025	CORRIGIN POST OFFICE	FAREWELL GIFT FOR RETIRING STAFF MEMBER	\$ 185.95
30/06/2025	CORRIGIN ROADHOUSE	FUEL FOR DCEO VEHICLE	\$ 76.24
30/06/2025	CALTEX KARRAGULLEN	FUEL FOR DCEO VEHICLE	\$ 62.90
07/07/2025	LOCAL GOVERNMENT PROFESSIONALS AUST WA	2025/2026 CEO MEMBERSHIP RENEWAL	\$ 560.00
14/07/2025	WIX.COM LTD	2025/2026 COME EXPLORE CORRIGIN DOMAIN RENEWAL	\$ 52.69
21/07/2025	DEPT PRIMARY INDUSTRIES & REGIONAL DEVELOPMENT	REGISTRATION RENEWAL FOR CORRIGIN SALEYARDS	\$ 80.36
21/07/2025	LOCAL GOVERNMENT PROFESSIONALS AUST WA	2025/2026 DCEO MEMBERSHIP RENEWAL	\$ 560.00
29/07/2025	WIX.COM LTD	2025/2026 PREMIUM PLAN FOR COME EXPLORE CORRIGIN WEBSITE	\$ 396.00
TOTAL CREDIT CARD PURCHASES			<u>\$ 1,974.14</u>



MONTHLY FINANCIAL REPORT

**(Containing the required statement of financial activity and statement of financial position)
For the period ended 31 August 2025**

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

TABLE OF CONTENTS

Statement of financial activity	2
Statement of financial position	3
Note 1 Basis of preparation	4
Note 2 Net current assets information	5
Note 3 Explanation of variances	6

SHIRE OF CORRIGIN
STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2025

	Adopted Budget Estimates (a) \$	YTD Budget Estimates (b) \$	YTD Actual (c) \$	Variance* \$ (c) - (b) \$	Variance* % ((c) - (b))/(b) %	Var.
Note						
OPERATING ACTIVITIES						
Revenue from operating activities						
General rates	3,185,550	3,181,382	3,179,756	(1,626)	(0.05%)	
Rates excluding general rates	98,446	98,446	98,446	0	0.00%	
Grants, subsidies and contributions	1,543,011	571,192	604,049	32,857	5.75%	
Fees and charges	843,808	352,134	324,482	(27,652)	(7.85%)	
Interest revenue	283,990	16,958	10,641	(6,317)	(37.25%)	
Other revenue	261,461	20,758	136,474	115,716	557.45%	▲
Profit on asset disposals	218,867	0	0	0	0.00%	
	6,435,133	4,240,870	4,353,848	112,978	2.66%	
Expenditure from operating activities						
Employee costs	(3,045,931)	(507,438)	(414,122)	93,316	18.39%	▲
Materials and contracts	(2,500,851)	(413,248)	(259,083)	154,165	37.31%	▲
Utility charges	(374,880)	(62,410)	(28,106)	34,304	54.97%	▲
Depreciation	(4,714,278)	(785,616)	0	785,616	100.00%	▲
Finance costs	(51,087)	0	0	0	0.00%	
Insurance	(346,106)	(173,038)	(168,345)	4,693	2.71%	
Other expenditure	(216,439)	(6,414)	(41,699)	(35,285)	(550.12%)	▼
Loss on asset disposals	(235,609)	(4,936)	0	4,936	100.00%	
	(11,485,181)	(1,953,100)	(911,355)	1,041,745	53.34%	
Non cash amounts excluded from operating activities	2(c) 4,714,322	790,552	0	(790,552)	(100.00%)	▼
Amount attributable to operating activities	(335,726)	3,078,322	3,442,493	364,171	11.83%	
INVESTING ACTIVITIES						
Inflows from investing activities						
Proceeds from capital grants, subsidies and contributions	1,545,354	0	0	0	0.00%	
Proceeds from disposal of assets	547,000	0	0	0	0.00%	
Proceeds on disposal of financial assets at fair values through other comprehensive income	167,080	0	0	0	0.00%	
	2,259,434	0	0	0	0.00%	
Outflows from investing activities						
Acquisition of property, plant and equipment	(2,252,500)	(273,000)	(176,123)	96,877	35.49%	▲
Acquisition of infrastructure	(3,061,509)	0	0	0	0.00%	
	(5,314,009)	(273,000)	(176,123)	96,877	35.49%	
Non-cash amounts excluded from investing activities	2(d) (1,444)	0	0	0	0.00%	
Amount attributable to investing activities	(3,056,019)	(273,000)	(176,123)	96,877	35.49%	
FINANCING ACTIVITIES						
Inflows from financing activities						
Transfer from reserves	234,660	0	0	0	0.00%	
	234,660	0	0	0	0.00%	
Outflows from financing activities						
Repayment of borrowings	(103,465)	0	0	0	0.00%	
Transfer to reserves	(427,708)	0	0	0	0.00%	
	(531,173)	0	0	0	0.00%	
Amount attributable to financing activities	(296,513)	0	0	0	0.00%	
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)	3,078,322	3,442,493	364,171	11.83%	▲
Amount attributable to investing activities	(3,056,019)	(273,000)	(176,123)	96,877	35.49%	▲
Amount attributable to financing activities	(296,513)	0	0	0	0.00%	
Surplus or deficit after imposition of general rates	0	6,493,580	7,153,294	659,714	10.16%	▲

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 AUGUST 2025

	Actual 30 June 2025	Actual as at 31 August 2025
	\$	\$
CURRENT ASSETS		
Cash and cash equivalents	3,915,716	6,111,098
Trade and other receivables	194,271	1,140,169
Other financial assets	4,259,215	4,259,215
Inventories	167,803	152,579
Contract assets	297,762	297,182
Other assets	1,272	11,285
TOTAL CURRENT ASSETS	8,836,039	11,971,528
NON-CURRENT ASSETS		
Trade and other receivables	17,197	17,197
Other financial assets	79,620	79,620
Inventories	1,045,000	1,045,000
Property, plant and equipment	34,612,354	34,788,477
Infrastructure	171,720,420	171,720,420
TOTAL NON-CURRENT ASSETS	207,474,591	207,650,714
TOTAL ASSETS	216,310,630	219,622,242
CURRENT LIABILITIES		
Trade and other payables	319,963	208,330
Other liabilities	35,706	16,458
Borrowings	103,466	103,466
Employee related provisions	374,081	374,081
TOTAL CURRENT LIABILITIES	833,216	702,335
NON-CURRENT LIABILITIES		
Other liabilities	0	(2,756)
Borrowings	1,023,119	1,023,119
Employee related provisions	54,612	54,612
TOTAL NON-CURRENT LIABILITIES	1,077,731	1,074,975
TOTAL LIABILITIES	1,910,947	1,777,310
NET ASSETS	214,399,683	217,844,932
EQUITY		
Retained surplus	34,364,671	37,809,920
Reserve accounts	4,450,533	4,450,533
Revaluation surplus	175,584,479	175,584,479
TOTAL EQUITY	214,399,683	217,844,932

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 AUGUST 2025

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 13 August 2025

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 AUGUST 2025

2 NET CURRENT ASSETS INFORMATION

(a) Net current assets used in the Statement of Financial Activity

Note	Adopted Budget Opening 1 July 2025	Actual as at 30 June 2025	Actual as at 31 August 2025
	\$	\$	\$
Current assets			
Cash and cash equivalents	589,909	3,915,716	6,111,098
Trade and other receivables	68,435	194,271	1,140,169
Other financial assets	4,452,263	4,259,215	4,259,215
Inventories	77,240	167,803	152,579
Contract assets	0	297,762	297,182
Other assets	33,872	1,272	11,285
	5,221,719	8,836,039	11,971,528
Less: current liabilities			
Trade and other payables	(137,850)	(319,963)	(208,330)
Other liabilities	(36,154)	(35,706)	(16,458)
Borrowings		(103,466)	(103,466)
Employee related provisions	(345,400)	(374,081)	(374,081)
Other provisions	(57,292)	0	0
	(576,696)	(833,216)	(702,335)
Net current assets	4,645,023	8,002,823	11,269,193
Less: Total adjustments to net current assets	2(b) (4,645,023)	(4,115,899)	(4,115,899)
Closing funding surplus / (deficit)	0	3,886,924	7,153,294

(b) Current assets and liabilities excluded from budgeted deficiency

Adjustments to net current assets			
Less: Reserve accounts	(4,643,581)	(4,450,533)	(4,450,533)
Less: Current assets not expected to be received at end of year			
- Current financial assets at amortised cost - self supporting loans			
- Rates receivable	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	103,466
- 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)	(4,115,899)

Adopted Budget Estimates 30 June 2026	YTD Budget Estimates 31 August 2025	YTD Actual 31 August 2025
\$	\$	\$

(c) Non-cash amounts excluded from operating activities

Adjustments to operating activities			
Less: Profit on asset disposals	(218,867)	0	0
Add: Loss on asset disposals	235,609	4,936	0
Add: Depreciation	4,714,278	785,616	0
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	790,552	0

(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 AUGUST 2025

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			
Other revenue	115,716	557.45%	▲
This is a timing variance related to the sale of Granite Rise blocks.			
Expenditure from operating activities			
Employee costs	93,316	18.39%	▲
Employee costs are below the anticipated budget across all programs.			
Materials and contracts	154,165	37.31%	▲
This is a timing variance in expenditure on materials and contracts, as the budget has only just been adopted and quotes are still being called on various projects.			
Utility charges	34,304	54.97%	▲
Timing issues of various utility charges still to be invoiced and paid.			
Depreciation	785,616	100.00%	▲
Depreciation is yet to be processed and will be completed after the final audit.			
Other expenditure	(35,285)	(550.12%)	▼
Various subscriptions paid earlier than anticipated.			
Non cash amounts excluded from operating activities	(790,552)	(100.00%)	▼
Depreciation is yet to be processed and will be completed after the final audit.			
Outflows from investing activities			
Acquisition of property, plant and equipment	96,877	35.49%	▲
Low Loader arrived earlier than anticipated.			
Surplus or deficit after imposition of general rates	659,714	10.16%	▲
As described above			

SHIRE OF CORRIGIN
SUPPLEMENTARY INFORMATION

TABLE OF CONTENTS

1	Op Grants	1
2	Non Op Grants	6
3	Graph Info Budgets	11
4	Key information	16
5	Key information - graphical	17
6	Cash and financial assets	18
7	Reserve accounts	19
8	Capital acquisitions	20
9	Disposal of assets	22
10	Receivables	23
11	Other current assets	24
12	Payables	25
13	Borrowings	26
14	Other current liabilities	27
15	Grants and contributions	28
16	Capital grants and contributions	29
17	Trust fund	30

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 AUGUST 2025**

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	\$6.49 M	\$7.15 M	\$0.66 M

Refer to Statement of Financial Activity

Cash and cash equivalents		
	\$11.14 M	% of total
Unrestricted Cash	\$6.69 M	60.0%
Restricted Cash	\$4.45 M	40.0%

Refer to 3 - Cash and Financial Assets

Payables		
	\$0.21 M	% Outstanding
Trade Payables	\$0.13 M	
0 to 30 Days		91.3%
Over 30 Days		8.7%
Over 90 Days		0.0%

Refer to 9 - Payables

Receivables		
	\$0.16 M	% Collected
Rates Receivable	\$0.98 M	70.1%
Trade Receivable	\$0.16 M	% Outstanding
Over 30 Days		67.4%
Over 90 Days		0.7%

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)	\$3.08 M	\$3.44 M	\$0.36 M

Refer to Statement of Financial Activity

Rates Revenue		
YTD Actual	\$3.18 M	% Variance
YTD Budget	\$3.18 M	(0.1%)

Grants and Contributions		
YTD Actual	\$0.60 M	% Variance
YTD Budget	\$0.57 M	5.8%

Refer to 12 - Grants and Contributions

Fees and Charges		
YTD Actual	\$0.32 M	% Variance
YTD Budget	\$0.35 M	(7.9%)

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)	(\$0.27 M)	(\$0.18 M)	\$0.10 M

Refer to Statement of Financial Activity

Proceeds on sale		
YTD Actual	\$0.00 M	%
Adopted Budget	\$0.55 M	(100.0%)

Refer to 6 - Disposal of Assets

Asset Acquisition		
YTD Actual	\$0.00 M	% Spent
Adopted Budget	\$3.06 M	(100.0%)

Refer to 5 - Capital Acquisitions

Capital Grants		
YTD Actual	\$0.00 M	% Received
Adopted Budget	\$1.55 M	(100.0%)

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)	\$0.00 M	\$0.00 M	\$0.00 M

Refer to Statement of Financial Activity

Borrowings	
Principal repayments	\$0.00 M
Interest expense	\$0.00 M
Principal due	\$1.13 M

Refer to 10 - Borrowings

Reserves	
Reserves balance	\$4.45 M
Net Movement	\$0.00 M

Refer to 4 - Cash Reserves

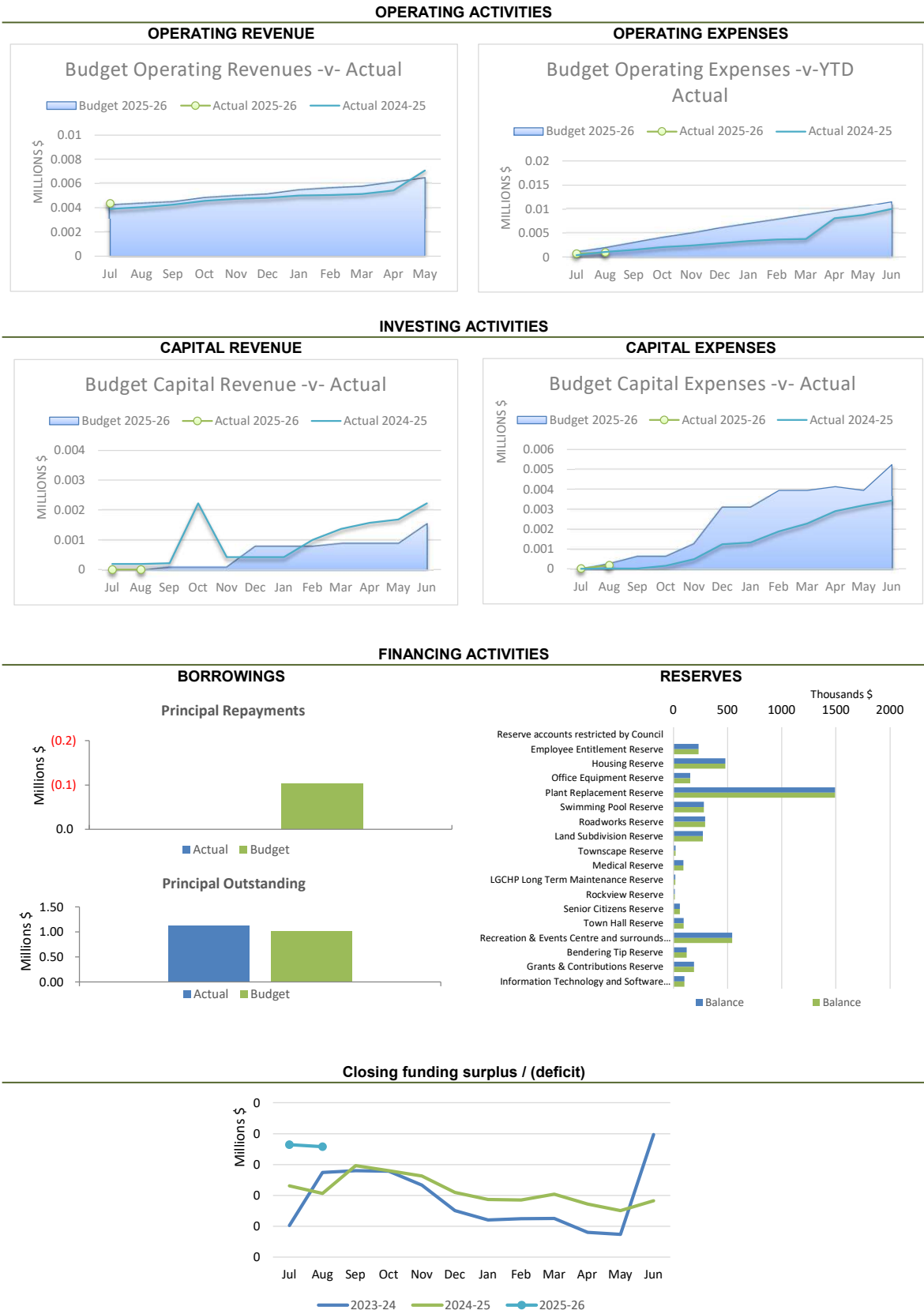
This information is to be read in conjunction with the accompanying Financial Statements and notes.

SHIRE OF CORRIGIN

SUPPLEMENTARY INFORMATION

FOR THE PERIOD ENDED 31 AUGUST 2025

2 KEY INFORMATION - GRAPHICAL



INVESTING ACTIVITIES

CAPITAL REVENUE

Budget Capital Revenue -v- Actual

CAPITAL EXPENSES

Budget Capital Expenses -v- Actual

FINANCING ACTIVITIES

BORROWINGS

Principal Repayments

Principal Outstanding

RESERVES

Reserve Account	Balance (Thousands \$)	Balance (Millions \$)
Reserve accounts restricted by Council	150	0.15
Employee Entitlement Reserve	100	0.10
Housing Reserve	400	0.40
Office Equipment Reserve	100	0.10
Plant Replacement Reserve	1500	1.50
Swimming Pool Reserve	100	0.10
Roadworks Reserve	100	0.10
Land Subdivision Reserve	100	0.10
Townscape Reserve	100	0.10
Medical Reserve	100	0.10
LGCHP Long Term Maintenance Reserve	100	0.10
Rockview Reserve	100	0.10
Senior Citizens Reserve	100	0.10
Town Hall Reserve	100	0.10
Recreation & Events Centre and surrounds...	500	0.50
Bendering Tip Reserve	100	0.10
Grants & Contributions Reserve	100	0.10
Information Technology and Software...	100	0.10

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 AUGUST 2025**

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	3,048,671		3,048,671		NAB	0.00%	At Call
Overnight Cash Deposit Facility	Cash and cash equivalents	33,474		33,474		WATC/NAB	4.05%	At Call
Reserves At Call Fund	Cash and cash equivalents	(0)	191,318	191,318		NAB	0.00%	At Call
Trust Fund	Cash and cash equivalents	0		0	111,137	NAB	0.00%	At Call
The Stevenson Trust	Cash and cash equivalents	0		0	60,214	NAB	0.55%	At Call
Police Licensing Trust Fund	Cash and cash equivalents	0		0	2,329	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	768,633		768,633	768,633	NAB	5.01%	06/2026
Total		6,688,413	4,450,533	11,138,946	942,313			
Comprising								
Cash and cash equivalents		5,919,780	191,318	6,111,098	173,680			
Financial assets at amortised cost - Term Deposits		768,633	4,259,215	5,027,848	768,633			
		6,688,413	4,450,533	11,138,946	942,313			

KEY INFORMATION

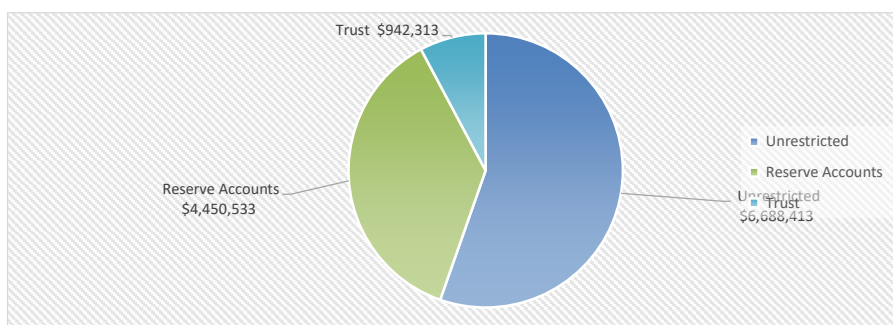
Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments with original maturities of three months or less that are readily convertible to known amounts of cash and which are subject to an insignificant risk of 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 AUGUST 2025

4 RESERVE ACCOUNTS

Reserve account name	Budget				Actual			
	Opening	Transfers	Transfers	Closing	Opening	Transfers	Transfers	Closing
	Balance	In (+)	Out (-)	Balance	Balance	In (+)	Out (-)	Balance
	\$	\$	\$	\$	\$	\$	\$	\$
Reserve accounts restricted by Council								
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	0	191,318
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	0	4,450,533

5 CAPITAL ACQUISITIONS

Capital acquisitions	Adopted		YTD Actual	YTD Variance
	Budget	YTD Budget		
	\$	\$	\$	\$
Buildings	370,000	0	3,600	3,600
Furniture and equipment	107,500	0	0	0
Plant and equipment	1,775,000	273,000	172,523	(100,477)
Acquisition of property, plant and equipment	2,252,500	273,000	176,123	(96,877)
Infrastructure - roads	2,279,009	0	0	0
Infrastructure - other	162,500	0	0	0
Infrastructure - parks and ovals	620,000	0	0	0
Acquisition of infrastructure	3,061,509	0	0	0
Total capital acquisitions	5,314,009	273,000	176,123	(96,877)
Capital Acquisitions Funded By:				
Capital grants and contributions	1,545,354	0	0	0
Other (disposals & C/Fwd)	547,000	0	0	0
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	0	0
Contribution - operations	2,986,995	273,000	176,123	(96,877)
Capital funding total	5,314,009	273,000	176,123	(96,877)

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

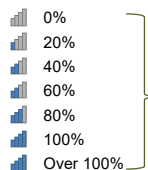
In accordance with *Local Government (Financial Management) Regulation 17A(2)*, the carrying amount of non-financial assets that are land and buildings classified as property, plant and equipment, investment properties, infrastructure or vested improvements that the local government controls.

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

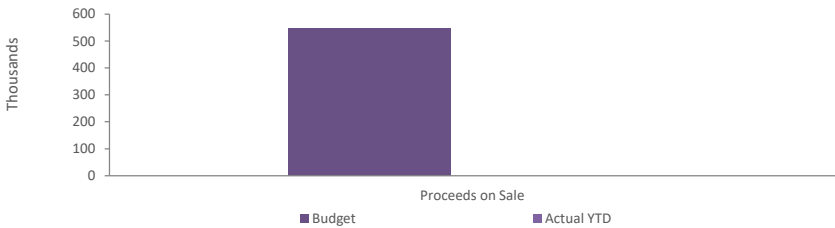


Percentage Year to Date Actual to Annual Budget expenditure where the expenditure over budget highlighted in red.

		Adopted		YTD Actual	Variance (Under)/Over
Account Description		Budget	YTD Budget		
		\$	\$	\$	\$
Community Resource Centre	Front Desk Re-Fitout (carryover 24/25)	20,000	0	0	0
Housing	Replace Carpets - 1 Spanney	10,000	0	0	0
Bilbarin Hall	Redevelopment of the Bilbarin Hall precinct	150,000	0	0	0
CREC	Construct Shade Shelter indoor Netball Court	80,000	0	3,600	(3,600)
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	0	0	0
Reserve and Dam Maintenance	OHS Equipment – Chemical Treatment Upgrades	45,000	0	0	0
Pool- Main	New PA and Sound System	6,000	0	0	0
Pool- Heated	Pump Room & Pool Ventilation System Upgrades	26,500	0	0	0
Sale Yard	eTag's Reader	10,000	0	0	0
ROE Health	ROE EHO Vehicle - 4CR	65,000	0	0	0
CREC	Generator – Evacuation Centre (Power Resilience Project)	156,000	0	0	0
Roads and Civil	Standard Flow Skid Steer Mulcher - Attachment	80,000	220,000	0	220,000
Roads and Civil	Skid Steer Loader - CR13 (carryover 24/25)	140,000	0	0	0
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	0	0	0
Roads and Civil	Prime Mover - CR19	350,000	0	0	0
Roads and Civil	Tri Axle Low Loader Trailer - CR2233 (carryover 24/25)	170,000	0	172,523	(172,523)
Other Property& Services	MWS Vehicle - 1CR	65,000	0	0	0
Other Property& Services	7x5 Tandem Tipper Trailer - 1THY294 (carryover 24/25)	15,000	0	0	0
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	0	53,000
Other Property& Services	CEO Vehicle - CR1	85,000	0	0	0
Other Property& Services	DCEO Vehicle - 2CR	60,000	0	0	0
Lynch Street near Church	Reseal	21,375	0	0	0
Bendering Rd - renewal	Reseal	36,000	0	0	0
Bendering Rd - upgrade	Reconstruct and widen including upgrade drainage, signage and clear zones.	215,000	0	0	0
Dry Well Rd	Shoulder Reconditioning	197,066	0	0	0
Bullaring-George Road and Rabbit Proof Fence Road	Widen intersection and approaches, install ruble strips, remove hazards from clear zone, improve drainage	311,684	0	0	0
Doyle Road	Widen and Gravel Resheet	56,160	0	0	0
Corrigin - Quairading Rd (RRG)	Final Seal	102,000	0	0	0
Rabbit Proof Fence Road	Feature Survey and Geotechnical investigation	44,020	0	0	0
Corrigin - Bruce Rock Road - WSNF	Finalise design and pavement analysis	30,400	0	0	0
Babakin - Corrigin Rd (RRG)	Final Seal	185,000	0	0	0
Corrigin South Rd	Reconstruct	443,200	0	0	0
Wickepin - Corrigin Road (RRG) 24/25 project	Reconstruct and widen , including upgrade drainage, signage and clear zones.	417,000	0	0	0
Wickepin - Corrigin Road (RRG)	Final Seal	81,000	0	0	0
Bilbarin - Quairading Rd	Reseal	139,104	0	0	0
Transfer Station	Concrete retaining wall - hook bin	20,000	0	0	0
Pool- Heated	Replace Expansion Joints, Regrout & Reline	40,000	0	0	0
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	0	0	0
Sporting Ovals	Reticulation Upgrade - CREC (carryover 24/25)	500,000	0	0	0
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	0	0	0
		5,314,009	273,000	176,123	96,877

6 DISPOSAL OF ASSETS

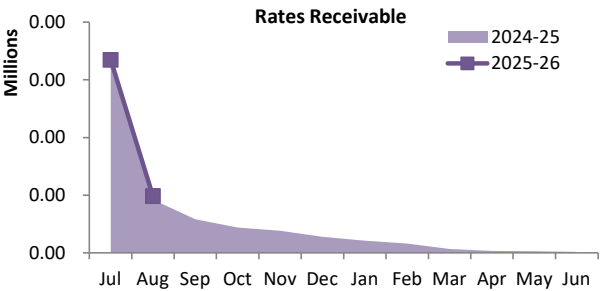
Asset Ref.	Asset description	Budget				YTD Actual			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
Buildings									
209	Infant Health Clinic, Lynch Street	114,618	85,000	0	(29,618)			0	0
100549	Rockview Homestead (Demolition)	59,155	0	0	(59,155)			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	0
1000852	2014 NPR 300 Isuzu Crew Cab Truck (CR16) (carryover 24/25)	0	30,000	30,000	0			0	0
10271	2003 Tri Axle Low Loader Trailer (CR2233)(carryover 24/25)	23,111	40,000	16,889	0			0	0
1000938	2015 Caterpillar 226B3 Skidsteer Loader (CR13) (carryover 24/25)	0	25,000	25,000	0			0	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			0	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)	0	0	0	0



7 RECEIVABLES

Rates receivable

	30 Jun 2025	31 Aug 2025
	\$	\$
Opening arrears previous year	55,159	14,442
Levied this year	3,149,171	3,278,202
Less - collections to date	(3,189,888)	(2,309,493)
Net rates collectable	14,442	983,151
% Collected	99.5%	70.1%



Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	(2,762)	31,592	54,628	4,305	582	88,345
Percentage	(3.1%)	35.8%	61.8%	4.9%	0.7%	
Balance per trial balance						
Trade receivables						88,345
GST receivable						34,265
Receivables for employee related provisions						34,408
Total receivables general outstanding						157,018

Amounts shown above include GST (where applicable)

KEY INFORMATION

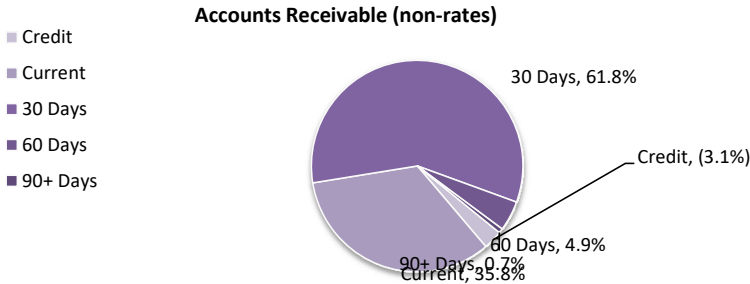
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

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 August 2025
	\$	\$	\$	\$
Other current assets				
Financial assets at amortised cost	4,259,215	0	0	4,259,215
Inventory				
Fuel	67,803	33	(15,257)	52,579
Land held for resale				
- Cost of acquisition	100,000	0	0	100,000
Other assets				
Joint Ventures	1,272	13,112	(3,099)	11,285
Contract assets				
Contract assets	297,762	0	(580)	297,182
Total other current assets	4,726,052	13,145	(18,936)	4,720,261

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.

Sale of Land held for resale	Original Budget				YTD Actual			
	Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
Description	\$	\$	\$	\$	\$	\$	\$	\$
Granite Rise - 3 Haydon Close	25,000	42,480	17,480	0	0	0	0	0
Granite Rise - 5 Haydon Close	25,000	39,600	14,600	0	0	0	0	0
Granite Rise - 7 Haydon Close	25,000	44,000	19,000	0	25,000	40,000	15,000	0
Granite Rise - 4 Lawton Rise	0	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
	100,000	167,080	67,080	0	80,000	120,909	40,909	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.

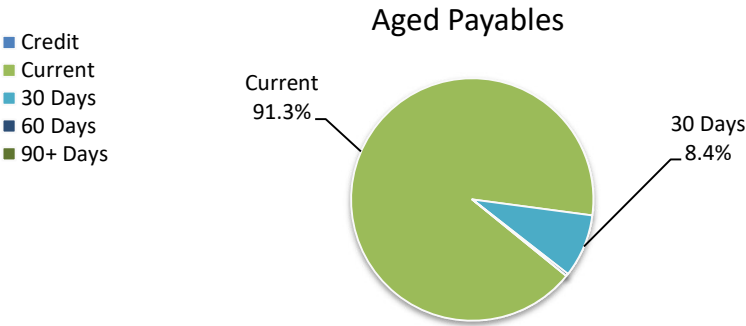
9 PAYABLES

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	0	117,113	10,821	362	0	128,296
Percentage	0.0%	91.3%	8.4%	0.3%	0.0%	
Balance per trial balance						
Sundry creditors						128,296
ATO liabilities						17,193
ATO liabilities						36,288
Payroll Creditors						25,771
Accrued Expenses						782
Total payables general outstanding						208,330

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		New Loans			Principal Repayments		Principal Outstanding		Interest Repayments	
		1 July 2025	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
	Loan No.	\$	\$	\$	\$	\$	\$	\$	\$	\$
Community Recreation & Events Centre	102	1,126,584	0	0	0	(103,465)	1,126,584	1,023,119	0	(51,087)
Total		1,126,584	0	0	0	(103,465)	1,126,584	1,023,119	0	(51,087)
Current borrowings		103,465					103,466			
Non-current borrowings		1,023,119					1,023,118			
		1,126,584					1,126,584			

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

	Note	Opening Balance 1 July 2025	Liability transferred from/(to) non current	Liability Increase	Liability Reduction	Closing Balance 31 August 2025
		\$	\$	\$	\$	\$
Other current liabilities						
Other liabilities						
Excess Rates		35,706	0	28,649	(47,897)	16,458
Total other liabilities		35,706	0	28,649	(47,897)	16,458
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	0	28,649	(47,897)	390,539

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 AUGUST 2025**

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 Aug 2025	Liability	Budget	Budget	Revenue
	\$	\$	(As revenue)	\$	\$	Revenue		Actual
Grants and subsidies								
Grants Commission Grant Received - General Purpose	0	0	0	0	0	667,632	166,908	192,875
Grants Commission Grant Received - Local Roads	0	0	0	0	0	386,159	96,539	111,886
DFES LGGS Funding	0	0	0	0	0	115,000	28,750	19,890
CRC Funding Income	0	0	0	0	0	114,967	28,742	28,742
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	571,192	603,646
Contributions								
CRC Grant Funding Income	0	0	0	0	0	5,500	0	403
Other Culture Income	0	0	0	0	0	2,500	0	0
	0	0	0	0	0	8,000	0	403
TOTALS	0	0	0	0	0	1,543,011	571,192	604,049

13 CAPITAL GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Capital grant/contribution liabilities					Capital grants, subsidies and		
	Liability	Increase in Liability	Decrease in Liability	Liability	Current Liability	Adopted Budget	YTD	YTD Revenue
	1 July 2025		(As revenue)	31 Aug 2025	31 Aug 2025	Revenue	Budget	Actual
	\$	\$	\$	\$	\$	\$	\$	\$
Capital grants and subsidies								
Funding - Emergency Power Supply - CREC Generator	0	0	0	0	0	135,000	0	0
Grant - Regional Road Group Income	0	0	0	0	0	400,000	0	0
Grant - Roads to Recovery Income	0	0	0	0	0	696,426	0	0
Grant - MRWA Blackspot Income	0	0	0	0	0	207,789	0	0
Misc Income, Streets Roads - Camm Street Shared Path Grant	0	0	0	0	0	2,000	0	0
Grant - Wheatbelt Secondary Freight Network	0	0	0	0	0	9,898	0	0
Grant - Wheatbelt Secondary Freight Network	0	0	0	0	0	59,536	0	0
Public Utilites Other Income - Charge up Workplace Grant	0	0	0	0	0	34,705	0	0
	0	0	0	0	0	1,545,354	0	0

SHIRE OF CORRIGIN
 SUPPLEMENTARY INFORMATION
 FOR THE PERIOD ENDED 31 AUGUST 2025

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 1 July 2025	Amount Received	Amount Paid	Closing Balance 31 August 2025
	\$	\$	\$	\$
Community Funds Held	110,912	0	0	110,912
Edna Stevenson Educational Trust	830,721	24	(1,899)	828,846
Police Licensing	3,485	98,154	(99,309)	2,330
Westrail Bus Ticketing	106	321	(202)	225
	945,224	98,499	(101,410)	942,313

SHIRE OF CORRIGIN
ATTENTION <u>Nat CEO</u>
<u>01 AUG 2025</u>
ACTION <u>1AP2587619</u>
FILE <u>FM-0057</u>

Coralie White

o/b/o Corrigin Seniors Kelpies Group

0448 482 067

7a Goyder St Corrigin WA 6375

1 August 2025

Natalie Manton, CEO

Shire of Corrigin

9 Lynch St

Corrigin WA 6375

RE: Support for Wheatbelt Games – March 2026

Dear Natalie,

On behalf of the Corrigin Seniors Kelpies Group, we are pleased to advise that Corrigin will be hosting the Wheatbelt Games on 24 March 2026.

Five towns will be participating in the event, with approximately 90 players and many volunteers in attendance. Corrigin will be entering two teams, comprising around 20 local players, supported by a dedicated group of volunteers. The event will include four games and a quiz, offering a fun and engaging day of friendly competition.

We would like to apply for a small grant to assist with the running of the event. We have met with Caris to discuss estimated costs, including CRC support for photocopying, printing and laminating certificates, and providing secretarial services. In addition, we kindly request the Shire's support in waiving the hire fees for the Town Hall and PA system for two days – Monday 23 March for setup and Tuesday 24 March for the Games.

Please see the attached list outlining the in-kind support we are requesting, totalling \$936.30.

Participants will contribute a \$45 registration fee, which will cover food and refreshments throughout the day. We also plan to approach local businesses for small raffle donations in support of the event.

We would warmly welcome the involvement of a Council representative to officially open the Games. As part of the opening ceremony, we also plan to invite local school students to perform a short item.

Thank you for considering our request. We look forward to showcasing Corrigin and delivering a successful community event.

Kind regards,

C White

1/08/2025

On behalf of the Corrigin Seniors Kelpies Group

In Kind Estimate – Corrigin Kelpies

Secretarial Services

@ \$50/hour

Create scoresheets (8 separate documents)	50 m	
Trimming scoresheets	5 m	
Design certificates	30m	
Design programme	30 m	
Edit registration form	5 m	
Tech Support	<u>120 m</u>	
	240 m	\$200.00

Printing

A4 black & white single sided @ \$0.35ea

Scoresheets	50	\$17.50
-------------	----	---------

A4 black & white double sided @ \$0.65ea

Programme	6	\$3.90
-----------	---	--------

A4 colour single sided @ \$1.30ea

Certificates	33	\$42.90
--------------	----	---------

Laminating

A4 @ \$4/ea

Certificates	33	\$132
--------------	----	-------

Hire Fees

Shire Hall (2 days)		\$380
---------------------	--	-------

PA system (2 days)		\$160
--------------------	--	-------

Total		\$936.30
--------------	--	-----------------



SHIRE OF CORRIGIN

Long Term Financial Plan

2025/26 - 2035/36



9 Lynch Street, PO Box 221, Corrigin WA 6375

(08) 9063 2203

shire@corrigin.wa.gov.au

www.corrigin.wa.gov.au

Discover the vibrant local culture and beauty of Corrigin, where
rolling landscapes meet the charm of a welcoming community.

Shire of Corrigin - Long Term Financial Plan

For the Period 2024-25 to 2034-35

Contents	Page
Background	3
Model Assumptions	5
Plan Narrative	7
Historical Snapshot	19
Summary of Results	20
Statement of Financial Activity by Nature & Type	21
Statement of Comprehensive Income by Reporting Program	22
Statement of Financial Position	23
New Initiatives	24
Supporting Schedules	
Net Current Assets Used in the Statement of Financial Activity	26
Movements in Cash and Cash Equivalents	27
Reserves	28
Movements in Property, Plant and Equipment	30
Asset Management Plan Summary	31
Loans	32

Shire of Corrigin - Long Term Financial Plan

Background

Introduction

This Long Term Financial Plan (the Plan) has been prepared for the Shire of Corrigin.

Underlying the forecasts in the Plan are based a series of assumptions, which are detailed in pages 5 & 6. The model has been developed to easily change these assumptions and then see the impact of these changes on the financial activity.

Key Inputs

The Corporate Business Plan

Activities from the recently approved Council Plan have been incorporated into the model.

Advice from Senior Staff

Senior staff have provided valuable guidance and input around the key assumptions and access to the relevant input data.

Financial Data Inputs

The Plan applies the financial data from the 2023-24 Annual Financial Statements, the 2024-25 Budget and the 2025-26 Budget. The 2025-26 Budget is used as the baseline for much of the operational forecasts. Forecasts of financial activity are for the financial years 2026-27 to 2035-36, a 10 year forecast (the Plan Period).

What the Plan Tells Us

The Plan Narrative provides a comprehensive story of the forecast financial performance over the Plan Period, based on the model assumptions. It also identifies the amount of savings required or additional funds available year by year over the Plan Period.

Capacity to Maintain Cash Balances

A key principle factored into the development of the Plan is the maintenance of cash balances to ensure that the Shire can pay its commitments when they fall due. An analysis of cash movements and balances is on Page 27.

Reserves

Reserves have been adjusted so that there are sufficient funds in them to meet expenditure requirements when needed.

Shire of Corrigin - Long Term Financial Plan

Background

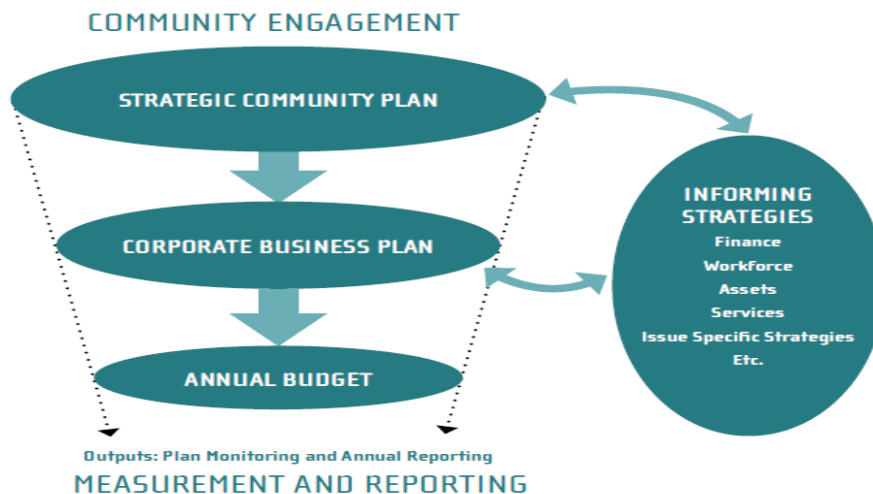
The Integrated Planning and Reporting Framework and Guidelines (IPRF) were developed in 2010 as part of the State Government's Local Government Reform Program. The IPRF was developed to give local governments a framework for establishing local priorities and to link this information to operational functions.

The key elements of the IPRF are:

The Strategic Community Plan which establishes the community's vision for the local government's future and its aspirations and service expectations over a 10 + year time frame

The Corporate Business Plan, which is an internal business planning tool that translates the Strategic Community Plan priorities into operations using the resources available, and is done on a 4 yearly basis

The elements of the IPRF are:



Other plans that inform the IPRF are the Workforce Management Plan (WMP), Asset Management Plan (AMP) and Long-Term Financial Plan.

The Long-Term Financial Plan presents a financial analysis of strategic objectives defined in the integrated planning framework documents. It is an integral part of Council's strategic planning process and provides the resourcing capability to implement the Strategic Community Plan and Corporate Business Plan. The Asset Management and Workforce Plans have informed the Long-Term Financial Plan by providing key asset requirements and the people required to provide services to be delivered to the community.

The Long-Term Financial Plan provides a guide and establishes a framework for decision making and an insight to the financial sustainability of the Council, by addressing the operating and capital requirements anticipated over the next ten years.

Consistent with the Strategic Community Plan, the Long-Term Financial Plan covers a 10-year term. Financial planning over this horizon is difficult and relies on a variety of assumptions that may be subject to change during this period. The LTFP will therefore be closely monitored, and regularly revised, to reflect these changing circumstances.

The benefits of a Long-Term Financial Plan include:

- Good financial management process, gives the Council visibility around its medium to long-term financial position
- Identifies potential financial risks that can be addressed early
- Provides relevant financial information for future decision making

Shire of Corrigin - Long Term Financial Plan

Model Assumptions

Introduction

The Plan has been developed using a series of assumptions, which are detailed in pages 6 & 7. The model has been developed to change these assumptions and then see the impact of these changes on the financial activity.

Key Inputs

Council Plan

Activities from the approved Council Plan have been incorporated into the model.

The Asset Management Plan

The most recent Resource Plan was prepared in 2022. This has been used in part to project the capital expenditure program during the Plan Period. The most recent Plant Replacement Program has been used to forecast the purchase of major plant items and proceeds from disposal, and the most recent Road Renewal Program has been used to forecast infrastructure expenditure.

Advice from Senior Staff

Senior staff and the Council have provided valuable guidance and input around the key assumptions and access to the relevant input data.

Macro Level Assumptions

Financial Data Inputs

The Plan applies the financial data from the 2023-24 Annual Financial Statements, the 2024-25 Budget and the 2025-26 Budget. The 2025-26 Budget is used as the baseline for much of the operational forecasts. Forecasts of financial activity are for the financial years 2026-27 to 2035-36, a 10 year forecast (the Plan Period).

Rates

Rates have been set to increase by 4.00% over the Plan Period. This aligns with average annual increases in recent years.

Closing Surplus/(Deficit)

The model has been developed to ensure that the closing surplus/(deficit) is \$0 at each year end. This is consistent with current budgeting practice in the sector.

Capacity to Maintain Cash Balances

A key principle factored into the development of the Plan is the maintenance of cash balances to ensure that the Shire can pay its commitments when they fall due. An analysis of cash movements and balances is on Page 27.

Reserves

Reserves have been adjusted so that there are sufficient funds in them to meet expenditure requirements when needed.

Loans

The loan currently in place with the Western Australian Treasury Corporation has prescribed interest and principal repayments that are applied (refer the Loans note for details).

Shire of Corrigin - Long Term Financial Plan

Model Assumptions

Category	Comments	Budget 25-26	Forecast 26-27	Forecast 27-28	Forecast 28-29	Forecast 29-30	Forecast 30-31	Forecast 31-32	Forecast 32-33	Forecast 33-34	Forecast 34-35
Revenue from operating activities											
Rates	A consistent rate has been applied. The average increase in recent years has been above 4%.	4.00%	4.00%	4.00%	4.00%	4.00%	4.00%	4.00%	4.00%	4.00%	4.00%
Operating Grants, Subsidies And Contributions	WALGA - Combined index	3.30%	3.00%	2.90%	2.90%	2.90%	2.90%	2.90%	2.90%	2.90%	2.90%
Profit On Asset Disposal	WALGA - Combined index	3.30%	3.00%	2.90%	2.90%	2.90%	2.90%	2.90%	2.90%	2.90%	2.90%
Fees & Charges	Investments Interest Rate	4.00%	4.00%	4.00%	4.00%	4.00%	4.00%	4.00%	4.00%	4.00%	4.00%
Interest Earnings	WALGA - Combined index	3.30%	3.00%	2.90%	2.90%	2.90%	2.90%	2.90%	2.90%	2.90%	2.90%
Expenditure from operating activities											
Employee costs	WALGA - Employees index	3.50%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%
Materials and contracts	WALGA - Materials and contracts Index	3.80%	3.50%	3.30%	3.30%	3.30%	3.30%	3.30%	3.30%	3.30%	3.30%
Utility charges	WALGA - Utilities index	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%
Depreciation on non-current assets	Based on the asset holding as per the Asset Management Plan using relevant depreciation rates										
Interest expenses	As per the current loans with WATC										
Insurance expenses	WALGA - Insurance index	6.00%	4.00%	6.00%	6.00%	6.00%	6.00%	6.00%	6.00%	6.00%	6.00%
Other expenditure	WALGA - Combined index	3.30%	3.00%	2.90%	2.90%	2.90%	2.90%	2.90%	2.90%	2.90%	2.90%
Loss on asset disposals	Not applicable, all disposed assets are fully depreciated.										
Investing activities											
Capital grants, subsidies and contributions	WALGA - Combined index	3.30%	3.00%	2.90%	2.90%	2.90%	2.90%	2.90%	2.90%	2.90%	2.90%
Proceeds from disposal of assets	As per the Asset Management Plan										
Financing activities											
Repayment of borrowings	Refer the Loans Table										
Proceeds from new borrowings	Refer the Loans Table										
Transfers to reserves	Refer the Reserves Table										
Transfers from reserves	Refer the Reserves Table										

Shire of Corrigin - Long Term Financial Plan

Plan Narrative

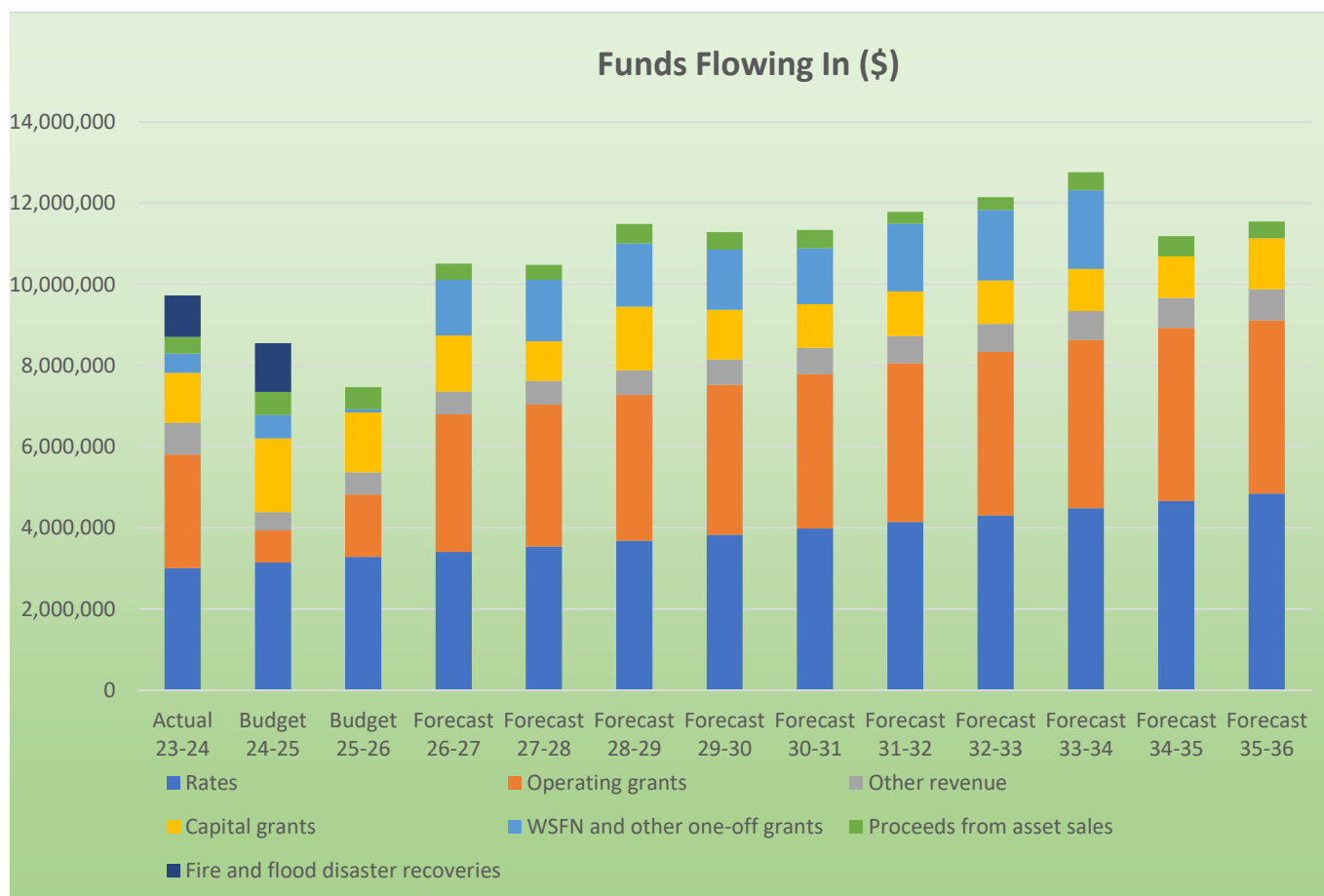
This Plan has been developed to tell a story about the Council's ability to fund its service delivery requirements over a 10 year period from 2026-27 to 2035-36. The 2025-26 Budget has recently been approved by Council and is used as the basis for the 2025-26 numbers.

The model used to generate the amounts is based on a series of assumptions that are detailed in pages 5-6.

What The Plan Tells Us

Funds Flowing In (operating, investing and financing)

Funds flowing in during the Plan Period are reflected in the graph below.



The funds flowing in in 2023-24 and 2024-25 were impacted by the following:

- Capital grants of \$0.478m, in 2023-24 and \$0.575m in 2024-25 related to the Wheatbelt Secondary Freight Network (WSFN) program. These grants were offset by capital expenditure
- Other revenue of \$1.022m in 2023-24 and \$1.195m in 2024-25 related to recoveries after the 2022 fires

There are no revenue amounts factored in for these in the Plan Period.

Shire of Corrigin - Long Term Financial Plan

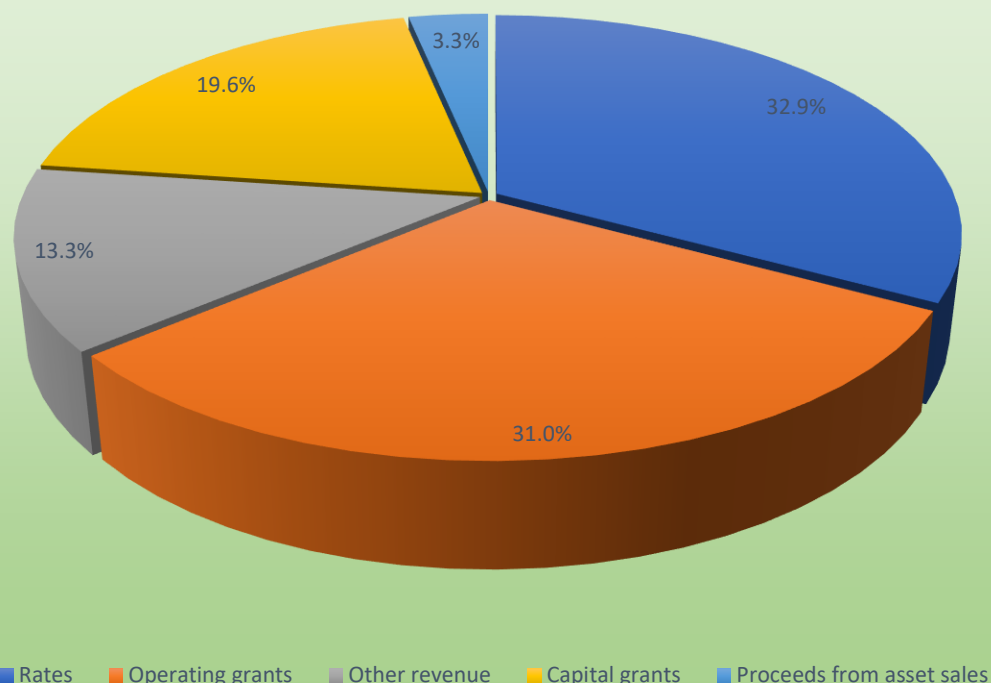
Plan Narrative

Funds flowing in during the Plan Period move from \$11.381m in 2026-27 to 12.674m in 2035-36. The annual average increase (ex WSFN and other 1-off grants) is 2.6%.

The following are key in understanding the total of funds flowing in:

- Rates contribute on average 33.0% of total inflows during the Plan Period, moving from \$3.284m in 2026-27 to \$4.848m in 2035-36. The annual increase to rates has been set 4.0% which is in keeping with historical movements
- Capital grants include those from Roads to Recovery, Regional Roads Group, WSFN and other recreational grants. These grants contribute 20.5% of total fund inflows and are tied to capital expenditure activities.
- Operating grants received move from \$3.392m in 2026-27 to \$4.264m in 2035-36, and contribute on average 31.0% of total funds in over the Plan Period. The bulk of these grants are financial assistance grants and Main Roads contributions.
- Other revenue includes fees and charges, interest and other sundry amounts, and contributes on average 13.3% to total fund inflows, moving from \$1.434m in 2026-27 to \$1.893m in 2035-36.
- Proceeds from asset sales relate to amounts received from the sale of plant and equipment as identified in the plant replacement program.
- Transfers from reserves have been recognised to fund plant purchases and roadworks. Refer the Reserves assessment below.
- No new loans have been added during the Plan Period. The existing loan relating to the Corrigin Recreation and Events Centre is due to expire in 2034.

Fund Inflows by % Over the Plan Period

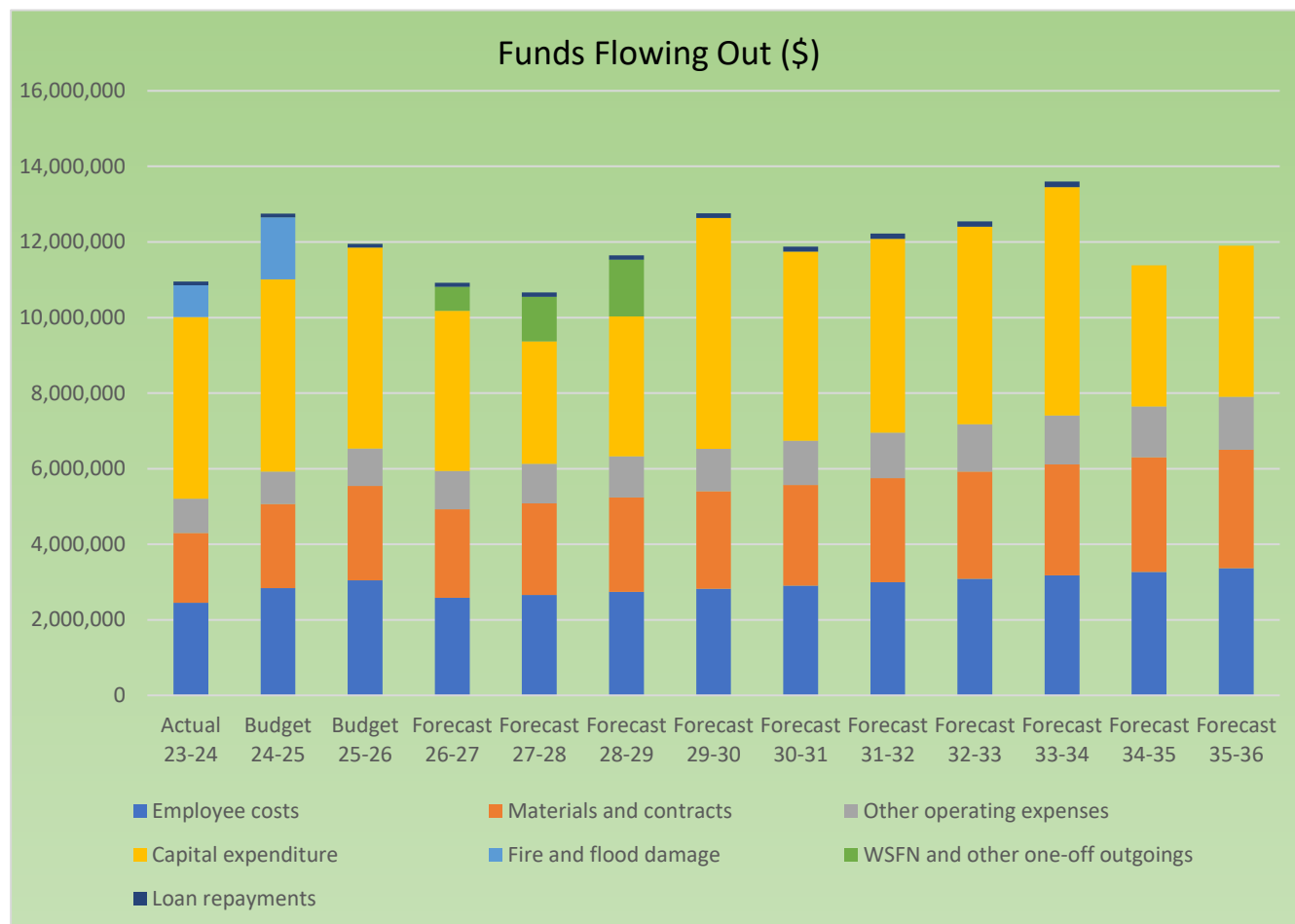


Shire of Corrigin - Long Term Financial Plan

Plan Narrative

Funds Flowing Out (operating, investing and financing)

Funds flowing out during the Plan Period are reflected in the graph below.



Total funds flowing out during 2023-24 and 2024-25 included capital amounts for flood and fire damage repair of \$0.838m and \$1.640m respectively. Grant funding has been provided to assist with the costs. No provisions for expenditure have been factored in to the Period Plan as works will be finalised by 30 June 2025.

During the Plan Period, total funds going out move from \$10.918m in 2026-27 to \$11.900m in 2035-36. During the period, operating costs go up by on average 2.6% per annum and capital costs go down from \$4.168m in 2025-26 to \$2.687m in 2034-35.

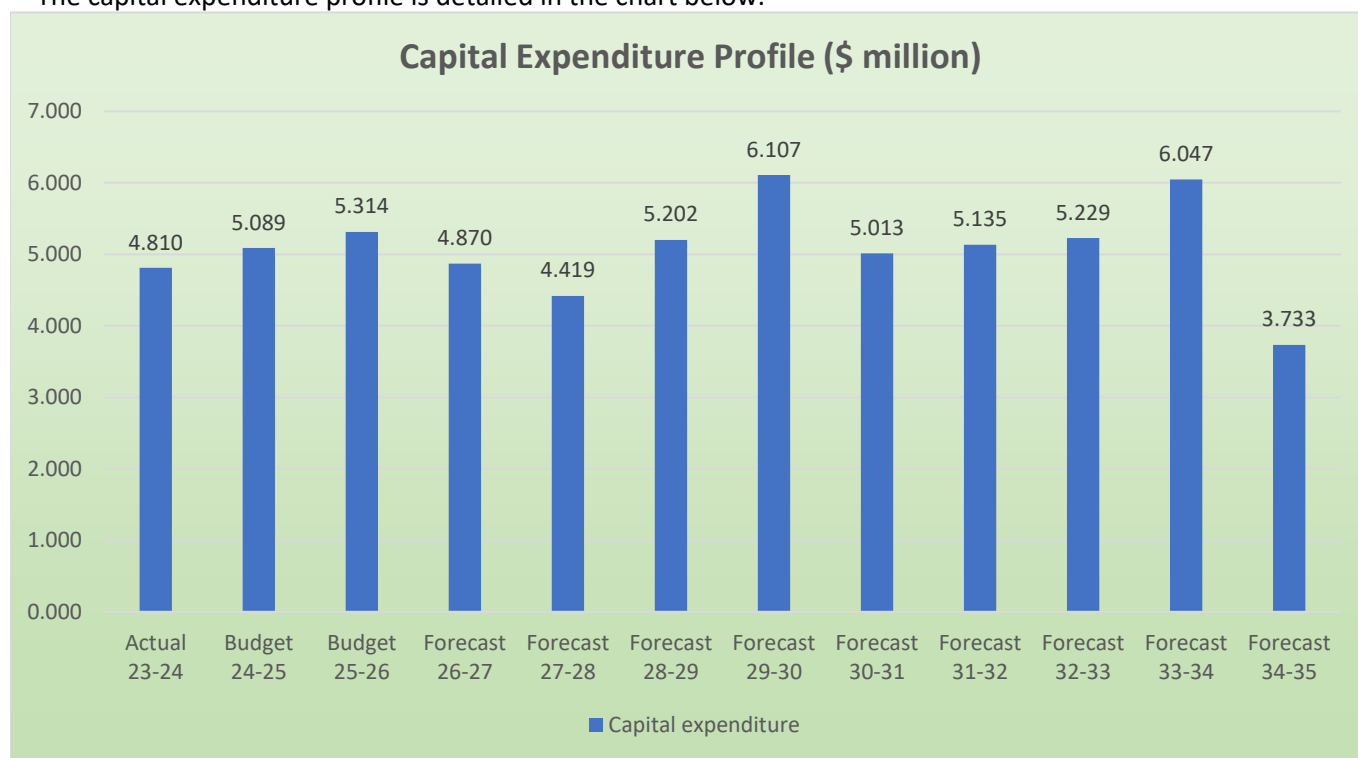
Shire of Corrigin - Long Term Financial Plan

Plan Narrative

The following are key in understanding the total of funds flowing out:

- employee costs move from \$2.582 in 2026-27 to \$3.836m in 2035-36, and account for on average 25.5% of total funds out (excluding 1-off capital projects) over the Plan Period. These costs do not include staff costs associated with the renewal of assets, these costs are included as part of the capital cost
- materials and contracts move from \$2.343m in 2026-27 to \$3.132m in 2035-36, and account for on average 23.0% of total funds out (excluding 1-off capital projects) over the Period Plan
- Other operating expenditure includes utilities, interest expense and sundry outgoings. These costs move from 1.015m in 2026-27 to \$1.400m in 2035-36 and account for on average 10.0% of total funds out (excluding 1-off capital projects) over the period
- capital expenditure amounts are based on the current Asset Management Plan and the current plant replacement and road renewal plans. Capital expenditure is on average \$4.975m per annum and accounts for 39.0% of total funds out over the Plan Period.
- Loan repayments reflect the principal amounts owing on the Corrigin Recreation and Events Centre loan that is due to expire in June 2034.

The capital expenditure profile is detailed in the chart below.

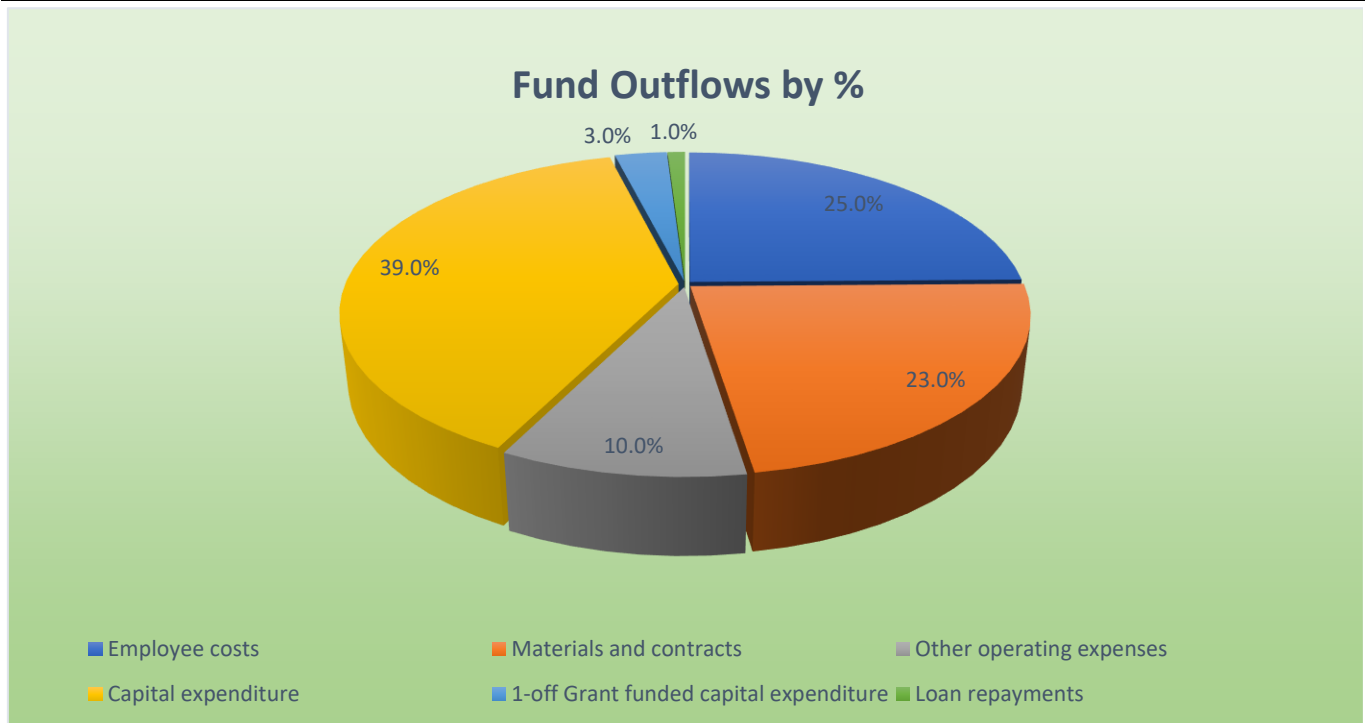


The average capital spend over the Plan Period is \$4.975m.

The average capital spend over the five year period to June 2024 was \$4.254m, above the profile for the Plan Period, but also inclusive of additional activities funded by capital grants.

Shire of Corrigin - Long Term Financial Plan

Plan Narrative

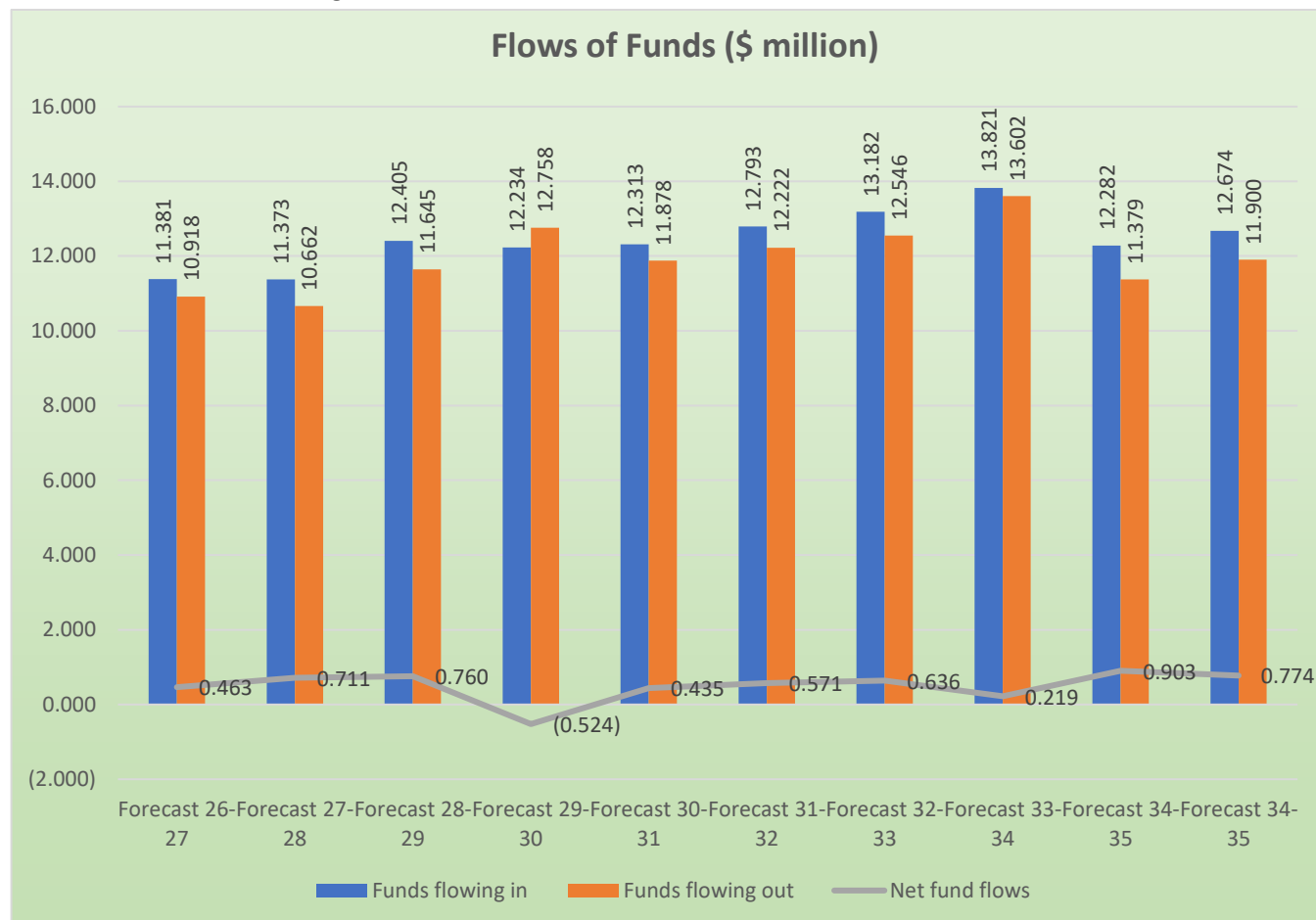


Shire of Corrigin - Long Term Financial Plan

Plan Narrative

The Summary of Movements

The net flows of funds during the Plan Period are detailed below.



The net flow of funds per year are positive for all years in the Plan Period with the exception of 2029-30, and this is the result of the larger capital expenditure program for that year.

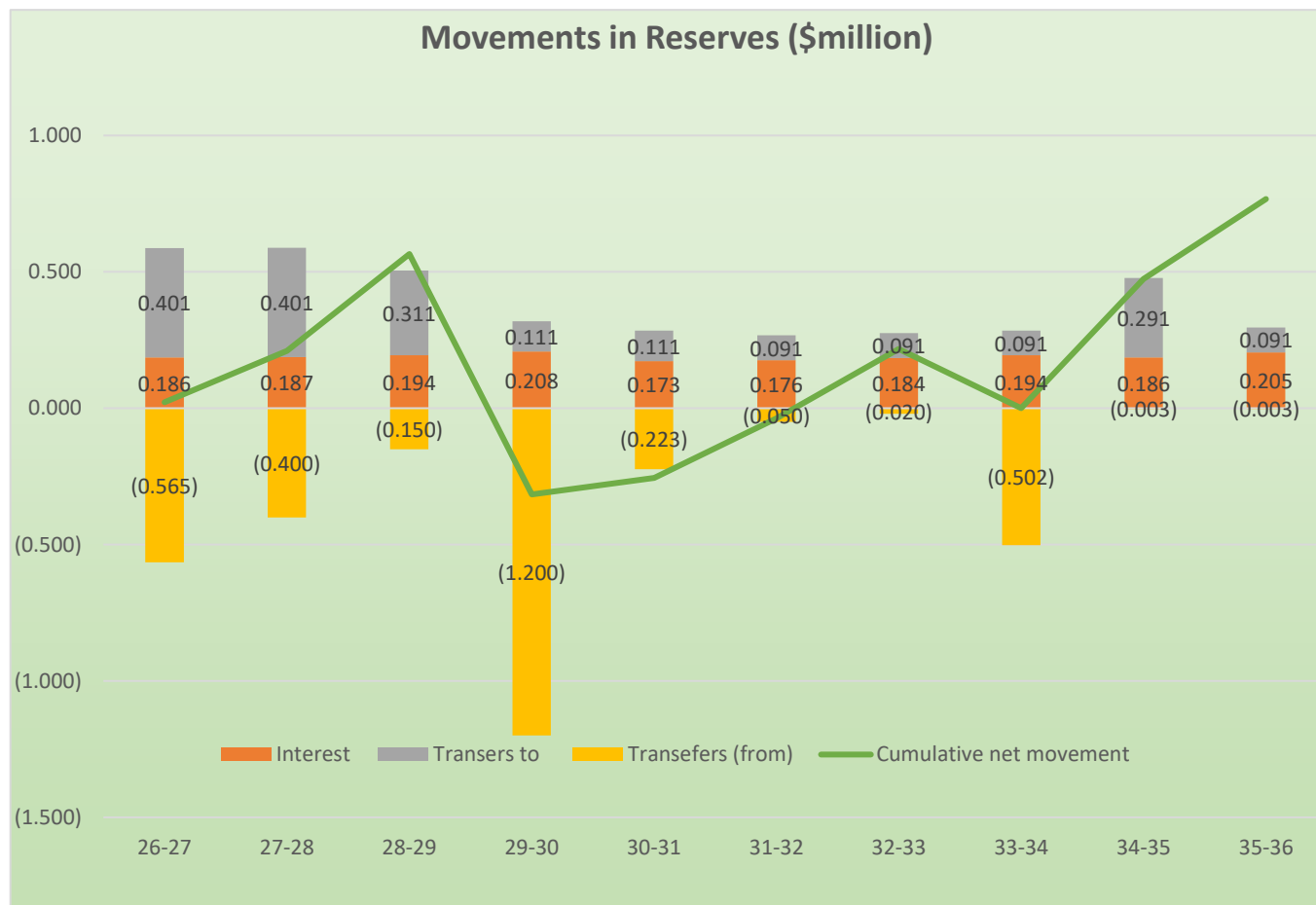
The total net funds flowing in are \$4.9m over the Plan Period.

Shire of Corrigin - Long Term Financial Plan

Plan Narrative

Reserves

The movements in reserves over the Plan Period are detailed in the chart below.



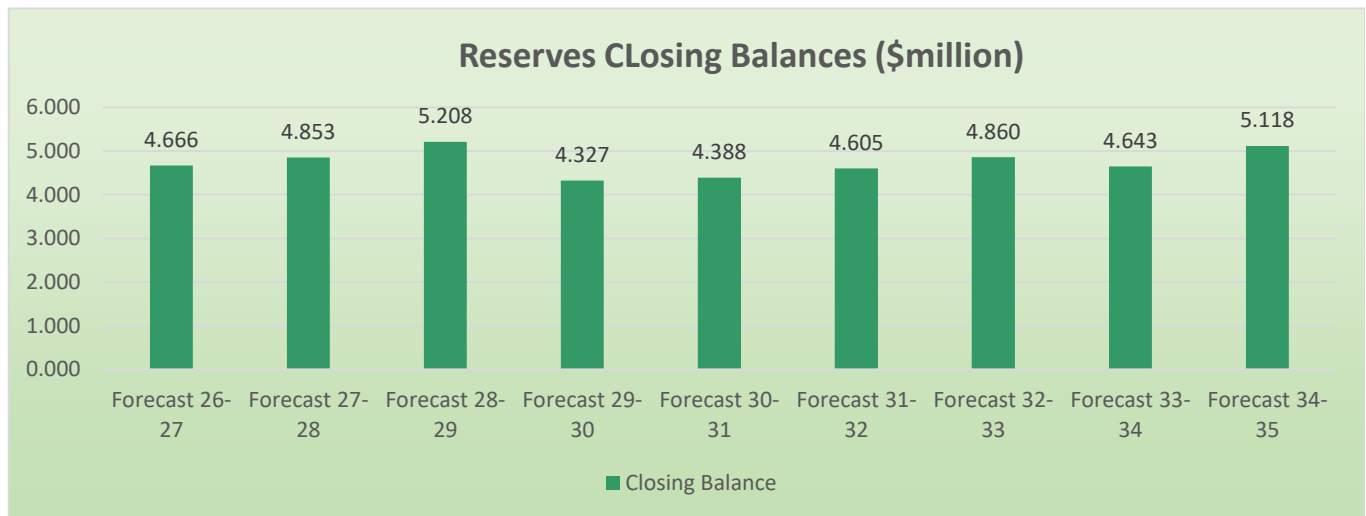
The net movement in Reserves over the Plan Period is positive, with the net increase in Reserves at the end of the Plan Period being \$0.767m.

Most Reserves are being built up to ensure sufficient funds are held to fund the required expenditure when required. The funding strategies for each Reserve are identified in the Reserves Note (pages 28-29).

Fluctuations in the movements in Reserves as identified in the chart above mostly relate to capital road program and plant replacement program requirements as identified in these plans. Transfers to and transfers from these Reserves have been applied to ensure there are sufficient funds in these Reserve accounts to cover the costs when required.

Shire of Corrigin - Long Term Financial Plan

Plan Narrative



The closing balance of Reserves during the Plan Period are maintained above \$4m, increasing from \$4.666m at the close of 2026-27 to \$5.118m at the end of 2034-35,

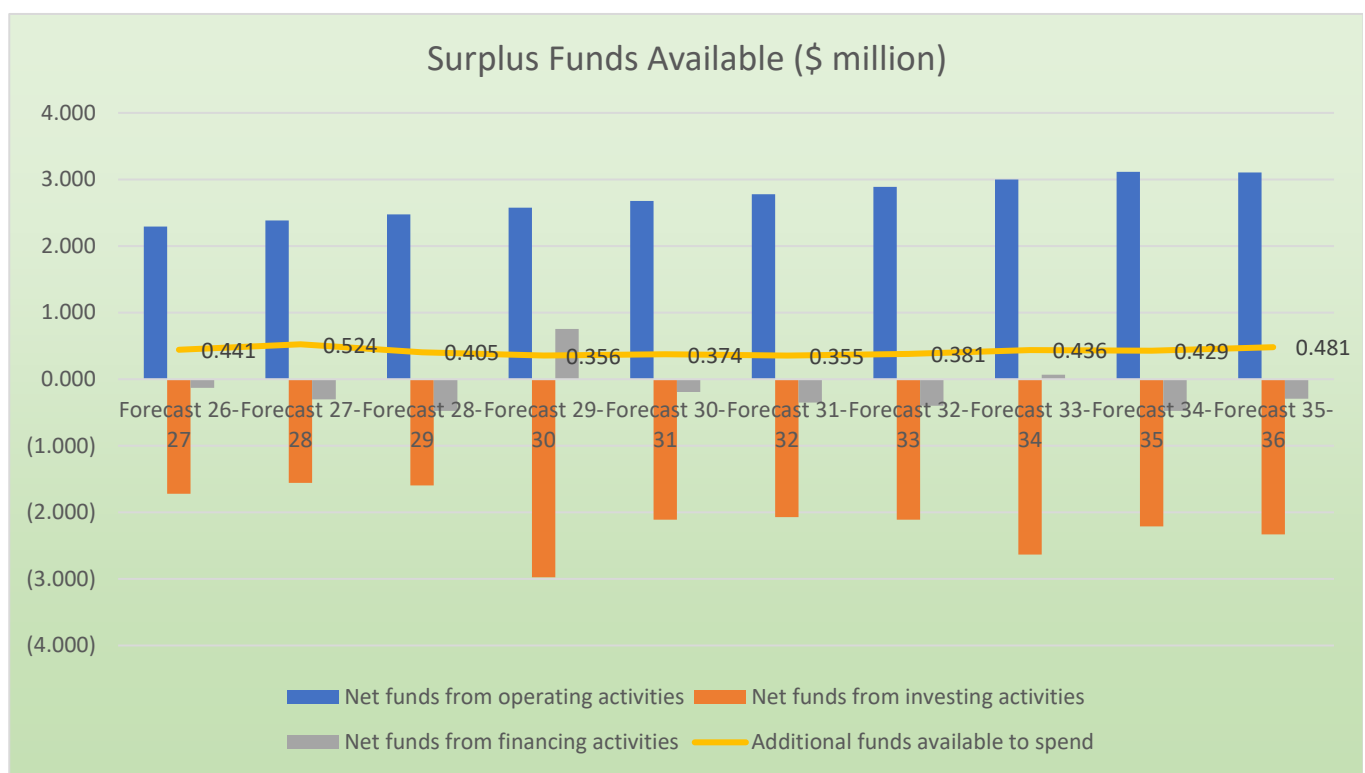
Shire of Corrigin - Long Term Financial Plan

Plan Narrative

The Surplus/Deficit

The closing surplus/deficit and net current assets balances for the Plan Period are set to \$0 in line with current budgeting practice.

Based on the model assumptions, there are additional funds available to spend in every year of the Plan, averaging \$0.418m. Refer the chart below.



This gives the Council additional capacity to expand its capital expenditure program, increase operating activities or increase transfers to reserves over the Plan Period.

Shire of Corrigin - Long Term Financial Plan

Plan Narrative

Sensitivity Analysis

For each major category of income and expenditure, a 1% movement in each of these categories from the 2026-27 forecast are detailed in the table below:

Sensitivity Analysis (\$)						
	Forecast					
	26-27	1%	2%	3%	4%	5%
Operating Income						
Rates	3,283,996	32,840	65,680	98,520	131,360	164,200
Fees and Charges	843,808	8,438	16,876	25,314	33,752	42,190
Operating Costs						
Employee Costs	3,045,931	30,459	60,919	91,378	121,837	152,297
Materials and contracts	2,500,851	25,009	50,017	75,026	100,034	125,043
Capital Expenditure						
Payments for property, plant and equipment	2,589,690	25,897	51,794	77,691	103,588	129,485
Payments for construction of infrastructure	2,220,399	22,204	44,408	66,612	88,816	111,020

As can be seen from this table, a 1% increase in rate revenue would add an additional \$32,840 in rate revenue in 2026-27.

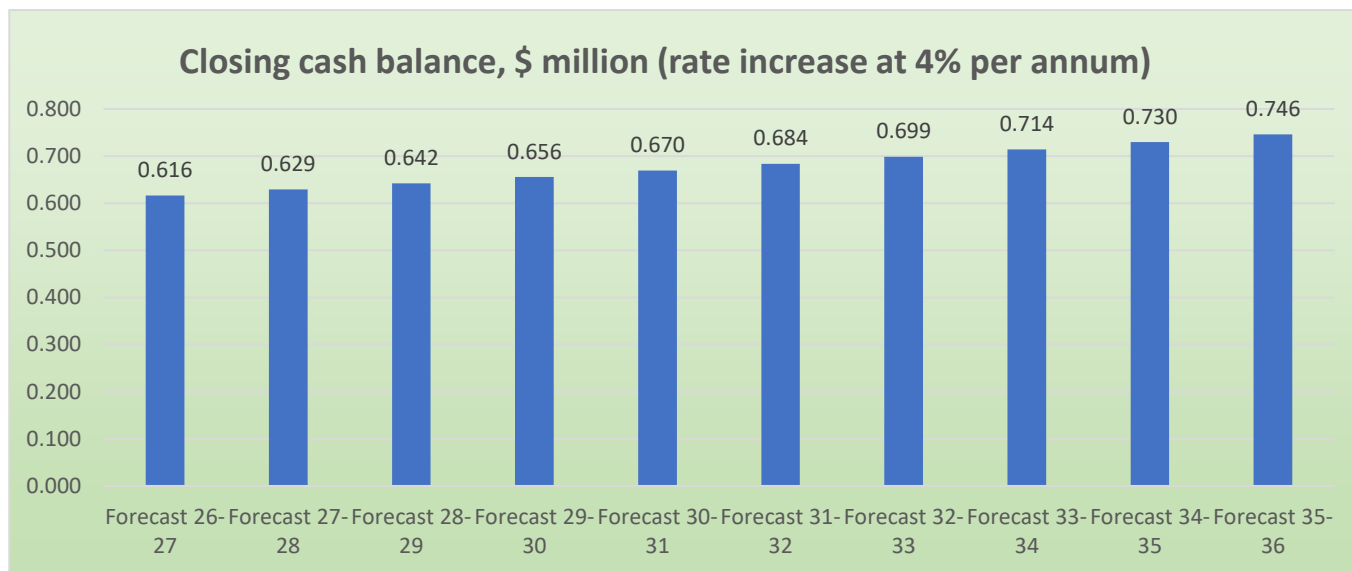
Likewise, a 1% movement in each of the other major categories would result in movements of less than \$31,000 per category.

Shire of Corrigin - Long Term Financial Plan

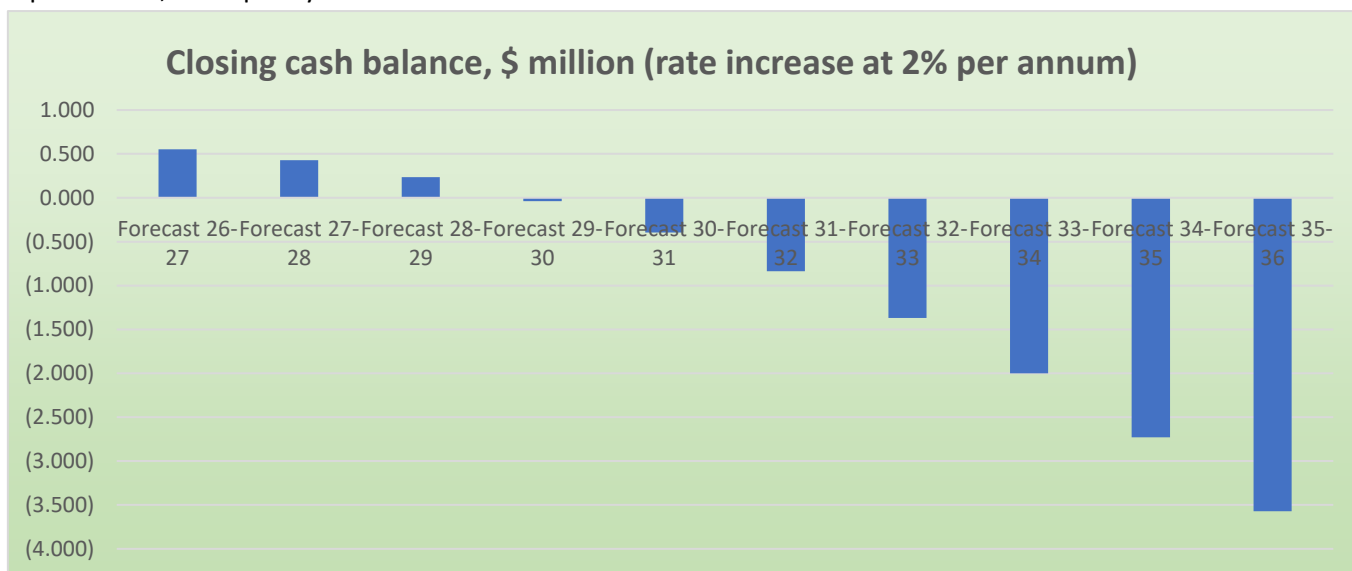
Plan Narrative

Maintaining Liquidity

The model forecasts a closing balance of unrestricted cash at the end of each financial year of \$0.416m at 30 June 2027, increasing to \$0.748mm at 30 June 2036.



This liquidity chart is based on the annual increase in rates being 4% per annum. If rates were increased by 2% per annum, the liquidity chart would be:



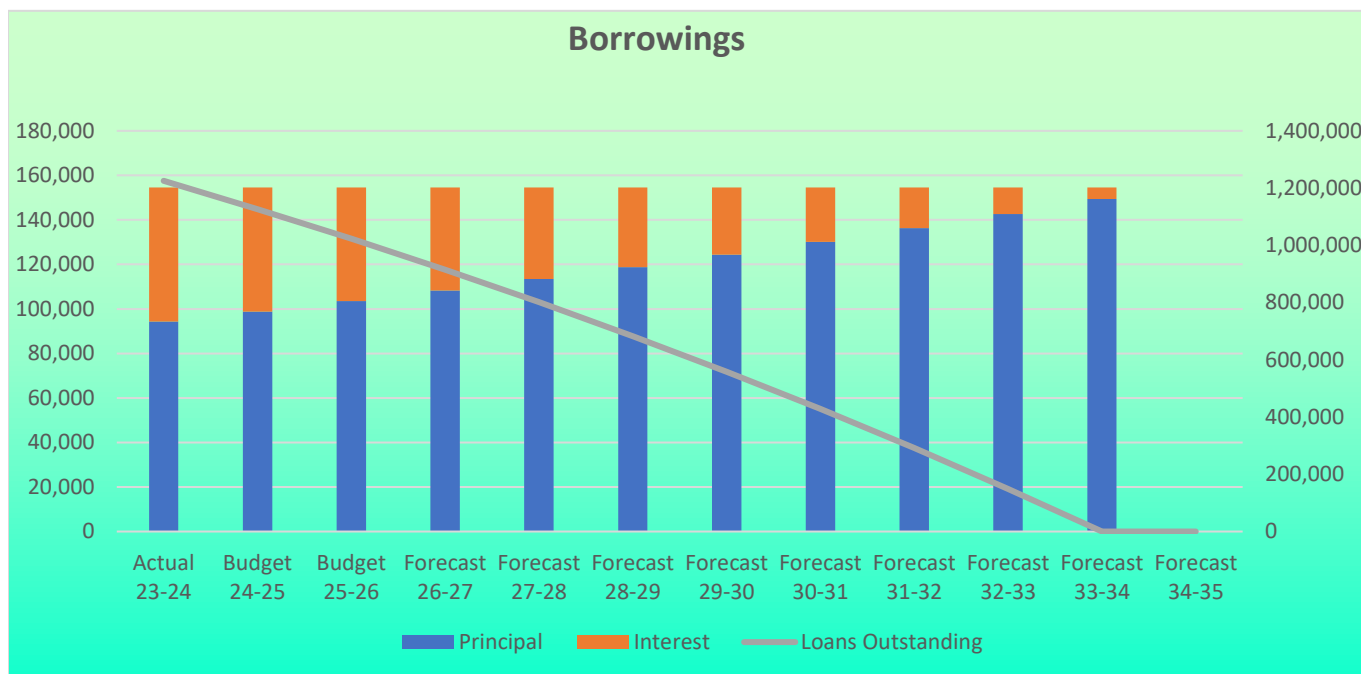
The cumulative effect of halving the annual increase in rates has a substantial effect on liquidity in the medium to long term and is unsustainable without other compensating adjustments.

Shire of Corrigin - Long Term Financial Plan

Plan Narrative

Loans

The Shire currently has one loan with the Western Australian Treasury Corporation, relating to the Corrigin Recreation and Events Centre. The loan was taken out in June 2014 and will be extinguished in June 2034. The original loan was \$1,937,531. The loan profile over the Plan Period is identified in the chart below.



The total annual payment (principal and interest) is \$154,533.

No new loans have been included in this Plan during the Plan Period.

Summary

The Plan forecasts that, based on the assumptions applied in the model, the Shire has the capacity to maintain its existing operations, deliver its capital expenditure program in line with the 2022 Resource Plan and the current plant replacement and road renewal plan and have additional funds available.

This puts the Shire in a good position in terms of maintaining and improving its service delivery capability into the future.

Shire of Corrigin - Long Term Financial Plan

Historical Snapshot

Key Measures	Actual 2019-20	Actual 2020-21	Actual 2021-22	Actual 2022-23	Actual 2023-24	5 Year Average
Revenue from operating activities						
Rate revenue	2,649,963	2,658,045	2,763,231	2,882,324	3,007,710	2,792,255
Operating grants	2,490,720	2,368,566	3,126,973	3,290,337	2,797,247	2,814,769
Other revenue	1,272,519	1,020,534	1,072,778	1,982,701	2,721,605	1,614,027
	6,413,202	6,047,145	6,962,982	8,155,362	8,526,562	7,221,051
Expenditure from operating activities	(6,931,315)	(7,524,402)	(8,493,476)	(9,621,842)	(10,806,861)	(8,675,579)
Non-cash amounts excluded from operating activities	2,971,890	3,404,683	3,462,850	4,484,849	4,789,168	3,822,688
Amount attributable to operating activities	2,453,777	1,927,426	1,932,356	3,018,369	2,508,869	2,332,982
Inflows from investing activities						
Capital grants	2,806,391	2,305,305	3,035,842	2,924,441	1,704,812	2,555,358
Proceeds from disposal of assets	119,182	117,739	126,000	74,546	405,591	168,612
	2,925,573	2,423,044	3,161,842	2,998,987	2,110,403	2,723,970
Outflows from investing activities						
Capital purchases	(4,024,579)	(3,789,061)	(4,640,911)	(4,007,040)	(4,810,089)	(4,254,336)
	(4,024,579)	(3,789,061)	(4,640,911)	(4,007,040)	(4,810,089)	(4,254,336)
Amount attributable to investing activities	(1,099,006)	(1,366,017)	(1,479,069)	(1,008,053)	(2,699,686)	(1,530,366)
Inflows from financing activities						
New borrowings		0	0	0	0	0
Transfers from reserves	220	1,289,012	2,094,891	2,234,677	3,609,904	1,845,741
	220	1,289,012	2,094,891	2,234,677	3,609,904	1,845,741
Outflows from financing activities						
Repayment of borrowings	(78,576)	(82,260)	(86,121)	(90,164)	(94,396)	(86,303)
Payments for lease liabilities	0	0		0	0	0
Transfers to reserves	(1,477,465)	(2,697,160)	(2,388,763)	(2,124,590)	(2,825,300)	(2,302,656)
	(1,556,041)	(2,779,420)	(2,474,884)	(2,214,754)	(2,919,696)	(2,388,959)
Amount attributable to financing activities	(1,555,821)	(1,490,408)	(379,993)	19,923	690,208	(543,218)
Surplus or deficit at the start of the financial year	1,704,135	1,503,083	574,085	647,379	2,677,618	1,421,260
Amount attributable to operating activities	2,453,777	1,927,426	1,932,356	3,018,369	2,508,869	2,332,982
Amount attributable to investing activities	(1,099,006)	(1,366,017)	(1,479,069)	(1,008,053)	(2,699,686)	(1,530,366)
Amount attributable to financing activities	(1,555,821)	(1,490,408)	(379,993)	19,923	690,208	(543,218)
Surplus or deficit at the end of the financial year	1,503,085	574,084	647,379	2,677,618	3,177,009	1,680,658
Percentage increase in rate revenue		0.3%	4.0%	4.3%	4.4%	3.4%
Current assets						
Cash and cash equivalents	3,111,765	3,189,685	2,068,341	3,119,426	4,105,541	
Trade and other receivables	391,897	216,705	474,136	336,436	129,210	
Other financial assets	2,386,467	3,051,023	4,656,063	5,113,911	4,329,307	
Inventories and other	168,256	148,275	138,228	218,287	208,394	
	6,058,385	6,605,688	7,336,768	8,788,060	8,772,452	
Current Liabilities						
Trade and other payables	393,306	256,634	490,416	488,397	265,367	
Other liabilities	214,388	482,014	565,992	30,577	468,078	
Lease liabilities						
Borrowings	82,260	86,121	90,164	94,396	98,827	
Employee related provisions	345,627	302,829	348,980	347,557	402,691	
	1,035,581	1,127,598	1,495,552	960,927	1,234,963	
Total borrowings	1,578,352	1,405,928	1,409,971	1,319,807	1,225,411	
Total employee provisions	396,083	347,566	374,278	373,959	464,701	

Shire of Corrigin - Long Term Financial Plan

Summary of Results

Actual 2019-20	Actual 2020-21	Actual 2021-22	Actual 2022-23	Statement of Financial Activity	Actual 23-24	Budget 24-25	Budget 25-26	Forecast 26-27	Forecast 27-28	Forecast 28-29	Forecast 29-30	Forecast 30-31	Forecast 31-32	Forecast 32-33	Forecast 33-34	Forecast 34-35
2,649,963	2,658,045	2,763,231	2,882,324	Revenue from operating activities												
2,490,720	2,368,566	3,126,973	3,290,337	Rate revenue	3,007,710	3,149,420	3,283,996	3,406,413	3,542,669	3,684,376	3,831,751	3,985,021	4,144,422	4,310,199	4,482,607	4,661,911
1,272,519	1,020,534	1,072,778	1,982,701	Operating grants	2,797,247	790,227	1,543,011	3,392,270	3,490,645	3,591,874	3,696,038	3,803,222	3,913,518	4,027,009	4,143,791	4,263,963
6,413,202	6,047,145	6,962,982	8,155,362	Other revenue	2,721,605	2,699,871	1,608,125	1,435,912	1,480,794	1,527,107	1,574,898	1,624,216	1,675,109	1,727,630	1,781,833	1,837,771
					8,526,562	6,639,518	6,435,132	8,234,595	8,514,108	8,803,357	9,102,687	9,412,459	9,733,049	10,064,838	10,408,230	10,763,645
(6,931,315)	(7,524,402)	(8,493,476)	(9,621,842)	Expenditure from operating activities	(10,806,861)	(14,099,877)	(11,485,181)	(11,088,496)	(11,344,654)	(11,419,323)	(11,607,900)	(11,839,326)	(12,038,354)	(12,293,704)	(12,608,374)	(12,830,194)
2,971,890	3,404,683	3,462,850	4,484,849	Non-cash amounts excluded from operating activities	4,789,168	6,270,550	4,714,322	4,705,402	4,689,281	4,687,547	4,723,123	4,728,379	4,730,534	4,736,376	4,764,748	4,752,923
2,453,777	1,927,426	1,932,356	3,018,369	Amount attributable to operating activities	2,508,869	(1,189,809)	(335,727)	1,851,501	1,858,735	2,071,581	2,217,910	2,301,512	2,425,229	2,507,510	2,564,604	2,686,374
2,806,391	2,305,305	3,035,842	2,924,441	Inflows from investing activities												
				Capital grants	1,704,812	2,393,711	1,545,354	2,745,516	2,495,651	3,130,094	2,699,711	2,448,695	2,764,467	2,801,849	2,972,856	1,019,853
119,182	117,739	126,000	74,546	Proceeds from the disposal of inventory, land held for resale	0	82,080	167,080	0	0	0	0	0	0	0	3	0
2,925,573	2,423,044	3,161,842	2,998,987	Proceeds from disposal of assets	405,591	572,405	547,000	402,600	365,584	474,244	433,476	453,765	297,782	317,772	442,614	500,884
					2,110,403	3,048,196	2,259,434	3,148,116	2,861,235	3,604,338	3,133,187	2,902,460	3,062,249	3,119,621	3,415,473	1,520,737
(4,024,579)	(3,789,061)	(4,640,911)	(4,007,040)	Outflows from investing activities												
(4,024,579)	(3,789,061)	(4,640,911)	(4,007,040)	Capital purchases	(4,810,089)	(5,089,176)	(5,315,452)	(4,869,634)	(4,418,955)	(5,202,076)	(6,107,476)	(5,012,743)	(5,134,695)	(5,229,294)	(6,047,336)	(3,733,369)
					(4,810,089)	(5,089,176)	(5,315,452)	(4,869,634)	(4,418,955)	(5,202,076)	(6,107,476)	(5,012,743)	(5,134,695)	(5,229,294)	(6,047,336)	(3,733,369)
(1,099,006)	(1,366,017)	(1,479,069)	(1,008,053)	Amount attributable to investing activities	(2,699,686)	(2,040,980)	(3,056,018)	(1,721,518)	(1,557,720)	(1,597,738)	(2,974,289)	(2,110,283)	(2,072,446)	(2,109,673)	(2,631,863)	(2,212,632)
0	0	0	0	Inflows from financing activities												
220	1,289,012	2,094,891	2,234,677	New borrowings	0	0	0	0	0	0	0	0	0	0	0	0
220	1,289,012	2,094,891	2,234,677	Transfers from reserves	3,609,904	3,233,135	234,660	565,081	400,000	150,000	1,200,000	223,000	50,000	20,000	502,000	3,000
					3,609,904	3,233,135	234,660	565,081	400,000	150,000	1,200,000	223,000	50,000	20,000	502,000	3,000
(78,576)	(82,260)	(86,121)	(90,164)	Outflows from financing activities												
0	0	0	0	Repayment of borrowings	(94,396)	(98,827)	(103,465)	(108,322)	(113,406)	(118,730)	(124,302)	(130,137)	(136,245)	(142,641)	(149,336)	0
(1,477,465)	(2,697,160)	(2,388,763)	(2,124,590)	Payments for lease liabilities	0	0	0	0	0	0	0	0	0	0	0	0
(1,556,041)	(2,779,420)	(2,474,884)	(2,214,754)	Transfers to reserves	(2,825,300)	(3,149,667)	(427,708)	(586,743)	(587,609)	(505,113)	(319,318)	(284,092)	(266,537)	(275,196)	(285,405)	(476,742)
					(2,919,696)	(3,248,494)	(531,173)	(695,065)	(701,015)	(623,843)	(443,620)	(414,229)	(402,782)	(417,837)	(434,741)	(476,742)
(1,555,821)	(1,490,408)	(379,993)	19,923	Amount attributable to financing activities	690,208	(15,359)	(296,513)	(129,984)	(301,015)	(473,843)	756,380	(191,229)	(352,782)	(397,837)	67,259	(473,742)
1,704,135	1,503,083	574,085	647,379	Surplus or deficit at the start of the financial year	2,677,618	3,246,148	3,688,258	0	0	0	0	0	0	0	0	0
2,453,777	1,927,426	1,932,356	3,018,369	Amount attributable to operating activities	2,508,869	(1,189,809)	(335,727)	1,851,501	1,858,735	2,071,581	2,217,910	2,301,512	2,425,229	2,507,510	2,564,604	2,686,374
(1,099,006)	(1,366,017)	(1,479,069)	(1,008,053)	Amount attributable to investing activities	(2,699,686)	(2,040,980)	(3,056,018)	(1,721,518)	(1,557,720)	(1,597,738)	(2,974,289)	(2,110,283)	(2,072,446)	(2,109,673)	(2,631,863)	(2,212,632)
(1,555,821)	(1,490,408)	(379,993)	19,923	Amount attributable to financing activities	690,208	(15,359)	(296,513)	(129,984)	(301,015)	(473,843)	756,380	(191,229)	(352,782)	(397,837)	67,259	(473,742)
1,503,085	574,084	647,379	2,677,618	Surplus or deficit at the end of the financial year	3,177,009	0	0	0	0	0	0	0	0	0	0	0

Shire of Corrigin - Long Term Financial Plan

Statement of Financial Activity by Nature & Type

	Actual 23-24	Budget 24-25	Budget 25-26	Forecast 26-27	Forecast 27-28	Forecast 28-29	Forecast 29-30	Forecast 30-31	Forecast 31-32	Forecast 32-33	Forecast 33-34	Forecast 34-35	Forecast 35-36
OPERATING ACTIVITIES													
Revenue from operating activities													
Rates	3,007,710	3,149,420	3,283,996	3,406,413	3,542,669	3,684,376	3,831,751	3,985,021	4,144,422	4,310,199	4,482,607	4,661,911	4,848,387
Operating Grants, Subsidies And Contributions	2,797,247	790,227	1,543,011	3,392,270	3,490,645	3,591,874	3,696,038	3,803,222	3,913,518	4,027,009	4,143,791	4,263,963	4,263,963
Fees & Charges	786,534	793,273	843,808	869,123	894,327	920,263	946,950	974,412	1,002,670	1,031,747	1,061,668	1,092,456	1,124,137
Interest Earnings	254,520	258,063	283,990	295,349	307,163	319,450	332,228	345,517	359,337	373,711	388,659	404,206	420,374
Other Revenue	1,555,963	1,383,857	261,461	269,304	277,114	285,151	293,420	301,929	310,685	319,695	328,966	338,506	348,323
Profit On Asset Disposal	122,907	264,678	218,867	0	0	0	0	0	0	0	0	0	0
Movement in Units, WALGA House	1,681	0	0	2,136	2,190	2,245	2,301	2,358	2,417	2,478	2,540	2,603	2,668
	8,526,562	6,639,518	6,435,133	8,234,595	8,514,108	8,803,357	9,102,687	9,412,459	9,733,049	10,064,838	10,408,230	10,763,645	11,007,852
Expenditure from operating activities													
Employee costs	(2,454,384)	(2,840,580)	(3,045,931)	(2,581,925)	(2,659,383)	(2,739,164)	(2,821,339)	(2,905,979)	(2,993,159)	(3,082,953)	(3,175,442)	(3,270,705)	(3,368,827)
Materials and contracts	(2,677,401)	(3,863,982)	(2,500,851)	(2,343,259)	(2,419,993)	(2,499,243)	(2,581,089)	(2,665,617)	(2,752,915)	(2,843,075)	(2,936,188)	(3,032,353)	(3,131,670)
Utility charges	(314,138)	(320,869)	(374,880)	(386,126)	(397,710)	(409,642)	(421,931)	(434,589)	(447,626)	(461,055)	(474,887)	(489,133)	(503,807)
Depreciation on non-current assets	(4,733,276)	(6,368,423)	(4,714,278)	(4,707,538)	(4,691,471)	(4,689,792)	(4,725,424)	(4,730,737)	(4,732,951)	(4,738,854)	(4,767,288)	(4,755,526)	(4,745,166)
Interest expenses	(54,845)	(55,726)	(51,087)	(46,231)	(41,146)	(35,823)	(30,250)	(24,416)	(18,307)	(11,912)	(5,217)	0	0
Insurance expenses	(289,111)	(326,024)	(346,106)	(359,950)	(381,547)	(404,440)	(428,707)	(454,429)	(481,695)	(510,596)	(541,232)	(573,706)	(608,129)
Other expenditure	(254,361)	(157,468)	(216,439)	(222,933)	(229,398)	(236,050)	(242,896)	(249,940)	(257,188)	(264,646)	(272,321)	(280,218)	(288,345)
Loss on asset disposals	(29,345)	(166,805)	(235,609)	0	0	0	0	0	0	0	0	0	0
Savings to be made/(Additional funds available for expenditure)	0	0	0	(440,534)	(524,005)	(405,169)	(356,265)	(373,619)	(354,513)	(380,612)	(435,799)	(428,551)	(481,433)
	(10,806,861)	(14,099,877)	(11,485,181)	(11,088,496)	(11,344,654)	(11,419,323)	(11,607,900)	(11,839,326)	(12,038,354)	(12,293,704)	(12,608,374)	(12,830,194)	(13,127,377)
Non-cash amounts excluded from operating activities	4,789,168	6,270,550	4,714,322	4,705,402	4,689,281	4,687,547	4,723,123	4,728,379	4,730,534	4,736,376	4,764,748	4,752,923	4,742,498
Amount attributable to operating activities	2,508,869	(1,189,809)	(335,726)	1,851,501	1,858,735	2,071,581	2,217,910	2,301,512	2,425,229	2,507,510	2,564,604	2,686,374	2,622,973
INVESTING ACTIVITIES													
Inflows from investing activities													
Capital grants, subsidies and contributions	1,704,812	2,651,843	1,545,354	2,745,516	2,495,651	3,130,094	2,699,711	2,448,695	2,764,467	2,801,849	2,972,856	1,019,853	1,255,067
Proceeds from disposal of assets	405,591	572,405	547,000	402,600	365,584	474,244	433,476	453,765	297,782	317,772	442,614	500,884	413,596
Proceeds from the disposal of inventory, land held for resale	0	82,080	167,080	0	0	0	0	0	0	0	3	0	0
	2,110,403	3,306,328	2,259,434	3,148,116	2,861,235	3,604,338	3,133,187	2,902,460	3,062,249	3,119,621	3,415,473	1,520,737	1,668,663
Outflows from investing activities													
Payments for property, plant and equipment	(2,589,690)	(1,448,500)	(2,252,500)	(1,131,600)	(982,944)	(942,574)	(1,872,702)	(1,456,138)	(1,211,714)	(1,293,648)	(1,633,908)	(1,793,317)	(1,633,292)
Payments for construction of infrastructure	(2,220,399)	(3,640,676)	(3,061,509)	(3,738,034)	(3,436,011)	(4,259,502)	(4,234,774)	(3,556,605)	(3,922,981)	(3,935,646)	(4,413,428)	(1,940,052)	(2,365,654)
Amount attributable to investing activities	(4,810,089)	(5,089,176)	(5,314,009)	(4,869,634)	(4,418,955)	(5,202,076)	(6,107,476)	(5,012,743)	(5,134,695)	(5,229,294)	(6,047,336)	(3,733,369)	(3,998,946)
Non-cash amounts attributable to investing activities	0	(258,132)	(1,444)	0	0	0	0	0	0	0	0	0	0
Amount attributable to investing activities	(2,699,686)	(2,040,980)	(3,056,019)	(1,721,518)	(1,557,720)	(1,597,738)	(2,974,289)	(2,110,283)	(2,072,446)	(2,109,673)	(2,631,863)	(2,212,632)	(2,330,283)
FINANCING ACTIVITIES													
Inflows from financing activities													
Proceeds from new borrowings	0	0	0	0	0	0	0	0	0	0	0	0	0
Transfers from reserves	3,609,904	3,233,135	234,660	565,081	400,000	150,000	1,200,000	223,000	50,000	20,000	502,000	3,000	3,000
	3,609,904	3,233,135	234,660	565,081	400,000	150,000	1,200,000	223,000	50,000	20,000	502,000	3,000	3,000
Outflows from financing activities													
Repayment of borrowings	(94,396)	(98,827)	(103,465)	(108,322)	(113,406)	(118,730)	(124,302)	(130,137)	(136,245)	(142,641)	(149,336)	0	0
Transfers to reserves	(2,825,300)	(3,149,667)	(427,708)	(586,743)	(587,609)	(505,113)	(319,318)	(284,092)	(266,537)	(275,196)	(285,405)	(476,742)	(295,690)
	(2,919,696)	(3,248,494)	(531,173)	(695,065)	(701,015)	(623,843)	(443,620)	(414,229)	(402,782)	(417,837)	(434,741)	(476,742)	(295,690)
Amount attributable to financing activities	690,208	(15,359)	(296,513)	(129,984)	(301,015)	(473,843)	756,380	(191,229)	(352,782)	(397,837)	67,259	(473,742)	(292,690)
MOVEMENT IN SURPLUS OR DEFICIT													
Surplus or deficit at the start of the financial year	2,677,618	3,246,148	3,688,258	0	0	0	0	0	0	0	0	0	0
Amount attributable to operating activities	2,508,869	(1,189,809)	(335,726)	1,851,501	1,858,735	2,071,581	2,217,910	2,301,512	2,425,229	2,507,510	2,564,604	2,686,374	2,622,973
Amount attributable to investing activities	(2,699,686)	(2,040,980)	(3,056,019)	(1,721,518)	(1,557,720)	(1,597,738)	(2,974,289)	(2,110,283)	(2,072,446)	(2,109,673)	(2,631,863)	(2,212,632)	(2,330,283)
Amount attributable to financing activities	690,208	(15,359)	(296,513)	(129,984)	(301,015)	(473,843)	756,380	(191,229)	(352,782)	(397,837)	67,259	(473,742)	(292,690)
Surplus or deficit at the end of the financial year	3,177,009	0	0	0	0	0	0	0	0	0	0	0	0

Shire of Corrigin - Long Term Financial Plan

Statement of Comprehensive Income by Reporting Program

	Actual 23-24	Budget 24-25	Budget 25-26	Forecast 26-27	Forecast 27-28	Forecast 28-29	Forecast 29-30	Forecast 30-31	Forecast 31-32	Forecast 32-33	Forecast 33-34	Forecast 34-35
Income excluding grants, subsidies and contributions												
General Purpose Funding	5,498,995	3,541,531	3,284,208	3,408,767	3,545,083	3,686,851	3,834,289	3,987,624	4,147,091	4,312,935	4,485,413	4,664,788
Governance	(2,202,320)	(105,428)	313,243	325,479	338,166	351,352	365,055	379,296	394,096	409,478	425,464	442,077
Law, Order & Public Safety	246,951	419,188	89,347	92,027	94,696	97,442	100,268	103,176	106,168	109,247	112,415	115,675
Health	31,416	41,637	30,344	31,254	32,161	33,093	34,053	35,041	36,057	37,102	38,178	39,285
Education & Welfare	22,470	22,800	18,916	19,484	20,049	20,630	21,229	21,844	22,478	23,130	23,800	24,491
Housing	166,433	185,264	197,066	202,978	208,865	214,922	221,154	227,568	234,167	240,958	247,946	255,136
Community Amenities	358,329	425,766	340,232	350,439	360,601	371,059	381,819	392,892	404,286	416,010	428,075	440,489
Recreation & Culture	151,100	46,755	48,378	49,829	51,274	52,761	54,291	55,865	57,486	59,153	60,868	62,633
Transport	939,379	988,069	405,918	192,662	198,249	203,998	209,914	216,002	222,266	228,712	235,344	242,169
Economic Services	76,974	108,394	111,363	114,704	118,030	121,453	124,975	128,599	132,329	136,166	140,115	144,178
Other Property & Services	439,590	175,315	53,109	54,702	56,289	57,921	59,601	61,329	63,108	64,938	66,821	68,759
	5,729,317	5,849,291	4,892,123	4,842,325	5,023,463	5,211,483	5,406,649	5,609,237	5,819,531	6,037,829	6,264,439	6,499,682
Grants, subsidies and contributions												
General Purpose Funding	0	0	0	0	0	0	0	0	0	0	0	0
Governance	2,205,079	106,548	1,053,791	2,872,773	2,956,084	3,041,810	3,130,023	3,220,793	3,314,196	3,410,308	3,509,206	3,610,974
Law, Order & Public Safety	253,631	314,820	250,000	127,679	131,381	135,192	139,112	143,146	147,298	151,569	155,965	160,488
Health	0	136,000	0	0	0	0	0	0	0	0	0	0
Education & Welfare	112,679	118,737	121,467	122,891	126,455	130,122	133,895	137,778	141,774	145,885	150,116	154,470
Housing	0	0	0	0	0	0	0	0	0	0	0	0
Community Amenities	0	0	0	0	0	0	0	0	0	0	0	0
Recreation & Culture	3,727	2,500	2,500	2,660	2,737	2,816	2,898	2,982	3,069	3,158	3,249	3,343
Transport	1,533,341	2,536,409	1,625,902	2,334,819	2,245,634	3,006,859	2,633,556	2,373,599	2,717,135	2,737,326	2,862,312	925,990
Economic Services	379,741	227,056	34,705	236,430	0	0	0	0	0	0	0	0
Other Property & Services	13,861	0	0	0	0	0	0	0	0	0	0	0
	4,502,059	3,442,070	3,088,365	5,697,252	5,462,291	6,316,799	6,039,484	5,878,298	6,323,472	6,448,246	6,680,848	4,855,265
Expenditure from operating activities												
General Purpose Funding	(86,141)	(89,648)	(2,163,347)	(2,029,004)	(2,092,589)	(2,158,179)	(2,225,838)	(2,295,632)	(2,367,629)	(2,441,900)	(2,518,517)	(2,597,554)
Governance	(701,298)	(941,557)	(63,102)	(65,225)	(67,307)	(69,461)	(71,699)	(74,000)	(76,376)	(78,830)	(81,373)	(83,985)
Law, Order & Public Safety	(568,445)	(870,245)	286,677	297,485	307,099	316,938	326,935	337,310	347,983	358,938	370,123	381,742
Health	(427,555)	(494,990)	(228,698)	(233,704)	(239,138)	(244,971)	(251,535)	(257,884)	(264,409)	(271,213)	(278,572)	(285,609)
Education & Welfare	(365,033)	(372,685)	(209,041)	(212,818)	(217,459)	(222,550)	(228,495)	(234,133)	(239,944)	(246,057)	(252,809)	(259,124)
Housing	(190,848)	(327,446)	(436,128)	(444,773)	(456,113)	(468,162)	(481,416)	(494,472)	(507,917)	(521,911)	(536,865)	(551,484)
Community Amenities	(693,264)	(810,168)	(640,900)	(641,028)	(659,848)	(679,444)	(700,096)	(721,063)	(742,675)	(765,028)	(788,356)	(811,981)
Recreation & Culture	(2,059,350)	(2,380,538)	(2,061,580)	(2,008,216)	(2,031,749)	(2,059,166)	(2,095,313)	(2,126,009)	(2,157,005)	(2,189,760)	(2,228,268)	(2,261,174)
Transport	(4,727,314)	(6,704,393)	(2,205,596)	(1,908,774)	(1,874,229)	(1,846,959)	(1,839,893)	(1,814,770)	(1,786,948)	(1,760,232)	(1,745,239)	(1,706,477)
Economic Services	(480,194)	(513,127)	(560,158)	(549,698)	(560,484)	(572,229)	(585,883)	(598,695)	(611,790)	(625,461)	(640,489)	(654,329)
Other Property & Services	(507,421)	(595,080)	(3,203,311)	(3,095,793)	(3,180,459)	(3,269,900)	(3,366,910)	(3,463,726)	(3,563,652)	(3,667,615)	(3,777,953)	(3,887,500)
	(10,806,863)	(14,099,877)	(11,485,182)	(10,891,549)	(11,072,274)	(11,274,083)	(11,520,142)	(11,743,074)	(11,970,362)	(12,209,068)	(12,478,318)	(12,717,476)
Net Result for the Period	(575,487)	(4,808,516)	(3,504,694)	(351,972)	(586,520)	254,199	(74,009)	(255,539)	172,641	277,007	466,969	(1,362,529)

Shire of Corrigin - Long Term Financial Plan

Statement of Financial Position

	Actual 23-24	Budget 24-25	Budget 25-26	Forecast 26-27	Forecast 27-28	Forecast 28-29	Forecast 29-30	Forecast 30-31	Forecast 31-32	Forecast 32-33	Forecast 33-34	Forecast 34-35	Forecast 35-36
CURRENT ASSETS													
Cash and cash equivalents	4,105,541	1,290,554	589,909	616,226	628,974	642,107	655,634	669,569	683,923	698,710	713,941	729,631	745,793
Reserves	4,329,307	4,245,837	4,643,581	4,665,243	4,852,852	5,207,965	4,327,283	4,388,375	4,604,912	4,860,108	4,643,513	5,117,255	5,409,945
Trade and other receivables	129,210	146,063	68,435	72,814	74,926	77,099	79,334	81,635	84,003	86,439	88,945	91,525	94,179
Inventories	197,911	152,547	77,240	82,183	84,566	87,018	89,542	92,139	94,811	97,560	100,389	103,301	106,296
Other financial assets	10,483	19,089	33,872	36,039	37,085	38,160	39,267	40,405	41,577	42,783	44,024	45,300	46,614
TOTAL CURRENT ASSETS	8,772,452	5,854,090	5,413,037	5,472,505	5,678,403	6,052,349	5,191,060	5,272,123	5,509,225	5,785,599	5,590,812	6,087,012	6,402,827
NON-CURRENT ASSETS													
Trade and other receivables	12,970	12,970	13,398	13,800	14,200	14,612	15,036	15,472	15,920	16,382	16,857	16,857	16,857
Other financial assets	83,171	83,171	85,458	87,594	89,784	92,029	94,330	96,688	99,105	101,583	104,122	106,725	109,394
Inventories	1,235,000	1,235,000	1,235,000	1,235,000	1,235,000	1,235,000	1,235,000	1,235,000	1,235,000	1,235,000	1,235,000	1,235,000	1,235,000
Investment in associate	65,977	65,977	65,977	65,977	65,977	65,977	65,977	65,977	65,977	65,977	65,977	65,977	65,977
Property, plant and equipment	35,295,832	34,953,745	35,790,647	35,441,905	34,964,449	34,467,385	34,883,086	34,882,257	34,646,837	34,499,505	34,684,698	35,015,484	35,179,398
Infrastructure	172,132,255	170,688,483	170,187,437	170,698,275	170,903,215	171,912,563	172,878,914	173,161,749	173,798,913	174,436,685	175,531,540	174,178,597	173,268,463
TOTAL NON-CURRENT ASSETS	208,825,205	207,039,345	207,377,917	207,542,551	207,272,625	207,787,565	209,172,342	209,457,142	209,861,752	210,355,131	211,638,194	210,618,640	209,875,088
TOTAL ASSETS	217,597,657	212,893,436	212,790,953	213,015,057	212,951,028	213,839,915	214,363,402	214,729,265	215,370,978	216,140,731	217,229,007	216,705,652	216,277,916
CURRENT LIABILITIES													
Trade and other payables	265,367	227,209	137,850	146,671	150,924	155,301	159,805	164,439	169,208	174,115	179,164	184,360	189,707
Other liabilities	468,078	662,639	36,154	38,542	39,698	40,889	42,116	43,379	44,681	46,021	47,402	48,824	50,289
Borrowings	98,827	0	0	113,406	118,730	124,302	130,137	136,245	142,641	149,336	0	0	0
Employee related provisions	402,691	349,792	402,692	429,290	442,169	455,434	469,097	483,169	497,665	512,594	527,972	543,811	560,126
TOTAL CURRENT LIABILITIES	1,234,963	1,239,640	576,696	727,909	751,521	775,926	801,154	827,234	854,194	882,066	754,539	776,996	800,121
NON-CURRENT LIABILITIES													
Lease liabilities	0	0	0	0	0	0	0	0	0	0	0	0	0
Borrowings	1,126,584	1,023,119	1,023,119	801,391	682,661	558,359	428,222	291,976	149,336	0	0	0	0
Employee related provisions	62,010	62,010	64,180	66,106	68,089	70,132	72,236	74,403	76,635	78,934	81,302	81,302	81,302
TOTAL NON-CURRENT LIABILITIES	1,188,594	1,085,129	1,087,299	867,496	750,750	628,490	500,457	366,379	225,970	78,934	81,302	81,302	81,302
TOTAL LIABILITIES	2,423,557	2,324,769	1,663,995	1,595,406	1,502,271	1,404,417	1,301,612	1,193,612	1,080,164	961,000	835,840	858,297	881,423
NET ASSETS	215,174,100	210,568,667	211,126,958	211,419,651	211,448,757	212,435,498	213,061,791	213,535,653	214,290,813	215,179,731	216,393,166	215,847,354	215,396,493
EQUITY													
Retained surplus	35,260,315	30,738,352	30,898,899	31,169,930	31,011,427	31,643,055	33,150,030	33,562,800	34,101,423	34,735,145	36,165,175	35,145,621	34,402,070
Reserves - cash/financial asset backed	4,329,307	4,245,837	4,643,581	4,665,243	4,852,852	5,207,965	4,327,283	4,388,375	4,604,912	4,860,108	4,643,513	5,117,255	5,409,945
Revaluation surplus	175,584,478	175,584,478	175,584,478	175,584,478	175,584,478	175,584,478	175,584,478	175,584,478	175,584,478	175,584,478	175,584,478	175,584,478	175,584,478
TOTAL EQUITY	215,174,100	210,568,667	211,126,958	211,419,651	211,448,757	212,435,498	213,061,791	213,535,653	214,290,813	215,179,731	216,393,166	215,847,354	215,396,493

Shire of Corrigin - Long Term Financial Plan

New Initiatives

Project Name	Project Type	Program	Funding Source	Category	Forecast 24-25	Forecast 25-26	Forecast 26-27	Forecast 27-28	Forecast 28-29	Forecast 29-30	Forecast 30-31	Forecast 31-32	Forecast 32-33	Forecast 33-34	Forecast 34-35
Test 1	Operating			Expenditure	0	0	0	0	0	0	0	0	0	0	0
	Operating			Income	0	0	0	0	0	0	0	0	0	0	0
	Operating			Net	0	0	0	0	0	0	0	0	0	0	0
Test 2	Capital Infrastructure			Expenditure	0	0	0	0	0	0	0	0	0	0	0
	Capital Infrastructure			Income	0	0	0	0	0	0	0	0	0	0	0
	Capital Infrastructure			Net	0	0	0	0	0	0	0	0	0	0	0
Test 3	Capital PPE			Expenditure	0	0	0	0	0	0	0	0	0	0	0
	Capital PPE			Income	0	0	0	0	0	0	0	0	0	0	0
	Capital PPE			Net	0	0	0	0	0	0	0	0	0	0	0
Test 4	Operating			Expenditure	0	0	0	0	0	0	0	0	0	0	0
	Operating			Income	0	0	0	0	0	0	0	0	0	0	0
	Operating			Net	0	0	0	0	0	0	0	0	0	0	0
Test 5	Operating			Expenditure	0	0	0	0	0	0	0	0	0	0	0
	Operating			Income	0	0	0	0	0	0	0	0	0	0	0
	Operating			Net	0	0	0	0	0	0	0	0	0	0	0
Total				Expenditure	0	0	0	0	0	0	0	0	0	0	0
				Income	0	0	0	0	0	0	0	0	0	0	0
				Net	0	0	0	0	0	0	0	0	0	0	0

Shire of Corrigin - Long Term Financial Plan

New Initiatives

Project Name	Project Type	Program	Funding Source	Category	Forecast 24-25	Forecast 25-26	Forecast 26-27	Forecast 27-28	Forecast 28-29	Forecast 29-30	Forecast 30-31	Forecast 31-32	Forecast 32-33	Forecast 33-34	Forecast 34-35
SUMMARY	Capital PPE		Expenditure	Expenditure	0	0	0	0	0	0	0	0	0	0	0
	Capital PPE		Income	Non-Operating Grant	0	0	0	0	0	0	0	0	0	0	0
				Net	0	0	0	0	0	0	0	0	0	0	0
	Capital Infrastructure		Expenditure	Expenditure	0	0	0	0	0	0	0	0	0	0	0
	Capital Infrastructure		Income	Non-Operating Grant	0	0	0	0	0	0	0	0	0	0	0
				Net	0	0	0	0	0	0	0	0	0	0	0
	Operating		Expenditure	Expenditure	0	0	0	0	0	0	0	0	0	0	0
	Operating		Income	Operating Grant	0	0	0	0	0	0	0	0	0	0	0
				Net	0	0	0	0	0	0	0	0	0	0	0
	Totals														
	Capital PPE		Expenditure	Expenditure	0	0	0	0	0	0	0	0	0	0	0
	Capital Infrastructure		Expenditure	Expenditure	0	0	0	0	0	0	0	0	0	0	0
	Operating		Expenditure	Expenditure	0	0	0	0	0	0	0	0	0	0	0
					0	0	0	0	0	0	0	0	0	0	0
			Operating Grant	Operating Grant	0	0	0	0	0	0	0	0	0	0	0
			Non-Operating Grant	Non-Operating Grant	0	0	0	0	0	0	0	0	0	0	0
					0	0	0	0	0	0	0	0	0	0	0
			Net	Net	0	0	0	0	0	0	0	0	0	0	0

Shire of Corrigin - Long Term Financial Plan

Net Current Assets Used in the Statement of Financial Activity

	Actual 23-24	Budget 24-25	Budget 25- 26	Forecast 26-27	Forecast 27-28	Forecast 28-29	Forecast 29-30	Forecast 30-31	Forecast 31-32	Forecast 32-33	Forecast 33-34	Forecast 34-35	Forecast 35-36
Adjustments to operating activities													
Less: Profit on asset disposals	(122,907)	(264,678)	(218,867)	0	0	0	0	0	0	0	0	0	0
Less: Fair value adjustments to financial assets at fair value through profit and loss	(1,681)	0	0	(2,136)	(2,190)	(2,245)	(2,301)	(2,358)	(2,417)	(2,478)	(2,540)	(2,603)	(2,668)
Add: Loss on disposal of assets	29,345	166,805	235,609	0	0	0	0	0	0	0	0	0	0
Add: Depreciation on non-current assets	4,733,276	6,368,423	4,714,278	4,707,538	4,691,471	4,689,792	4,725,424	4,730,737	4,732,951	4,738,854	4,767,288	4,755,526	4,745,166
Non-cash movements in non-current assets and liabilities:													
Pensioner deferred rates	5,527												
Assets held for sale	110,000												
Employee benefits provisions	35,608	0	(16,698)										
Non cash amounts excluded from operating activities	4,789,168	6,270,550	4,714,322	4,705,402	4,689,281	4,687,547	4,723,123	4,728,379	4,730,534	4,736,376	4,764,748	4,752,923	4,742,498
Adjustments to financing activities													
Movement in current unspent capital grants associated with restricted cash	0	(258,132)	0	0	0	0	0	0	0	0	0	0	0
Non cash amounts excluded from investing activities	0	(258,132)	0	0	0	0	0	0	0	0	0	0	0
Adjustments to net current assets													
Less: Reserves - cash/financial asset backed	(4,329,307)	(4,245,837)	(4,643,581)	(4,665,243)	(4,852,852)	(5,207,965)	(4,327,283)	(4,388,375)	(4,604,912)	(4,860,108)	(4,643,513)	(5,117,255)	(5,409,945)
Less: Current assets not expected to be received at year end:													
Land held for resale	(130,000)	(80,000)	0	0	0	0	0	0	0	0	0	0	0
Rates receivable	0	(55,159)	0	0	0	0	0	0	0	0	0	0	0
Excess rates	0	24,678	36,154	36,154	36,154	36,154	36,154	36,154	36,154	36,154	36,154	36,154	36,154
Add: Current liabilities not expected to be cleared at end of year													
Current portion of borrowings	98,827	0	0	113,406	118,730	124,302	130,137	136,245	142,641	149,336	0	0	0
Current portion of lease liabilities	0	0	0	0	0	0	0	0	0	0	0	0	0
current portion of unspent capital grants held in reserve	0	(258,132)	(37,596)	(37,596)	(37,596)	(37,596)	(37,596)	(37,596)	(37,596)	(37,596)	(37,596)	(37,596)	(37,596)
Current portion of employee provisions	0	0	0	0	0	0	0	0	0	0	0	0	0
Total adjustments to net current assets	(4,360,480)	(4,614,450)	(4,645,023)	(4,553,279)	(4,735,564)	(5,085,105)	(4,198,588)	(4,253,572)	(4,463,713)	(4,712,214)	(4,644,955)	(5,118,697)	(5,411,387)
Net current assets used in the Rate Setting Statement													
Total current assets	8,772,452	5,854,090	5,221,719	5,281,188	5,487,085	5,861,031	4,999,742	5,080,806	5,317,907	5,594,280	5,399,494	5,895,693	6,211,508
Less: Total current liabilities	(1,234,963)	(1,239,640)	(576,696)	(727,909)	(751,521)	(775,926)	(801,154)	(827,234)	(854,194)	(882,066)	(754,539)	(776,996)	(800,121)
Less: Total adjustments to net current assets	(4,360,480)	(4,614,450)	(4,645,023)	(4,553,279)	(4,735,564)	(5,085,105)	(4,198,588)	(4,253,572)	(4,463,713)	(4,712,214)	(4,644,955)	(5,118,697)	(5,411,387)
Net current assets used in the Rate Setting Statement	3,177,009	0	0	0	0	0	0	0	0	0	0	0	0

Shire of Corrigin - Long Term Financial Plan

Movements in Cash and Cash Equivalents

	Actual 23-24	Budget 24-25	Budget 25-26	Forecast 26-27	Forecast 27-28	Forecast 28-29	Forecast 29-30	Forecast 30-31	Forecast 31-32	Forecast 32-33	Forecast 33-34	Forecast 34-35	Forecast 35-36
Opening balance, cash	3,606,150	1,881,203	4,802,959	589,909	616,226	628,974	642,107	655,634	669,569	683,923	698,710	713,941	729,631
Cash attributable to operating activities	2,508,869	4,698,825	(860,518)	1,877,819	1,871,483	2,084,713	2,231,437	2,315,447	2,439,583	2,522,296	2,579,835	2,702,064	2,639,135
Cash attributable to investing activities	(2,699,686)	(2,040,980)	(3,056,019)	(1,721,518)	(1,557,720)	(1,597,738)	(2,974,289)	(2,110,283)	(2,072,446)	(2,109,673)	(2,631,863)	(2,212,632)	(2,330,283)
Cash attributable to financing activities	690,208	(3,248,494)	(296,513)	(129,984)	(301,015)	(473,843)	756,380	(191,229)	(352,782)	(397,837)	67,259	(473,742)	(292,690)
Closing cash balance	4,105,541	1,290,554	589,909	616,226	628,974	642,107	655,634	669,569	683,923	698,710	713,941	729,631	745,793

Shire of Corrigin - Long Term Financial Plan

Reserves

Reserve	Movement	Purpose	Funding & Execution Strategy	Actual 23-24	Budget 24-25	Budget 25- 26	Forecast 26- 27	Forecast 27- 28	Forecast 28- 29	Forecast 29- 30	Forecast 30- 31	Forecast 31- 32	Forecast 32- 33	Forecast 33- 34	Forecast 34- 35	Forecast 35- 36
Employee Entitlement Reserve	Opening Balance	To be used to fund employee entitlement requirements.	Reserve being built up to cover the cost of the current liability in 2031.	175,520	210,536	231,168	250,237	280,246	311,456	343,914	377,671	412,778	429,289	446,461	464,319	482,892
	Interest			8,596	10,632	9,069	10,009	11,210	12,458	13,757	15,107	16,511	17,172	17,858	18,573	19,316
	Transfers to Transfers (from) Closing Balance			28,178 (1,758) 210,536	10,000 0 231,168	10,000 0 250,237	20,000 0 280,246	20,000 0 311,456	20,000 0 343,914	20,000 0 377,671	20,000 0 412,778	20,000 0 429,289	0 0 446,461	0 0 464,319	0 0 482,892	0 0 502,208
Housing Reserve	Opening Balance	To be used for the construction and maintenance of housing.	Reserve being built up for a housing addition in 2027.	396,724	436,347	478,383	507,154	277,440	38,538	50,080	62,083	74,566	87,549	101,051	115,093	129,697
	Interest			19,623	22,036	18,771	20,286	11,098	1,542	2,003	2,483	2,983	3,502	4,042	4,604	5,188
	Transfers to Transfers (from) Closing Balance			20,000 0 436,347	20,000 0 478,383	10,000 0 507,154	0 (250,000) 277,440	0 (250,000) 38,538	10,000 0 50,080	10,000 0 62,083	10,000 0 74,566	10,000 0 87,549	10,000 0 101,051	10,000 0 115,093	10,000 0 129,697	10,000 0 144,885
Office Equipment Reserve	Opening Balance	To be used for the purchase of office equipment	Used to cover the cost of major purchases, including copier replacements.	82,404	136,480	153,372	164,390	170,966	177,805	164,917	171,514	178,375	185,510	192,930	178,647	185,793
	Interest			4,076	6,892	6,018	6,576	6,839	7,112	6,597	6,861	7,135	7,420	7,717	7,146	7,432
	Transfers to Transfers (from) Closing Balance			50,000 0 136,480	10,000 0 153,372	5,000 0 164,390	0 0 170,966	0 0 177,805	0 (20,000) 164,917	0 0 171,514	0 0 178,375	0 0 185,510	0 0 192,930	0 (22,000) 178,647	0 0 185,793	0 0 193,225
Plant Replacement Reserve	Opening Balance	To be used to the purchase of major plant items	Being built up every year to cover the cost of major plant replacements, including graders and loaders.	1,261,442	1,323,837	1,490,691	1,569,182	1,731,949	1,901,227	1,947,276	1,375,167	1,210,174	1,208,581	1,236,924	806,401	838,657
	Interest			62,395	66,854	58,491	62,767	69,278	76,049	77,891	55,007	48,407	48,343	49,477	32,256	33,546
	Transfers to Transfers (from) Closing Balance			0 0 1,323,837	100,000 0 1,490,691	20,000 0 1,569,182	100,000 0 1,731,949	100,000 0 1,901,227	0 (30,000) 1,947,276	0 (650,000) 1,375,167	0 (220,000) 1,210,174	0 (50,000) 1,208,581	0 (20,000) 1,236,924	0 (480,000) 806,401	0 0 838,657	0 0 872,203
Swimming Pool Reserve	Opening Balance	To be used for the construction and maintenance of the swimming pool facility.	normal preventative maintenance is funded from opex, this reserve is being built up to do a full refurbishment when required	226,507	257,711	280,725	296,740	318,610	341,354	365,008	389,608	415,192	441,800	469,472	498,251	528,181
	Interest			11,204	13,014	11,015	11,870	12,744	13,654	14,600	15,584	16,608	17,672	18,779	19,930	21,127
	Transfers to Transfers (from) Closing Balance			20,000 0 257,711	10,000 0 280,725	5,000 0 296,740	10,000 0 318,610	10,000 0 341,354	10,000 0 365,008	10,000 0 389,608	10,000 0 415,192	10,000 0 441,800	10,000 0 469,472	10,000 0 498,251	10,000 0 528,181	10,000 0 559,308
Roadworks Reserve	Opening Balance	To be used to fund the construction of roads and or verge / footpaths within the Shire of Corrigin.	Maintian to fund any new works and future renewals where funding is required	305,244	320,343	291,759	303,207	515,335	735,948	965,386	454,001	472,161	491,047	510,689	531,117	752,362
	Interest			15,098	16,177	11,448	12,128	20,613	29,438	38,615	18,160	18,886	19,642	20,428	21,245	30,094
	Transfers to Transfers (from) Closing Balance			0 0 320,342	0 0 336,520	0 0 303,207	200,000 0 515,335	200,000 0 735,948	200,000 0 965,386	0 (550,000) 454,001	0 0 472,161	0 0 491,047	0 0 510,689	0 0 531,117	200,000 0 752,362	0 0 782,456
Land Subdivision Reserve	Opening Balance	To be used to fund the purchase and development of land for sub division and other purposes that benefits the community.	Used to fund the head works of future developments	103,535	172,692	271,631	349,369	423,344	500,278	580,289	663,501	750,041	840,043	933,645	1,030,991	1,132,231
	Interest			5,122	8,721	11,738	13,975	16,934	20,011	23,212	26,540	30,002	33,602	37,346	41,240	45,289
	Transfers to Transfers (from) Closing Balance			64,036 0 172,693	32,080 0 213,493	66,000 0 349,369	60,000 0 423,344	60,000 0 500,278	60,000 0 580,289	60,000 0 663,501	60,000 0 750,041	60,000 0 840,043	60,000 0 933,645	60,000 0 1,030,991	60,000 0 1,132,231	60,000 0 1,237,520
Townscape Reserve	Opening Balance	To be used for the continual upgrade of townscape facilitie	Finalised in 2025-26	18,186	19,084	20,048	0	0	0	0	0	0	0	0	0	0
	Interest			899	964	787	0	0	0	0	0	0	0	0	0	0
	Transfers to Transfers (from) Closing Balance			0 0 19,085	0 0 20,048	0 (20,835) 0	0 0 0	0 0 0	0 0 0	0 0 0	0 0 0	0 0 0	0 0 0	0 0 0	0 0 0	0 0 0

Shire of Corrigin - Long Term Financial Plan

Reserves

Reserve	Movement	Purpose	Funding & Execution Strategy	Actual 23-24	Budget 24-25	Budget 25-26	Forecast 26-27	Forecast 27-28	Forecast 28-29	Forecast 29-30	Forecast 30-31	Forecast 31-32	Forecast 32-33	Forecast 33-34	Forecast 34-35	Forecast 35-36
Medical Reserve	Opening Balance	To be used for the continual upgrade of medical facilities within the Shire of Corrigin	Used to fund future costs associated with running the medical centre	45,749	68,012	91,447	105,035	109,236	113,605	118,149	122,875	127,790	132,902	138,218	143,747	149,497
	Interest			2,263	3,435	3,588	4,201	4,369	4,544	4,726	4,915	5,112	5,316	5,529	5,750	5,980
	Transfers to Transfers (from)			20,000 0	20,000 0	10,000 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0
	Closing Balance			68,012	91,447	105,035	109,236	113,605	118,149	122,875	127,790	132,902	138,218	143,747	149,497	155,477
LGCHP Long Term Maintenance Reserve	Opening Balance	To be used to fund the long term maintenance of the joint venture housing.	Funded from joint venture profits.	21,323	31,811	18,418	4,141	4,307	4,479	4,658	4,844	5,038	5,240	5,450	5,668	5,895
	Interest			1,056	1,606	723	166	172	179	186	194	202	210	218	227	236
	Transfers to Transfers (from)			9,433 0	5,000 (20,000)	0 (15,000)	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0
	Closing Balance			31,812	18,417	4,141	4,307	4,479	4,658	4,844	5,038	5,240	5,450	5,668	5,895	6,131
Rockview Reserve	Opening Balance	To be used to fund the development of the Rockview land project.	Revenue from annual lease payments transferred in to cover the cost of the purchase of lime.	9,127	10,579	12,113	13,588	12,132	13,617	15,162	16,768	15,439	17,057	18,739	20,489	19,309
	Interest			451	534	475	544	485	545	606	671	618	682	750	820	772
	Transfers to Transfers (from)			1,000 0	1,000 0	1,000 0	1,000 (3,000)	1,000 0	1,000 0	1,000 0	1,000 (3,000)	1,000 0	1,000 0	1,000 0	1,000 (3,000)	1,000 (3,000)
	Closing Balance			10,578	12,113	13,588	12,132	13,617	15,162	16,768	15,439	17,057	18,739	20,489	19,309	18,081
Senior Citizens Reserve	Opening Balance	To be used for construction of aged care accommodation and facilities within Corrigin	Being built up to create a new independent living unit.	54,677	57,381	60,279	62,644	65,150	67,756	70,466	73,285	76,216	79,265	82,436	85,733	89,162
	Interest			2,704	2,898	2,365	2,506	2,606	2,710	2,819	2,931	3,049	3,171	3,297	3,429	3,566
	Transfers to Transfers (from)			0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0
	Closing Balance			57,381	60,279	62,644	65,150	67,756	70,466	73,285	76,216	79,265	82,436	85,733	89,162	92,728
Town Hall Reserve	Opening Balance	To be used for the planning, maintenance and upgrade of the Corrigin Town Hall Building	Used to fund future refurbishments as required.	112,667	118,240	94,211	102,908	107,024	111,305	115,757	120,387	125,202	130,210	135,418	140,835	146,468
	Interest			5,573	5,971	3,697	4,116	4,281	4,452	4,630	4,815	5,008	5,208	5,417	5,633	5,859
	Transfers to Transfers (from)			0 0	0 (30,000)	5,000 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0
	Closing Balance			118,240	94,211	102,908	107,024	111,305	115,757	120,387	125,202	130,210	135,418	140,835	146,468	152,327
Recreation & Events Centre and Surrounds Reserve	Opening Balance	To be used for the planning, maintenance and upgrade of the recreation and events centre.	Used to refurbish the sports courts and surrounds.	325,478	420,968	542,227	573,503	496,443	366,301	280,953	292,191	303,879	316,034	328,675	341,822	355,495
	Interest			16,099	21,259	21,276	22,940	19,858	14,652	11,238	11,688	12,155	12,641	13,147	13,673	14,220
	Transfers to Transfers (from)			110,000 (30,609)	100,000 0	10,000 0	0 (100,000)	0 (150,000)	0 (100,000)	0 0	0 0	0 0	0 0	0 0	0 0	0 0
	Closing Balance			420,968	542,227	573,503	496,443	366,301	280,953	292,191	303,879	316,034	328,675	341,822	355,495	369,715
Bendering Tip Reserve	Opening Balance	To be used for the continual upgrade, expansion and rehabilitation of the Bendering Tip site.	Used to fund the development and rehabilitation of the facility	92,736	107,323	122,743	137,559	153,061	169,183	185,950	203,388	221,524	240,385	260,000	280,400	301,616
	Interest			4,587	5,420	4,816	5,502	6,122	6,767	7,438	8,136	8,861	9,615	10,400	11,216	12,065
	Transfers to Transfers (from)			10,000 0	10,000 0	10,000 0	10,000 0	10,000 0	10,000 0	10,000 0	10,000 0	10,000 0	10,000 0	10,000 0	10,000 0	10,000 0
	Closing Balance			107,323	122,743	137,559	153,061	169,183	185,950	203,388	221,524	240,385	260,000	280,400	301,616	323,681
Grants & Contributions Reserve	Opening Balance	To be used to quarantine any unspent grant and contribution funds received during the financial year until funds are required.	Finalised in 2024	1,882,592	637,961	191,318	0	0	0	0	0	0	0	0	0	0
	Interest			539	0	7,507	0	0	0	0	0	0	0	0	0	0
	Transfers to Transfers (from)			2,332,368 (3,577,537)	2,545,174 (3,183,135)	0 (198,825)	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0
	Closing Balance			637,962	0	0	0	0	0	0	0	0	0	0	0	0
Information Technology and Software Reserve	Opening Balance	To be used in June 2027 to upgrade the ERP System.		0	0	100,000	203,924	0	0	0	0	0	0	0	0	0
	Interest			0	0	3,924	8,157	0	0	0	0	0	0	0	0	0
	Transfers to Transfers (from)			0 0	100,000 0	100,000 0	0 (212,081)	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0
	Closing Balance			0	100,000	203,924	0	0	0	0	0	0	0	0	0	0
Total	Opening Balance			5,113,911	4,329,305	4,450,533	4,643,581	4,665,243	4,852,852	5,207,965	4,327,283	4,388,375	4,604,912	4,860,108	4,643,513	5,117,255
	Interest			160,285	186,413	175,708	185,743	186,609	194,113	208,318	173,092	175,537	184,196	194,405	185,742	204,690
	Transfers to Transfers (from)			2,665,015 (3,609,904)	2,963,254 (3,233,135)	252,000 (234,660)	401,000 (665,081)	401,000 (400,000)	311,000 (150,000)	111,000 (1,200,000)	111,000 (223,000)	91,000 (50,000)	91,000 (20,000)	91,000 (502,000)	291,000 (3,000)	91,000 (3,000)
	Closing Balance			4,329,307	4,245,837	4,643,581	4,665,243	4,852,852	5,207,965	4,327,283	4,388,375	4,604,912	4,860,108	4,643,513	5,117,255	5,409,945

Shire of Corrigin - Long Term Financial Plan

Movements in Property, Plant and Equipment

		Actual 23-24	Budget 24 25	Budget 25 26	Forecast 26 27	Forecast 27 28	Forecast 28 29	Forecast 29 30	Forecast 30 31	Forecast 31 32	Forecast 32 33	Forecast 33 34	Forecast 34 35	Forecast 35 36
Land	Opening Balance	1,732,897	2,377,875											
	Transfers	644,978	0											
	Closing Balance	2,377,875	2,377,875											
Buildings	Opening Balance	22,229,895	28,421,274											
	Additions	217,120	346,500											
	Revaluation	7,616,448	0											
	Disposals	(12,326)	(81,281)											
	Depreciation	(984,885)	(986,541)											
	Transfers	(644,978)	0											
	Closing Balance	28,421,274	27,699,952											
Furniture & Equipment	Opening Balance	244,927	229,231											
	Additions	40,527	95,000											
	Disposals	0	(4,568)											
	Depreciation	(56,223)	(51,747)											
	Closing Balance	229,231	267,916											
Plant & Equipment	Opening Balance	2,658,911	4,267,452											
	Additions	2,332,043	1,007,000											
	Disposals	(290,369)	(332,403)											
	Depreciation	(433,133)	(334,048)											
	Closing Balance	4,267,452	4,608,001											
Roads	Opening Balance	145,592,622	145,603,584											
	Additions	2,005,855	2,835,584											
	Depreciation	(1,994,893)	(3,758,760)											
	Closing Balance	145,603,584	144,680,408											
Footpaths	Opening Balance	1,984,566	2,024,827											
	Additions	120,891	0											
	Depreciation	(80,630)	(81,957)											
	Closing Balance	2,024,827	1,942,870											
Infrastructure Other	Opening Balance	6,258,259	5,804,428											
	Additions	0	396,092											
	Disposals	0	(7,360)											
	Depreciation	(453,831)	(429,445)											
	Closing Balance	5,804,428	5,763,715											
Parks & Ovals	Opening Balance	3,233,148	3,104,845											
	Additions	93,653	409,000											
	Disposals	0	(81,000)											
	Depreciation	(221,956)	(222,928)											
	Closing Balance	3,104,845	3,209,917											
Drainage	Opening Balance	16,097,567	15,594,570											
	Depreciation	(502,997)	(502,997)											
	Closing Balance	15,594,570	15,091,573											
SUMMARY DATA FROM SOURCE DOCUMENTS														
PPE	Opening Balance	26,866,630	35,295,832	34,953,745	35,790,647	35,441,905	34,964,449	34,467,385	34,883,086	34,882,257	34,646,837	34,499,505	34,684,698	35,015,484
	Additions	2,589,690	1,448,500	664,048	1,131,600	982,944	942,574	1,872,702	1,456,138	1,211,714	1,293,648	1,633,908	1,793,317	1,633,292
	Additions budget adjustment 2026			1,588,452										
	Revaluation	7,616,448	0	0	0	0	0	0	0	0	0	0	0	0
	Disposals	(302,695)	(418,252)	(263,875)	0	0	0	0	0	0	0	0	0	0
	Depreciation	(1,474,241)	(1,372,335)	(1,151,723)	(1,480,342)	(1,460,400)	(1,439,638)	(1,457,001)	(1,456,967)	(1,447,134)	(1,440,980)	(1,448,715)	(1,462,531)	(1,469,378)
	Closing Balance	35,295,832	34,953,745	35,790,647	35,441,905	34,964,449	34,467,385	34,883,086	34,882,257	34,646,837	34,499,505	34,684,698	35,015,484	35,179,398
Infrastructure	Opening Balance	173,166,162	172,132,254	170,688,483	170,187,437	170,698,275	170,903,215	171,912,563	172,878,914	173,161,749	173,798,913	174,436,685	175,531,540	174,178,597
	Additions	2,220,399	3,640,676	3,400,459	3,738,034	3,436,011	4,259,502	4,234,774	3,556,605	3,922,981	3,935,646	4,413,428	1,940,052	2,365,654
	Additions budget adjustment 2026	0	0	(338,950)	0	0	0	0	0	0	0	0	0	0
	Disposals ¹	0	(88,360)	0	0	0	0	0	0	0	0	0	0	0
	Depreciation	(3,254,307)	(4,996,087)	(3,562,555)	(3,227,196)	(3,231,071)	(3,250,154)	(3,268,423)	(3,273,770)	(3,285,817)	(3,297,874)	(3,318,573)	(3,292,995)	(3,275,788)
	Closing Balance	172,132,254	170,688,483	170,187,437	170,698,275	170,903,215	171,912,563	172,878,914	173,161,749	173,798,913	174,436,685	175,531,540	174,178,597	173,268,463
Total	Opening Balance	200,032,792	207,428,086	205,642,228	205,978,084	206,140,180	205,867,664	206,379,948	207,762,000	208,044,006	208,445,750	208,936,190	210,216,238	209,194,081
	Additions	4,810,089	5,089,176	5,314,009	4,869,634	4,418,955	5,202,076	6,107,476	5,012,743	5,134,695	5,229,294	6,047,336	3,733,369	3,998,946
	Revaluation	7,616,448	0	0	0	0	0	0	0	0	0	0	0	0
	Disposals	(302,695)	0	(263,875)	0	0	0	0	0	0	0	0	0	0
	Depreciation	(4,728,548)	(6,368,422)	(4,714,278)	(4,707,538)	(4,691,471)	(4,689,792)	(4,725,424)	(4,730,737)	(4,732,951)	(4,738,854)	(4,767,288)	(4,755,526)	(4,745,166)
	Closing Balance	207,428,086	206,148,840	205,978,084	206,140,180	205,867,664	206,379,948	207,762,000	208,044,006	208,445,750	208,936,190	210,216,238	209,194,081	208,447,861

Asset Management Plan Summary

31

Shire of Corrigin - Long Term Financial Plan

Loans

Progam	Loan Name	Loan Number	Institution	Date Commenced	Date Finished	Principal	Repayment	Interest Rate
Existing Loans								
Recreation & Culture	Corrigin Recreation and Events Centre	102	WATC	27-Jun-14	27-Jun-34	1,937,531.11	77,276.28	4.6400%
New Loans								

OUR REF:
ENQUIRIES/CONTACT

EME002
SANDIE SPENCER — EXECUTIVE GOVERNANCE OFFICER
sandie.spencer@brookton.wa.gov.au

Mrs Natalie Manton
Chief Executive Officer
Shire of Corrigin
PO Box 221
CORRIGIN WA 6375

Dear Natalie

APPOINTMENT OF DUAL FIRE CONTROL OFFICERS FOR 2025-26 BUSHFIRE SEASON

Council is seeking the appointment of the following Shire of Brookton Dual Fire Control Officers with the Shire of Corrigin for the 2025-26 fire season:

Mr Bevan Walters
Mr Darrell Turner
Mr Travis Eva

Should you require any further clarification in regard to this matter, please contact Mrs Sandie Spencer, Executive Governance Officer on 9642 1106 or email sandie.spencer@brookton.wa.gov.au.

Yours faithfully



Gary Sherry
Chief Executive Officer

24 July 2025



PO Box 42, 14 White Street, Brookton WA 6306



9642 1106



mail@brookton.wa.gov.au



www.brookton.wa.gov.au



YOUR REF:

OUR REF: ADM0313/OWS255727

ENQUIRIES: Sheryl Squiers



22 July 2025

Mrs N Manton
Chief Executive Officer
Shire of Corrigin
PO Box 221
CORRIGIN WA 6375

Dear Natalie

Appointment of Dual Fire Control Officers 2025/26

Council is seeking the appointment of the following Dual Fire Control Officers with the Shire of Corrigin for the 2025/26 fire season:

Rodney Leonard Shaddick
Brodie Cunningham
Jeffrey Bernard Edwards
Robert John Lee
Sam Macnamara

If Council's request is approved, please arrange the necessary local advertising.

Should you have any questions in regard to this matter, please contact Sheryl Squiers, Administration Officer Technical on (08) 9887 1066 or email sheryl.squiers@pingelly.wa.gov.au.

Yours faithfully

A handwritten signature in black ink, appearing to be "A. Dover", is written over a faint, light blue background graphic that resembles a stylized map of Western Australia.

Andrew Dover
Chief Executive Officer



77 Wogolin Road, PO Box 19
WICKEPIN WA 6370
Phone: 08 9888 1005
Fax: 08 9888 1074
www.wickepin.wa.gov.au

MS NATALIE MANTON
CHIEF EXECUTIVE OFFICER
SHIRE OF CORRIGIN
PO BOX 221
CORRIGIN WA 6375

Contact	Peter Clarke
File No	ES.APN.901
Doc ID	OES20251937

07/05/2025

Dear Nat,

APPOINTMENT OF DUAL FIRE CONTROL OFFICERS 2025/2026 FIRE SEASON

The Shire of Wickepin requests the following people be appointed as Dual Bush Fire Control Officers by the Shire of Corrigin for the 2025/2026 bush fire season:-

David Stacey
Jim Hamilton
Matt Pockran

Many thanks for your cooperation in this regard.

Yours sincerely,

Peter Clarke
Acting Chief Executive Officer

Shire of Wickepin

From: [Nicole Thompson](#)
To: [Natalie Manton](#); [Jarrad Filinski](#)
Subject: Dual Fire Control Officer Appointments
Date: Thursday, 7 August 2025 3:16:00 PM
Attachments: [image001.png](#)

Hello,

Please be advised that the Shire of Kulin appointed **Don Bradford** and **David Lewis** as Dual Fire Control Officers for the Shire of Corrigin for the 2025/26 fire season.

For your information.

Kind Regards

Nicole Thompson

Manager Executive Support Services

Shire of Kulin

08 9880 1204

www.kulin.wa.gov.au



Kulin Bush Races 3 - 5 October 2025

DISCLAIMER: This email message and any attached files may contain information that is confidential and subject of legal privilege intended only for use by the individual or entity to whom they are addressed. If you are not the intended recipient or the person responsible for delivering the message to the intended recipient be advised that you have received this message in error and that any use, copying, circulation, forwarding, printing or publication of this message or attached files is strictly forbidden, as is the disclosure of the information contained therein. If you have received this message in error, please notify the sender immediately and delete it from your Inbox.



Incident Management and Business Continuity Response Plan

Version XXXX adopted by Council – DATE - RES XXXX

Document Control

Version	Date Revised	Revised By	Comments
0.1.2	December 2018	GPO	Draft ready for Council adoption
1.0	19 March 2019	Council	Adopted by Council
1.2	19 March 2019	Council	Adopted by Council
1.3	30 March 2020	GPO	Adopted by COVID Incident Management Team March 2020
1.4	June 2020	CEO	For Council Adoption - July 2020
1.5	July 2021	GPO	For Council Adoption – August 2021
1.6	September 2023	ESO/CEO	For Council Adoption – September 2023
1.7	September 2025	ESO/CEO	For Council Adoption – September 2025

Copies of this plan are located:

- Administration Centre – Emergency Evacuation File
- Depot
- CEO Office
- Deputy CEO – Residence
- Corrigin Recreation and Events Centre

Contents

Plan Holders.....	4
Incident Management Team	4
Internal Support Team.....	4
Administration Support Team	4
Checklists.....	5
Emergency Response and Plan Activation Procedures.....	5
Assess	6
React	10
Scenario-Specific Checklists	12
Manage.....	16
Management of Time-Critical Business Functions.....	17
Recover.....	19
Recurring Activities / Events	20
Key Contacts.....	26
External Contacts.....	26
Contractors	27
Shire Recovery Information	29
People and Equipment:	29
Systems / Applications	30
Appendix A – Communications Guidelines.....	31
Sample Communications Template.....	31
Appendix B - Event Log.....	35
Appendix C – Deferred Business Activities.....	36

Plan Holders

Incident Management Team

Name	Position
Natalie Manton	CEO
Myra Henry	Deputy CEO
Terry Barron	Manager Works and Services (MWS)
Jolene Fawkes	Workplace Safety and Depot Administration Officer
Jarrad Filinski	Executive Support Officer
Steven Comito	Customer Service Officer
Lauren Pitman	Environmental Health Officer

Internal Support Team

Name	Position
Nick Darke	Leading Hand - Construction
	Building Officer
Paddy Caley	Leading Hand Parks, Gardens and Town Maintenance
John Reynolds	Transfer Station Manager
Matthew Sharpe	Contract Ranger Services/Wheatbelt Dog Rescue
City of Kalamunda	Contract Building Surveyor
Avon Waste	Waste Contractor
Wallis Computer Solutions	Contract IT Support
WALGA	Manager Human Resources

Administration Support Team

Name	Position
Steve Comito	Customer Service Officer
Regan Chester	Administration Officer
Connie Philipps	Finance Administration Officer
Tanya Ludlow	HR/Finance Officer
Jarrad Filinski	Executive Support Officer
Karen Wilkinson	Senior Finance Officer
Caris Negri	Resource Centre Coordinator

Checklists

Emergency Response and Plan Activation Procedures

Action	Who	Done
Respond to audible and telecommunication alarms	Onsite Staff	date and time
Evacuate building if required to do so	Managers	
Implement Emergency Management Procedure (as part of building evacuation)	Onsite Staff	
Secure impacted sites where safe to do so	Managers	
Receive information from relevant sources (Internal, DFES, Police, Witnesses, Hazard Management Agency)	CEO	
Account for and verify staff support, wellbeing and safety	Officers	
Convene the Incident Management Team to review the situation and arrange access and teleconferencing facilities at Incident Control Centre.	Incident Management Team Leader (CEO)	
Secure involvement of staff from support areas with expertise relevant to the incident See Key Contacts	Incident Management Team Leadership (CEO, DCEO, MWS)	
Activate Internal Support and Administration Support Teams	DCEO	
Determine employee support and wellbeing requirements	DCEO	
Contact any relevant contractors to confirm if they have been affected by the incident See Key Contacts	MWS	
Contact local business, school and community leaders where appropriate	CEO	
Notify Councillors of business interruption and remind them of the Communications Policy.	CEO	
Ensure emergency funds are available if required	CEO	
Arrange for phones to be diverted and set up a temporary reception area.	Customer Service	
Arrange for signage to advise the public not to enter the Administration Office, Community Resource Centre and Depot	Customer Service	

Assess

Task	Who	Done
Delegate responsibility to record all decisions, actions and issues	ESO	date and time
Which areas are impacted, or may become impacted? All shire, business and community operations		
Loss of People , See: Scenario-Specific Checklist: Loss of People - Staff working from home wherever possible - Staff may become unwell and unable to work.	DCEO	
Loss of (or access to) buildings / infrastructure / equipment , See: Scenario-Specific Checklist: Loss of (or access to) buildings / infrastructure / equipment - Shire Administration Office, Community Resource Centre and Depot buildings closed to public. - Council facilities including Recreation and Events Centre, Halls, CWA, Pools and playgrounds. - Functions and events cancelled or postponed	Customer Service	
Loss of IT or Communications , See: Scenario-Specific Checklist: Loss of IT or Communications - Phone calls to Administration Office and Community Resource Centre diverted to Customer Service Officers - Access to laptops and internet while working from home - IT contractor available for remote assistance	DCEO	
Loss of Supplier , See: Scenario-Specific Checklist: Loss of Supplier Waste Contractor services	MWS	
What is the geographic scope of the incident? Local, State, National and International impact		
What action has been taken so far?		

Is urgent action required? • Immediate and ongoing measures required. • Action required to comply with government declaration and directions • Communication with staff, community, business owners and other stakeholders. • Administration, CRC and Depot Office closure and staff working from home		
What needs to be done next? • Ongoing action in response to emergency situation, government declaration and directions • Ongoing communication staff, community, business owners and other stakeholders • Environmental Health Officers inform businesses of Emergency Management and Public Health Act requirements. • Management of business continuity • Planning for recovery phase.		
What is the potential timeline?		
Delegate responsibilities Met with Incident Response Team		
Consider and agree to the following key actions for assessment: Recovery objective(s) • Resume normal service delivery as soon as possible after disruptive incident is over.		

Task	Who	Done
The Executive Team main responsibilities include: • Before all else, establish the safety and wellbeing of staff, visitors and the community. • Provide regular, concise and meaningful communications internally and externally. • Work together as a team demonstrating the Shire's principles and values to swiftly return operations to normality. • Minimise the impact on the Shire's operations and public image. • Strategically manage the incident, through strong organisational leadership. • Provide assurance to the community that the Shire's operations and service to residents remain strong and viable. • Restore time-critical business activities to acceptable levels within recovery time objectives. • Ensure that the recovery efforts have the necessary resources and support. • Set critical milestones and time frames for recovery. Plan into the future. • Ensure all actions are documented for investigators.	CEO/DCEO/ MWS	date and time
Determine employee's support and wellbeing requirements:	DCEO	
Set up incoming and outgoing contact arrangements for staff including phone diversions	Customer Service	
Monitor employee's medical and stress factors and promote external employee assistance program (EAP)	CEO/DCEO/ MWS	
Assist employees who may have increased medical requirements.	CEO/DCEO/ MWS	
Consider employee's family and carer responsibilities and flexible working arrangements	CEO/DCEO/ MWS	
Determine Management and Staff roles and responsibilities before sending anyone home (if applicable): • Reporting arrangements • That their jobs are safe (if applicable) • When they should come back to work • When the next communication can be expected and how it will be communicated. Contact and instruct staff not affected by the incident, currently off site, on leave or located elsewhere. A main internal point of contact should be nominated and provided to all staff should they need to communicate.	CEO/DCEO	
Ensure regular updates to staff and allocate responsibilities for updates. Methods: Email; SMS; Social Media; White Board; Bulletin board; Internet; Other.	CEO/DCEO/ESO	

Assessment Phase - Priority Critical Services	Who:
Communication – internal – Incident Management Team, Staff and Councillors	CEO
Communication – external – customers, community members, business owners, contractors, emergency services and other stakeholders	CEO
Waste collection – check business continuity or any changes to current service	MWS/Customer Service
Payroll – capacity to undertake payroll from home and identify backup capability	HR/Finance Officer
Creditor payments - capacity to make creditor payments from home and identify backup capability	HR/Finance Officer
Monitor Emergency Operations Centre or Hazard Management Agency Advisory	CEO

React

Task	Who
Record all decisions, actions and issues	
Monitor ongoing staff support and wellbeing requirements	CEO/DCEO
If relevant, ensure external and emergency agencies are involved in management of problem.	CEO/LEMC
Key Objectives for Reaction Phase - Implement local or state emergency and other directions to endure public safety and well-being. - Continue to provide local government essential services. - Provide staff with safe working environment so that essential services can continue to be delivered. - Communication with staff, elected members, community, business owners and community to stay calm and adjust to changing situation to keep safe	Incident Management Team
Staff Meetings: - Appraisal of the situation and the scope of the incident - Inform them of the actions already decided upon - Agree on reporting arrangements - Prepare for working from home and when they're expected back - Review of equipment and resource needs for continuity of services - When and how the next communication can be expected Key messages: - Actions required to stay safe and stay home if sick. - Jobs are safe and staff will continue to be paid. - Changes that will have to be made to continue to deliver services in a safe way. - Work together to support colleagues and counselling services are available if required. - Regular communication will be provided as situation changes	Incident Management Team
Delegate authority for special responsibilities - Environmental Health Officer, Bush Fire Control Officer etc delegation - Communications - CRC Coordinator, ESO	EHO, BFCO CRC Coordinator/ ESO
Assign operational responsibilities	CEO/DCEO
Approve expenditure - Additional expenditure if required - Data packs for staff working from home - Additional products.	DCEO
Create Communication Plan for Councillors, Media, Regulators other Stakeholders and Staff as required. See: Appendix A – Communications Guidelines	CRC Coordinator/ ESO

Reaction Phase - Priority Critical Services	Who:
Communication – internal – Incident Management Team, staff and Councillors	CEO
Communication – external – customers, community members, business owners, contractors, emergency services and other stakeholders	CEO
Additional cleaning of Admin and Depot offices, CRC and public toilets and buildings if required	Cleaners
Environmental Health Officer – monitoring compliance and changes to operations.	EHO
Closure of Admin and Depot offices, CRC and public buildings	DCEO
Closure of public buildings and recreation facilities	MWS
Working from Home - Set up IT access for administration staff	DCEO

Scenario-Specific Checklists

Loss of Access to Buildings Infrastructure or Equipment

Tasks	Who	Done
Relocation strategy: - Alternative locations for administration staff CRC, Recreation Centre, Depot, school, other shires. - Work from home	CEO/ DCEO/ MWS	Date and time
Redirect Phone Contact Telstra and redirect impacted telephone lines to mobile phones or alternative numbers.	Customer Service Officer	
Identify Working from Home Issues - How workstations and communications for staff working from home will be organised - Familiarise staff with new arrangements and determine communication protocols	DCEO	
Manage any new OHS/Support and wellbeing issues that may arise either - During relocation or - At the new location or - With the use of new equipment	DCEO	
Identify and notify Key Contacts of amended working arrangements: See Key Contacts	CEO/ DCEO	
Create Communication Plan for Councillors, Media, Regulators other Stakeholders and Staff as required. See: Appendix A – Communications Guidelines	CEO/CRC Coordinator/ ESO	
Redirect: Couriers, mail, newspapers, phones, etc	Customer Service	
Identify necessary people and equipment requirements to maintain Time-Critical Activities	Incident Management Team	
Other:		

Maintaining Information Technology Access and Communications

Tasks	Who	Done
Contact Telstra and redirect impacted telephone lines to mobile phones or alternative numbers	Customer Service	date and time
Contact IT Support to; - Clarify the extent of outage - Identify other staff able to assist with I.T. issues - Clarify the extent of any data loss - Determine restoration target timeframes - Determine potential cause(s)	DCEO	
Detail strategy and resources for recovery and consider: - Deliverables due today or soon: - Manual procedures or workarounds to complete Critical Business Functions - System Requirements - Other productive activities not requiring I.T. or communications	DCEO	
Identify and notify Key Contacts of amended working arrangements: See Key Contacts	ESO	
Create Communication Plan for Councillors, Media, Regulators other Stakeholders and Staff as required. See: Appendix A – Communications Guidelines	CRC Coordinator/ ESO	
Ensure ongoing interaction with appropriate I.T. Incident Management for regular updates and feedback	Incident Management Team	
Consider support and wellbeing requirements of the I.T. Team (Contractor)		
Invoke the I.T. Disaster Recovery Plan (provided by I.T. Contractor)	DCEO	

Scenario-Specific Checklist: Loss of People

Tasks: Loss of People	Who	Done
Determine the number of staff away, affected service areas and expected return dates.	HR/Finance Officer	date and time
Ensure the safety and wellbeing of remaining staff	CEO/DCEO	
Identify Critical deliverables due today and for the next 5 days	Incident Management Team	
Determine the minimum number of staff required to continue operations and identify critical servicing and staffing gaps	Incident Management Team	
Ensure appropriate inductions, training and supervision to be in place for any replacement staff	CEO/DCEO/MWS	
Risk assessments relating to potential safety issues and key staff loss	Incident Management Team	
Organise any required Employee Assistance including counselling to assist with personnel returning to work.	HR/Finance Officer	
Cease all non-critical activities where appropriate	Incident Management Team	
In consultation with HR, notify/escalate to Health Department or Worksafe etc.	HR/Finance Officer	
Can temporary competent replacements be arranged: • Other local governments • Casuals/increase part-time hours • Volunteers / from the community • Existing contractors • Recruitment agencies (e.g. LoGo, WALGA) • State Government Agencies • Retired or former employees	CEO/DCEO	
Create Communication Plan for Councillors, Media, Regulators other Stakeholders and Staff as required. See: Appendix A – Communications Guidelines	CRC Coordinator/ESO	
Notify Stakeholders of amended working arrangements: See Key Contacts	ESO	

Scenario-Specific Checklist: Loss of Supplier

Tasks	Who	Done
Contact the Supplier (where possible) and determine: • The nature and extent of the incident • Have operations ceased entirely, or is it limited? • Restoration timeframes and clearance of backlogs (if applicable) • Provision of any services / goods currently in transit	DCEO/MWS	date and time
Consider: • Time-Critical activities that rely on this supplier • Length of time before these activities are impacted • Alternative procedures • Alternative suppliers • Communication updates • Assign someone to monitor and communicate with the supplier • Any legal / risk implications:	DCEO/MWS	
Identify and notify Key Contacts of amended working arrangements: See Key Contacts	DCEO/MWS	
Create Communication Plan for Councillors, Media, Regulators other Stakeholders and Staff as required. See: Appendix A – Communications Guidelines	CRC Coordinator/ ESO	

Manage

Tasks	Who	Done
Arrange responsibilities for tasks and determine target completion times	CEO	date and time
Record all decisions, actions and issues.	CEO/ESO	
Monitor ongoing staff support and wellbeing requirements	CEO/DCEO	
Key Objectives for Reaction Phase • Provide strong leadership to manage incident • Ensure regular, accurate and up to date information is communicated to staff, councillors, business owners and community members. • Monitor vulnerable members of the community and facilitate additional support if required. • Work together as a team to continue to provide high quality local government services	Incident Management Team	
Considerations to be discussed and actioned accordingly: • Review effectiveness of recovery actions to date • Discuss any emerging issues or new information • Reassess resource requirements and capabilities • Review all working arrangements for affected areas • Review all Time-Critical business activities (achievement of Recovery Time Objectives) • Review existing / current workload and any backlogs • Review all outstanding Deferred Activities and arrange resumption • Assess any insurance implications • Set next meeting and venue	Incident Management Team	
Identify and notify Key Contacts of amended working arrangements	ESO	
Provide feedback, information, copies of communications and copies of logs to the Admin Support Team to ensure that an appropriate record of the incident is maintained	ESO	
Provide updates to impacted staff	CEO/DCEO	
Release external communications if deemed appropriate	CEO	
Conduct site visit if deemed appropriate	CEO/DCEO/MWS	
Ensure all relevant stakeholders continue to be kept informed	CEO	
Continue to monitor incident and issue instructions as appropriate	Incident Management Team	
Review status of incident and scale down recovery as situation dictates	Incident Management Team	

Management of Time-Critical Business Functions

Critical Activities	Who	Done
Office of CEO		
Provide advice and specialist guidance on internal and external communications.	CRC Coordinator	date and time
Ensure public relations, media liaison and official media releases are being managed	CEO/ESO	
Stakeholder communications including staff, business community and elected members.	ESO/ CRC Coordinator	
Provide administrative support to Councillors and CEO	ESO	
Facilitate employee assistance and welfare support	HR/Finance Officer	
Manage communication with Police, next of kin, Worksafe etc	CEO	
Plans: Local Emergency Management Arrangements	ESO	
Corporate and Customer Services		
Ensure I.T. and communications systems to the organisation are operational (server, internet, e-mail, systems, and phones).	DCEO	date and time
Customer Services: redirect main office numbers, set up new temporary customer face-to-face office, and monitor incoming e-mails. Consider giving staff pre-prepared statements for callers and visitors.	Customer Service Officer	
Contact all relevant contractors to confirm if they have been affected by the incident	MWS	
Contact Insurers (LGIS) if required	DCEO	
Burials, burial register and liaison with Funeral Directors	Customer Service Officer	
Complete accident investigation and incident reporting forms	MWS	
Consider cancelling any events, committee meetings, etc	Customer Service Officer/ESO	
Records management including incoming and outgoing mail	Customer Service Officer	
Finance	Finance Officer	
Banking, revenue control, rates, payment of creditors, etc.	Finance Officer	
Payroll	Finance Officer	
Provide support and guidance to CEO on Business Continuity Matters	DCEO	

Works and Services		
Ensure urgent Works requests are being managed (sewerage, drainage, retic, roads, traffic, trees, verges, etc.)	MWS	date and time
Traffic management and road project activities if required	MWS	
Ensure staff continue cleaning of public facilities	Cleaners	
Waste and recycling (sites and Contractors)	MWS	
Ensure urgent building maintenance requests are managed	Building Officer	
Check airstrip for use by emergency services (if required)	MWS	
Ensure adequate fuel supplies	MWS	
Maintain security of buildings	Building Officer	
Manage liaison with emergency services, recovery sites and salvage	MWS	
Governance and Compliance		
Ensure urgent EHO-related requests are being managed (contamination, food premises, pests, etc.)	EHO	date and time
Ensure urgent Ranger-related calls are being managed (Local Law enforcement, animal control, etc.)	Customer Service Officer/ Ranger	
Contact applicants of certified and uncertified building permits, occupancy permits, planning applications and advice to customers on statutory planning matters.	ESO / Building Surveyor / Town Planner	
Animal pound food and water	Manager Works	
Event equipment	Customer Service	
Community		
Pool operations	Pool Manager	date and time
Library	CRC	
Aged Care	CRC	
Youth Services	CRC	

Recover

Tasks	Who	Done
Arrange responsibilities for tasks and determine target completion times		date and time
Record all decisions, actions and issues.	ESO	
Monitor ongoing staff support and wellbeing requirements	HR/Finance Officer	
Key Objectives for Recovery Phase - Completed action items - Recovery objectives - Plans are in place to deal with any backlogs - Communication to staff to recognise efforts - Target date for completion of post incident review	Incident Management Team	
Provide copies of logs and decisions to Admin Support Team	All	
Undertake <u>post-incident review</u>, including: - Communication within and between Incident Team and Support areas - Effectiveness of communication with affected areas - Cost of recovery arrangements and insurance offsets - Effectiveness of recovery strategies - Advice to external and internal customers - Media arrangements - Impact of incident on Shire's reputation - Timeframes for tasks and achievement of target - Impact on workflows of affected and interdependent areas - Special staffing arrangements and acknowledgment of contributions. - I.T. recovery arrangements.	Incident Management Team	
Present findings to the Audit and Risk Committee for review.	CEO	
Celebrate achievements and anniversary of incident.	CEO	

Notes:

Recurring Activities / Events

Month	Day	Schedule	Recurring Activity
Monthly		M	Contracts - Review contracts and specifications for tenders to be called in next six months
Monthly		M	Status Reports, back-ups
Monthly		M	Monthly Information Bulletin
Monthly		M	Council Meeting, agenda and minutes
Monthly		M	Primary and Annual Returns – All returns lodged under s5.75 or s5.76 and removed from register, to be kept for five years after officer ceased to be Council member or designated employee. Remove returns over five years.
Monthly		M	Primary and Annual Returns Register – Review and remove details of officers who are no longer relevant
Monthly		M	Legal Deposit – Deposit copies of published material of the Shire to the State Library of WA and National Library of Australia within 30 days of its publication
January		5	Local Emergency Management – Full review every five years endorsed August 2021
January		A	Equal Opportunity Management Plan – Report progress of initiatives
January		A	Work Health and Safety – Review legislation to ensure compliance with legislative requirements
January		A	Local Emergency Management – Review arrangements and report to State Emergency Management Committee (SEMC)
January		A	Compliance Audit Return – Commence process – Due to Department of Local Government by 31 March
January		A	Authorised Officers – Review list of officers authorised to represent the Shire in legal proceedings
January		A	Authorised Officers – Review list of officers authorised to perform particular functions
January	26	A	Australia Day Citizenship Ceremony
January		Q	Rates – Payment of 3rd rate instalment notices – 63 days after second instalment
January		A	Authorising Officers – Purchasing and requisitions – review listing and processes
January		A	Financial Management Systems – Review procedures for the approval of accounts to ensure that before payment, relevant debt was incurred by a person who was properly authorised to do so.
January		A	Financial Management Systems – Review controls to ensure verification of receipt for goods and services prior to payment of accounts.
January		A	Impounded vehicles audit to ensure that owners of all impounded vehicles were identified and notified within 7 days of impounding vehicle.
January		A	Designated Prosecuting Officers – Review register and advise Registrar of updates to prosecuting officers (Asbestos)
January		A	Authorised Officers – Review appointment of Authorised Officers for the purposes of the Dog Act 1976
January		A	Authorised Officers – Review appointment of authorised persons for the purposes of the Caravan Parks and Camping Grounds Act 1995
January		A	Authorised Officers – Review appointment of Environmental Health Officers and other authorised persons for the purposes of the Health Act 1911

Month	Day	Schedule	Recurring Activity
January		A	Designated Officers – Review appointment of designated officers for the purposes of the Food Act 2008
January		A	Authorised Officers – Review appointment of authorised persons and inspectors by the Executive Director of Public Health for the purposes of the Environmental Protection Act 1986
January		A	Authorised Officers – Review appointment of authorised persons for the purposes of the Building Act 2011
January		2	Primary Returns – due 3-months from swearing-in of newly Elected Members of Council
January		3	Financial management systems review – report to Council
January		15	Local Laws - fifteen year review of local laws last completed 2021
February		A	Statutory Compliance Audit Return to be completed. Submit to Audit Committee and Council.
February		A	Budget Review – Between 1 January and 31 March – Report to Council
February		A	Commence Budget and Long Term Financial Plan preparation
February		A	Annual Elector's Meeting within 56 days of adoption of Annual Report
February		A	Caravan Parks and Camping Grounds – Commence inspection
February		Q	Local Emergency Management Committee – Hold committee meeting quarterly in accordance with the Act
February		A	Delegation Register - Commence Review – Council Report due 30 June
February		5	Record Keeping Plan – Review and submit to State Records Commission – required every five years OR when significant change to organisations functions, last completed 2023.
February		A	Health Fees and Charges – Gazettal and Notice of new fees and charges for next financial year. Then for inclusion in budget.
February	16		Beginning of restricted burning period
March			Budget Review – Mid Year Review – Send a copy of the review and determination to the Department of Local Government within 30 days of Council adopting the review
March			Complete CEO performance review
April			Review of Risk Management (Reg. 17 / LG (Audit) Regs)
April	15		End of restricted burning period
April		5	District Planning Scheme No. 2 – Prepare a consolidated scheme every five years. (last completed 2025)
April			Elections – Create Election Timeline
April			Elections – Reminder Memo – Elected Members – Pre-Election Period – regulations regarding Electoral Gifts – Seek Declarations
April			Equal Employment Opportunity – Send EEO Survey to the Equal Opportunity Commission
April			Elections – Confirm agreement of Electoral Commissioner to conduct the election Due 80th day before election day Last Day
April			New Budget - Develop Capital worksheets for next year's budget
April			New Budget - Commence review of schedule of fees and charges

Month	Day	Schedule	Recurring Activity
May			Pensioner Rebate – Submit pensioner rebate claim to the Office of State Revenue for rates and Emergency Service Levy rebate claims
May			Blackspot – Prepare Black Spot submissions
May			Budget New – Differential Rating – Earliest Day differential rating intentions can be published
May			Local Emergency Management Committee – Hold committee meeting quarterly in accordance with the Emergency Management Act 2005.
May			Rates – Notice advising intention to impose differential general rates or a minimum payment applying to a differential rate category
May			Annual Performance Review – Staff Development Review – Audit
May			FOI Statement - Completion and publicise on website
June			Budget Workshop
June		A	End of Financial Year Back-up
June	30	A	End of Financial Year
June			Election year - Invitation to all non-resident ratepayers to enrol
June			New Budget - For adoption between 1 June and 31 August
June			Primary Returns - Audit new employees with delegated authority to ensure compliance
June		2	Council Plan – Minor Review – every two years from adoption post each Biennial Local Government Election adopted August 2025
June		4	Council Plan – Major Review – every four years from adoption post each Biennial Election adopted August 2025
July			Annual review of Delegations Register
July			Budget Adoption Meeting
July			Emergency Services Levy - Complete Form A - Schedule 4 - ESL Declaration of Annual Service Levy Billing
July			Annual Returns - Commence process for elected members and employees for completion by 31 August
July			Deferred interest claim - to the Office of State Revenue for rates and ESL deferred claims
July			Rates - Issue rate notices
July			Disability Access and Inclusion Plan - Prepare report on the implementation of the plan for inclusion in Annual Report
July			Disability Access and Inclusion Plan - Regulations prescribe information that must be included in the Disability Services Plan Report
July			Freedom of Information - FOI Annual Statistical Data to the Commissioner
July			Elections - Decision to Conduct Postal Elections and Appointment of Electoral Commissioner as Returning Officer (no less than 80th day before the election)
July			Leases - Agreements or Arrangements (Leases) of Council Land at 30 June - Land Tax for Office of State Revenue if required
July			Public Interests Disclosures - Provide Annual Report to Commissioner for Public Interests Disclosures
July			Annual Report - commence preparation of Annual Report

Month	Day	Schedule	Recurring Activity
July			Emergency Services Levy - Complete and Submit Form C - Schedule 6 - ESL End of Year Reconciliation Report and Complete and Submit Form E - Schedule 12 - Aged ESL Rate Debtors Report
July			Regional Road Group Funding - Prepare submissions for projects (Due 1 May)
August			Local Government Week
August			New Budget- Copy of Budget to be provided to the Executive Director of DLGC within 30 days of adoption by Council
August			Dangerous Goods Storage Licence Renewal
August			Local Emergency Management Committee meeting
August			Rates - Payment of First Rate Instalment Notices
August	31		Annual Returns - Last day to submit returns
August			Annual Returns - CEO to confirm receipt of received Annual Returns
August	31		New Budget - Last day to be adopted
August			Elections - State-wide Public Notice - Close of enrolments (must occur between (70th and 56th day)
August			Elections - Advertise to call for nominations - between 56th day and 45th day
August			Elections - Close Electoral Rolls - 5pm (50th day)
August		4	Private swimming pool inspections
September	30	A	Annual Financial Report to be submitted to Auditor prior to 30 September
September			Advertise for Sporting and Citizen of the Year Awards
September			Elections - Disclosure of Gifts and Declaration of Interest requirements - Send reminder to Elected Members to remind them of this requirement.
September			Elections - Establish and maintain Electoral Gift Register
September			Elections - Nominations Open (8 day period) - (44th day to 37th day) 4pm
September			Elections - Owners and Occupiers Roll - (CEO to certify before 36th day)
September			Elections - Complete Consolidated Roll - by (22nd day)
September			Council – call special Council Meeting post elections if required for election of President, Deputy President and appointment to Committees and external boards. Agenda and Public Notice (if required).
September			Elections - Last Day for Returning Officer to give State-wide notice of the election - (19th day)
September			Primary Returns - Audit new employees with delegated authority to ensure compliance
September			Business Continuity and Recovery Plan Review
October			Review Council Policies and Code of Conduct
October	31	A	Dog and Cat Registrations due to expire
October			Local Emergency Management - Annual report of Local Emergency Management Committee
October		2	Workforce Plan - Finalise minor review of Workforce Plan due 2027
October		4	Workforce Plan - Finalise major review of Workforce Plan last completed August 2025

Month	Day	Schedule	Recurring Activity
October			Bush Fires - Advertise prohibited burning times
October			Bush Fires - Fire Break Notices - Advertise - Local Public Notice
October			Local government election - 3rd Saturday in October
October			Council - Swearing-In Ceremony and new Councillor declarations
October			Elections - Advertise Election Results
October			Elected Members - Conduct Elected Member Training and Induction Program
October			Council - Appointment of Members to Committees
October			Elections - Refund candidate deposits
October			Primary Returns from new Councillors
October			Annual Financial Report and Auditors Report - to be accepted by Council - No later than 31 December
October			Annual Report - Adoption of Annual Report - Advertise Local Public Notice
October		6M	Financial and Impartial Interest declaration requirements – Send reminder memo of obligations to staff and Elected Members
October			Rates - Issue rates Instalment Notices
October			Council Plan – ensure review has been completed
October			Annual General Meeting of Electors - Public Notice
October			Elections - Send Election Report to Minister
October			Electoral Gifts Register - Remove any unsuccessful candidates disclosures from Electoral Gift Register
November			Council Elected Members Photograph (every odd year after Election)
November			Review Authorisations Register
November			Primary Return - Letter to NEW Elected Members acknowledging receipt
November			Elections - Election Report to Minister for election of President and Deputy President- (+14days)
November			Annual Report - Report to Council
November			Annual Audit Report - Report to Council
November			Annual Audit Report - Audit Actions Report to Minister
November			Annual Financial Report - After the annual financial report has been audited, the CEO is to sign and append to the report declaration Form 1.
November			Elections - Destroy Electoral Material from election four years prior
November			Road Information Return - Commence WA Local Government Grants Commission Road Information Return Due on date advised by Grants Commission
November			Local Emergency Management Committee meeting
November			Roads to Recovery - Identify projects for inclusion in draft five year Capital Works Program
November			Gifts - Send memo to staff and Elected Members as a reminder of their obligations
December			Annual Financial Report - A copy to be submitted to the Department of Local Government within 30 days of receipt by the CEO.

Month	Day	Schedule	Recurring Activity
December			Annual Electors Meeting - Local Public Notice - at least 14-days prior
December			Nominations for Citizen/Community Group Awards close
December			Shire Christmas Party
December			Park Party
December			Council - Local Public Notice to be given for upcoming 12 months Council meeting dates
December			Heritage - Review and update Municipal Heritage Inventory and provide to Heritage Council last completed 2019
December		A	Internal Audit – Review the appropriateness and effectiveness of a local government's systems and procedures in relation to risk management, internal controls and legislative compliance (Report to Audit Committee)
December	31		Annual Financial Report - Last day for acceptance by Council
December			Auditor's Report - Last day for Council to receive report
December			Rates - Payment of 1st rates Instalment Notices
December		2	Equal Opportunity Management Plan Review last completed Dec 2018

Schedule KEY:

A = Annually
Q = Quarterly

M = Monthly
Numbers = Every X Years

Key Contacts

Position	Purpose	Mobile #	Name
Shire President	Media	0428 751 024	Cr Des Hickey
CEO	Governance Public Relations Communication	0427 425 727	Natalie Manton
MWS	Emergencies	0447 137 749	Terry Barron
Leading Hand	Works		Nick Darke
EHO	Health	0427 137 431	Lauren Pitman
EHO	Health	0409 770 824	Brendon Gerrard
Ranger	Ranger	0459 678 154	Matthew Sharpe
Building	Building	9257 9999	City of Kalamunda
Community Emergency Services Manager	Emergencies	0448 494 027	Jason Carrall

External Contacts

Company	Contact
Building Commission	1300 489 099
Corrigin District High School	9063 4400
Department Primary Industry and Regional Development Narrogin Office	9881 0222
Wheatbelt Development Commission Narrogin (Northam HQ)	9622 7222
Department of Child Protection and Family Support Narrogin	6277 3838
Department of Corrective Services – Youth Justice Service Narrogin (Perth HQ)	9264 1372
Department of Finance, Building Management and Works Narrogin (Northam HQ)	6608 0077
Department of Fire and Emergency Services Narrogin	6832 3110 Viv Gardiner – 0429 104 007
WA Country Health Service Narrogin	9881 0333
Department of Housing Narrogin	9881 9400
Department of Local Government, Industry Regulation and Safety	6551 8700
Department of Creative Industries, Tourism and Sport (CITS)	9690 2400
Department of Biodiversity, Conservation and Attractions Parks and Wildlife Narrogin	9881 9200
Department of Transport and Major Infrastructure	13 11 56
Before You Dig Australia (BYDA)	1100
Department of Communities - Disability Services	9426 9200
Doctors Surgery	9063 2107
Hospital	9063 0333
Landgate	9273 7373
Main Roads Western Australia Narrogin	9881 0566
Police – non emergency	9009 9100
Police, Fire, Ambulance	000

Company	Contact
Post Office	9063 2100
Shire of Kulin	9880 1204
Shire of Kondinin	9889 1006
Shire of Narembeen	9064 7308
Shire of Bruce Rock	9061 1377
Shire of Pingelly	9887 1066
Shire of Brookton	9642 1106
Shire of Quairading	9645 2400
Shire of Wickepin	9888 1005
Water Corporation	13 13 75
Western Power	13 13 51
Wheatbelt Mental Health Service - Narrogin	9881 0700

Contractors

Service	Contractor	Contact	Number	2 nd contact
Aged Care Services	Corrigin Hospital		9063 0333	
Asbestos removal	West Coast Asbestos	Rick Gilmore	0427 481 104	
Bitumen supply and repair	Bitutek	Mick Lundie	9296 6411	
Building Security Alarm repairs	Arm Security		9427 4800	
Building Surveyors (Permits)	City of Kalamunda		9257 9821	
Cat and dog pound	WA Ranger Service	Matthew Sharpe	0459 678 154	
Catering	Corrigin Roadhouse	Pauline	9063 2210	
Catering	Corrigin Hotel	Scott	9063 2002	0439 958 399
	Mallee Tree Café	Anne-Marie	9063 2384	0428 632 194
Child Care Services	REED Corrigin		9852 1202	6832 3825
Couriers	Corrigin Delivery Service	Claire McLeary	0427 632 681	
Electrician-Automotive	Neutech	Trent & Tyson Di Fulvio	9063 2149	
Electrician-Air Conditioning	Harris Zuglian	Gary Harris	9063 2911	0417 632 289
Electrician-Buildings	Harris Zuglian	Gary Harris	9063 2911	0417 632 289
Employee Assistance Program	LGIS		9483 8888	
Fuel Supply	Great Southern Fuels	Jeanette Walling	9063 2014	
	Liberty Rural	Darryle Smith	9063 2497	0419 027 723
Glass repairs	Narrogin Glass		9881 2600	

Service	Contractor	Contact	Number	2 nd contact
Grave Digging/Burials	Shire		9063 2203	
Insurers	LGIS		9483 8888	
I.T. Backups/Internet	Wallis Computer Solutions	Nat	9661 1803	
I.T. – Synergysoft	IT Vision		9315 7000	
Lawyer	McLeods		9383 3133	
Local newsletter	The Windmill	Kate Nicholls	0475 690 310	
Regional Local newspaper	Narrogin Observer		6332 1141	
Locating Services	Western Service Locators		0487 339 001	
Mail	Corrigin Post Office		9063 2100	
Mechanic	Western Mechanical	Michael Robins	0429 013 667	9063 2255
Media Outlets – Newspaper	Corrigin Newsagency	Ivor Ebsary	9063 2081	
Media Outlets - Radio	Radio West (Narrogin)		9881 4000	
	ABC Radio		9842 4011	
Pest Control	McPest Pest Control		0429 801 152	
Pest Control	Paynes Pest Control	Dale Payne	0472 756 999	
Plumbing	Brownely's Plumbing and Gas		9061 1906	0429 611 906
Respite Centre	Corrigin Hospital		9063 0333	
Stationery	Newsagent, Post Office or Office Supplies		9063 2081, 9063 2100,	9063 2555
Street sweeping	I Sweep Town and Country		9417 2949	
Structural engineers	Structerre Consulting		9205 4500	
Telecommunications	Merredin Telephone Service		9041 1199	
Telstra Helpdesk	Faults		132 999	
Traffic Management	Rural Traffic Service		9063 2300	
Trees	Rural Tree Service	Adam McIntyre	0400 828 176	
Tyres	Corrigin Tyrepower		9063 2303	
Vehicle Inspection Heavy Vehicle	Western Mechanical	Michael Robins	0429 013 667	9063 2255
Vet	Merredin Veterinary Hospital	Dr Louise French	9041 1734	
Waste/bins	Avon Waste	Ashley Fisher	9641 1318	

Shire Recovery Information

People and Equipment:

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

Infrastructure, Plant and Equipment:	
Light vehicles	Two-way radios
Heavy vehicles Loader, Backhoe, Graders, Water truck, rubbish trucks, etc.	Event equipment
Banking Security Tokens	Ranger vehicle (fully equipped)
White Board	Dog / cat cages
Bulletin board	Animal pound and animal food and water
EFTPOS	Base radio
Safe and petty cash tins	Generator (Depot / Recreation Centre)
Fuel	Spare batteries for radios
Mobile phone chargers	Bus
Emergency kits	

Critical Contact Points		
Purpose	Number / Address	Recovery Options
Main Reception	9063 2203 9 Lynch Street	Redirect to 0427 425 727
Main e-mail	shire@corrigin.wa.gov.au	Redirect to ceo@corrigin.wa.gov.au
Deputy CEO	0429 632 049	
Works Manager	0447 137 749	
Senior Finance Officer	0427 658 003 (h)	
Finance/HR Officer	0431 116 897 (h)	
Executive Support Officer	0423 267 543 (h)	
Administration Officer	0456 750 679 (h)	
Environmental Health Officer	0427 137 431 (w)	
Customer Service Officer	0455 729 307 (h)	
Finance Administration Officer	0407 381 600 (h)	
WHS & Depot Administration	0429 632 203 (w)	
Leading Hand Roads	0447 799 823 (h)	
Leading Hand Parks, Gardens and Town Maintenance	0438 454 734 (h)	
Building Officer	0427 632 565 (w)	
Resource Centre Coordinator	0447 911 228 (h)	
Resource Centre Admin	0427 878 323 (h)	
Resource Centre Admin	0484 671 545 (h)	

Incident Box / Vital documentation:	
Item	Item
Phone lists, including Corrigin phone book	Rosters
Map of Corrigin	Time sheets
Infringement book	Payroll records
Pound book	Agency contact list
Hard copy forms: Lost and Found, Registration, Building, Health, Planning, etc.	Manual receipts
Payroll report	Hard drive containing forms and procedures documents
Bushfire forms	
Incident Control Sheets	
Burial Register	
Burial applications	
Cemetery map	
Records Disaster Recovery Plan	
Emergency Management Plan / Recovery Plan	

Systems / Applications

System / Application	Recovery Time (Days)		Workarounds
	System	Data	
Synergysoft	1		
Internet	1		Starlink, Optus, Telstra
MS Office			
Adobe			

Appendix A – Communications Guidelines

Sample Communications Template

- This is what we know

- This is what we don't know

- This is what we are doing

- This is what we want you to do

Communications Team Responsibilities

ONLY an authorised spokesperson may speak to the media.

Primary	Deputy	Role / Responsibility
Shire President/ CEO		• Works with Management Team / Council to publicly issue statements to the media. • Serves as lead representative at press conferences with assistance as required. • Approves all publicly disseminated information. • Identifies spokespersons if required.
		• Works in close liaison with the spokesperson to ensure message accuracy and delivery. • Assists with media relations.
		• Provides legal advice on communications strategies. • Provides legal advice on messaging to victim(s), family members, media, etc. • Approves messages before release.

Verify the Incident

WHAT happened?	
WHERE did it happen?	
WHEN did this happen?	
WHO is involved?	
HOW did it happen?	
WHY did it happen?	
WHAT is currently being done?	

When collecting information, it is important to consider the following:

- Have all the facts been obtained (to the best of your knowledge)? _____
- What other information is needed? _____
- Have the details of the situation been confirmed? _____
- Are the information sources credible? _____
- Is the information consistent from several sources? _____
- Other? _____

Notification Chart

Internal Audience	Mode of delivery, release date and time	Likely questions
Councillors	Face-to-face / phone call / e-mail / Conference call	What has happened? What is the impact? How have you responded? What is the status of your recovery?
Employees		Where should we go? What should we do? How do we do it? What are we allowed to say? Will I get paid? Is my job safe? When do I come back to work?
Employee's family		Are they safe?
Incident Management Team		What has happened? What is the impact? How should we respond?
Other?		
Other?		
External Audience	Mode of delivery, release date and time	Likely questions
Community	Face-to-face / phone call / Social Media / e-mail / Conference call / website / radio bulletin / press release	Will you be in a position to provide the services I require?
DFES / SES / WA Police		
Media: local, regional and national		What is the impact? How many casualties?
Public		
Stakeholders		
Contractors / Suppliers		Will my bills be paid?
Employee Assistance Provider	LGIS	
Regulators		Are all relevant rules and regulations being adhered to?
Other?		
Other?		

Message Mapping - Example

Stakeholders: e.g. Community, employees, clients and customers	
Core Message 1	
At 2am on Tuesday 23 January 2019, a contractor Police have confirmed that a male of approximately 25 years of agewas discovered by workers this morning at approximately 6.30am. this is what we know	
Supporting core message 1	Evidence
It is not known why the contractor was on site at 2am ... this is what we don't know	A: Questioned staff B: Interviewed the witness C:
Information Supporting the core message 1	Evidence
We have contacted ... this is what we are doing	A: B: C:
Information Supporting the core message	Evidence
If anyone has any information ... this is what we want you to do	A: B: C:
Delivery Method: CEO: Verbal interview with reporter at 11am.	

Appendix B - Event Log

Use the Event Log to record information, decision and actions

[illegible]

Appendix C – Deferred Business Activities

Area of Responsibility	Service Unit	Activity
CEO	Executive	Advocacy and lobbying
CEO	Executive	Recurring compliance obligations
CEO	Executive	Executive Team Leadership
CEO	Communications	Media liaison
CEO	Communications	Official media releases
CEO	Communications	Stakeholder communications including staff and elected members
CEO	Councillor Activity / Liaison	Councillor liaison
CEO	Councillor Activity / Liaison	Councillor induction and training
CEO	Councillor Activity / Liaison	Committee meetings
CEO	Councillor Activity / Liaison	Council meetings
CEO	Councillor Activity / Liaison	Council agendas and minutes
CEO	Councillor Activity / Liaison	Shire travel arrangements
CEO	Regional Development	Regional Organisation of Councils
CEO	Regional Development	Regional Development Initiatives
CEO	Economic Development	Advocacy for economic development
CEO	Economic Development	Funding submissions.
CEO	Human Resources	Complaints and dispute handling
CEO	Human Resources	Recruitment, selection, induction and retention
CEO	Human Resources	Employee and Industrial relations
CEO	Human Resources	Staff training and development
CEO	Human Resources	Staff performance and appraisal systems
CEO	Human Resources	Human resources policies and procedures
CEO	Human Resources	Workforce Plan
CEO	WHS	Work Health and Safety policies and procedures
CEO	WHS	Work Health and Safety Committee
CEO	WHS	Oversee minutes of Safety meetings and action plans
CEO	WHS	Work Health and Safety awareness and education
CEO	WHS	Accident investigation
CEO	WHS	Incident reporting

Area of Responsibility	Service Unit	Activity
CEO	WHS	Oversee and manage return to work programs
CEO	WHS	Provision of safety equipment
CEO	Risk Management	Audit reports
CEO	Risk Management	Develop overall risk management policy
CEO	Risk Management	Train staff and elected members to assess potential risks
CEO	Risk Management	Define the organisations risk appetite, tolerance and likelihood guidelines
CEO	Risk Management	Identify, analyse, evaluate, treat, monitor and communicate risks
CEO	Landfill operations	Manage waste management facilities
CEO	Landfill operations	Waste management business planning
CEO	Landfill operations	Strategic site management
CEO	Waste collection and Recycling services	Manage contracted waste and recycling services for domestic and commercial collection
CEO	Waste collection and Recycling services	Contract renewals
CEO	Waste collection and Recycling services	Strategic waste management plan
CEO	Waste collection and Recycling services	Waste and recycling promotion and education
CEO	Waste collection and Recycling services	New services and master list maintenance
CEO	Waste collection and Recycling services	Complaints and missed bins
CEO	Waste collection and Recycling services	Illegal dumping
CEO	Statutory Land Use Planning	Assessment of development applications
CEO	Statutory Land Use Planning	Planning and Development Act administration
CEO	Statutory Land Use Planning	Sub-division process management
CEO	Statutory Land Use Planning	State Administrative Tribunal reviews and responses
CEO	Statutory Land Use Planning	Advice to customers and internal Stakeholders on planning matters
CEO	Statutory Land Use Planning	Local Planning Scheme amendments
CEO	Statutory Land Use Planning	Structure Planning
CEO	Statutory Land Use Planning	Local planning policies
CEO	Statutory Land Use Planning	Compliance with local planning scheme requirements

Area of Responsibility	Service Unit	Activity
CEO	Statutory Land Use Planning	Liaison and referral to relevant government agencies
CEO	Strategic Planning	Review and implement the Local Planning Strategy
CEO	Strategic Planning	Develop and review planning strategic documents
CEO	Strategic Planning	Input to State planning legislation and policy.
CEO	Strategic Planning	Provide strategic planning advice to customers.
CEO	Building Services	Certified building permits.
CEO	Building Services	Uncertified building permits.
CEO	Building Services	Building control including compliance
CEO	Building Services	Applications for strata subdivisions
CEO	Building Services	Inspections and issue of certificates
CEO	Building Services	Occupancy permits
CEO	Community	Liaison with Culturally and Linguistically Diverse groups
CEO	Community	Community Safety and Crime Prevention
CEO	Community	Liaison with government, non-government, grants and community organisations
CEO	Community	Community education programs eg waste recycling, asbestos awareness.
CEO	Media and Communications	Assist with drafting of official media releases
CEO	Media and Communications	Assisting with Shire staff communication
CEO	Media and Communications	Oversee corporate communication policy
CEO	Tourism and Promotion	Coordinate Economic Development
CEO	Tourism and Promotion	Contribute to the marketing and promotion of the Shire
CEO	Recreation	Recreation Centre as an emergency evacuation centre
CEO	Recreation	Manage active recreation reserves
CEO	Recreation	Recreation Centre management
CEO	Recreation	Liaise/coordinate with sporting groups/clubs
CEO	Aged	Responding to the needs of the aged in the aged-care facility
CEO	Aged	Services and facilities accessible to the aged
CEO	Grants Management	Opportunity identification
CEO	Grants Management	Application facilitation
CEO	Grants Management	Acquittal facilitation
CEO	Grants Management	Process oversight
CEO	Ranger	Animal control

Area of Responsibility	Service Unit	Activity
CEO	Ranger	Permits issued under Local Laws
CEO	Ranger	Local Law enforcement
CEO	Ranger	Litter control
CEO	Ranger	Community education programs
CEO	Shire Administration	Compliance (Acts, Regs and Local Laws)
CEO	Shire Administration	Compliance Audit
CEO	Shire Administration	Financial management
CEO	Shire Administration	Insurance management and review
CEO	Shire Administration	Staff development
CEO	Shire Administration	Procurement of goods and services
CEO	Shire Administration	Complaints and dispute handling
CEO	Shire Administration	Council elections
CEO	Shire Administration	Management of leases associated with Shire controlled land and facilities
CEO	Shire Administration	Processing insurance claims
CEO	Cemetery	Burials
CEO	Cemetery	Maintaining Burial Register
CEO	Cemetery	Liaison with Funeral Directors
CEO	Customer Service	Customer Services (general)
CEO	Customer Service	Community communications and coordination
CEO	Customer Service	Department of Transport Licensing
CEO	Customer Service	Telephone/e-mail service
CEO	Environmental Health	Section 39 Liquor Licencing approvals
CEO	Environment	Environmental assessment and clearances for development
CEO	Environment	Environmental strategies
CEO	Environment	Monitor extractive industry operations
CEO	Environment	Implement biodiversity strategy
CEO	Emergency	Liaison with government agencies and non-government organisations
CEO	Emergency	Development and ongoing review of Emergency Management Plans
CEO	Emergency	Training in emergency management practices and response
CEO	Emergency	Local and district emergency management committee
CEO	Emergency	Education programs
CEO	Emergency	Monitoring and informing of emergencies
CEO	Emergency	Local recovery plans
CEO	Emergency	Bushfire mitigation
DCEO	Finance	Payment of creditors

Area of Responsibility	Service Unit	Activity
DCEO	Finance	Invoicing and collection of charges
DCEO	Finance	Managing and investing Shire funds
DCEO	Finance	Payroll
DCEO	Finance	Rating and property management
DCEO	Finance	Facilitate funds for procurement of goods and services
DCEO	Finance	Management of the asset register
DCEO	Finance	Financial management reports
DCEO	Finance	Statutory reporting
DCEO	Finance	Annual budget
DCEO	Finance	Long Term Financial Plan
DCEO	Finance	Financial audit
DCEO	Finance	Audit Committee
DCEO	Information Technology	Provision of information technology and communications systems to the organisation
DCEO	Information Technology	Security of critical applications and data
DCEO	Information Technology	Telecommunications
DCEO	Information Technology	IT Contracts management
DCEO	Information Technology	Purchase of new IT equipment
DCEO	Information Technology	Licence renewals
DCEO	Records Management	Registration and distribution of incoming and outgoing correspondence
DCEO	Records Management	Registration of building and planning applications
DCEO	Records Management	Filing, retrieving and archiving of files
DCEO	Records Management	Disposal of records according to legislation
DCEO	Records Management	Freedom of Information requests
CRC	Community Events	Youth Projects
CRC	Community Events	Upcoming Events and Festivals
CRC	Media and Communications	Oversee Social Media and website communications
CRC	Library	Library administration and management
CRC	Tourism and Promotion	Events admin
CRC	Youth	National Youth Week
CRC	Youth	Liaison with government agencies and non-government organisations
EHO	Landfill operations	Site Licence renewals and compliance

Area of Responsibility	Service Unit	Activity
EHO	Landfill operations	Ground water bore monitoring and sampling
EHO	Landfill operations	Annual DWER Licence and quarterly DWER levy reporting
EHO	Landfill operations	Assessment of contaminated waste disposals
EHO	Landfill operations	Management of controlled waste disposal
EHO	Landfill operations	Monitor septic tanks and caravan sewerage drop-points
EHO	Environmental Health	Food businesses approvals and assessments
EHO	Environmental Health	Food sampling (Legal and LHAAC Coordinated)
EHO	Environmental Health	Approval of Skin Penetration premises
EHO	Environmental Health	Sampling and assessment of aquatic facilities.
EHO	Environmental Health	Sampling and assessment of reclaimed Waste Water reuse scheme
EHO	Environmental Health	Lodging House inspection and registration
EHO	Environmental Health	Vector investigation
EHO	Environmental Health	Health promotion and education
EHO	Environmental Health	Registration of Offensive Trades
EHO	Environmental Health	Issue permits for stallholders, street traders, morgues, stable licences and portable signs
EHO	Environmental Health	Onsite effluent disposal systems
EHO	Environmental Health	Advice on Environmental Health related matters
EHO	Environmental Health	Public Building approvals and assessments
EHO	Environmental Health	Public event assessment, permits and monitoring
EHO	Environmental Health	Unightly land/ hoarding
EHO	Environmental Health	Complaints (noise, noxious odours, poultry, dust)
EHO	Environmental Health	Liaison with Department of Water and Environmental Regulation regards lead levels in community
EHO	Environment	Investigate and recommend appropriate action on Shire controlled contaminated sites
EHO	Environment	Environmental compliance and complaints
EHO	Environment	Manage abattoir operations
Senior Finance Officer	Building Services	Building statistics to the Australian Bureau of Statistics, Valuer Generals Office and BCITF

Area of Responsibility	Service Unit	Activity
ESO	Media and Communications	Coordinate website content
ESO	Media and Communications	Coordinate Elected Members bulletin content
DCEO	Community	Disability Access and Inclusion
Pool Manager	Aquatic	Aquatic operations (pool quality, cleanliness, etc.)
Pool Manager	Aquatic	Aquatic centre administration
Pool Manager	Aquatic	Swim lessons and classes
Pool Manager	Aquatic	Fitness programs
Pool Manager	Aquatic	Kiosks
Pool Manager	Aquatic	Routine maintenance (planned, building and grounds) of Corrigin Swimming Pool
City of Kalamunda	Building Services	Advice on statutory building matters
Works and Services	Building Services	Shire land holdings maintenance and inspections
Works and Services	Building maintenance	Building Asset Management Plan
Works and Services	Building maintenance	Prioritised response to urgent building maintenance requests (safety)
Works and Services	Building maintenance	Upgrades to Council buildings
Works and Services	Building maintenance	Project management
Works and Services	Building maintenance	Design of building modifications
Works and Services	Building maintenance	Liaise with stakeholders
Works and Services	Building maintenance	Supervision of contractors
Works and Services	Building maintenance	Preparation and management of tenders and contracts
Works and Services	Building maintenance	Routine building maintenance and inspections
Works and Services	Administration	Financial management and reporting
Works and Services	Administration	Procurement and procurement procedure compliance
Works and Services	Administration	Regional Road Group membership

Area of Responsibility	Service Unit	Activity
Works and Services	Administration	Complaints and dispute resolution
Works and Services	Administration	Policy review
Works and Services	Administration	Staff development and training
Works and Services	Asset Management	Asset management framework
Works and Services	Asset Management	Development of asset management plans
Works and Services	Asset Management	Funding submission applications
Works and Services	Asset Management	Project renewal modelling
Works and Services	Asset Management	Asset management reports
Works and Services	Asset Management	Preventative maintenance planning
Works and Services	Asset Management	Asset information systems management
Works and Services	Asset Management	Asset management information recording.
Works and Services	Asset Management	Data collection and analysis
Works and Services	Operations	Depot management
Works and Services	Operations	Roads, footpaths, laneways and verge maintenance and construction
Works and Services	Operations	Manage reticulation systems and bores
Works and Services	Operations	Works Services procurement
Works and Services	Operations	Drainage construction
Works and Services	Operations	Street and footpath sweeping
Works and Services	Operations	Private Works
Works and Services	Operations	Manage wastewater effluent re-use system
Works and Services	Plant and Fleet Services	Plant and equipment maintenance
Works and Services	Plant and Fleet Services	Vehicle fleet management
Works and Services	Plant and Fleet Services	Procurement of plant, equipment, and fleet.
Works and Services	Parks, Gardens and Reserves	Parks, gardens and ovals routine maintenance
Works and Services	Parks, Gardens and Reserves	Litter control (needles, etc)
Works and Services	Parks, Gardens and Reserves	Cemetery Maintenance



Incident Management and Business Continuity Response Procedures Manual

Version XXXX adopted by Council – DATE - RES XXXX

Table of Contents

Document Control	3
Introduction.....	4
Scope	4
Assumptions	4
Incident (Crisis) Management	5
Incident Response	6
Command and Control	6
Incident Communications.....	7
Incident Communications Role Descriptions.....	7
Shire President.....	7
Chief Executive Officer	7
Incident Management Team	7
Business Continuity Management.....	7
Business Continuity Governance Structure	8
Governance Roles and Responsibilities.....	9
Document Structure	9
Service Team Incident Preparation Requirements.....	10
Budgetary Considerations	10
Risk Identification and Reporting.....	10
Displacement Strategies	10
Off-site Copies of Plans	10
Culture	10
Incident Preparation Requirements	10
Human Resources	10
Communications	10
Information Services.....	10
Work Health and Safety	10
Building Services	10
Financial Services.....	10
Incident Management Structure	11
Incident Management Roles and Responsibilities	12
Incident Management Team	12
Managers/Coordinators/Supervisors	12
Business Continuity Framework Guidelines	12
Policy and Program Management	12
Embedding Business Continuity	12
Analysis.....	13
Design	13
Do Nothing (mothball the activity).....	13
Recovery Sites.....	13
Displacement.....	13
Sharing.....	13
Working from home	14
Implementation.....	14
Validation.....	14

Document Control

Version	Date Revised	Revised By	Changes Made
0.1.2	21 February 2017	Council	Adopted by Council
2.0	December 2018	GPO	Revised Draft for Council Adoption March 2019
2.1	19 March 2019	Council	Adopted by Council
2.2	30 March 2020	GPO	Revised Draft for Incident Management Team adoption March 2020
2.3	June 2020	CEO	For Council Adoption – July 2020
2.4	July 2021	GPO	For Council Adoption – August 2021
2.5	September 2023	ESO/CEO	For Council Adoption – September 2023
2.6	September 2025	ESO/CEO	For Council Adoption – September 2025

Introduction

This Manual is designed to provide management and staff of the Shire of Corrigin with the information and tools necessary for a robust and effective Incident Management and Business Continuity Response Framework (Framework).

Its aim is the delivery of a standardised, consistent approach to Incidents and Business Continuity Management, whilst providing a best practice methodology that fits within the Shire's overarching Risk Management Framework.

This document sets out the governance framework to ensure a sustainable state of preparedness and the management principles to be followed should any incident cause, or threaten to cause, serious impact to the operations of the Shire.

It provides a process to facilitate organised decision-making in the event of a major incident that might otherwise be chaotic, to:

- Protect safety of staff, visitors and the community.
- Provide flexible responses to a variety of incidents.
- Assist decision making in a potentially uncertain and stressful environment.
- Manage and minimise the consequence of incidents to the Shire's operations.

The Shire of Corrigin ***Incident Management and Business Continuity Response Plan***, developed in conjunction with this Framework Manual, documents the response strategies to be followed by the Shire of Corrigin to respond, recover, resume and restore to a pre-defined level of operation following disruption.

Scope

The Shire should maintain an up-to-date and fit-for-purpose Incident Management and Business Continuity Response Plan.

Business Continuity should form part of every project and at all stages of a Change Management Process within the Shire to mitigate any associated risks.

The impact of a project upon existing Business Continuity arrangements and any Change Management Processes must include an element of Business Continuity Management to ensure their effects are incorporated into recovery arrangements and requirements. Consequently, the procedures in this manual apply to all areas under the control of the Shire.

Emergency Response procedures such as evacuation and associated activities are considered under Work Health and Safety constraints and consequently do not fall within scope. The Business Continuity Plans will provide information of current procedures for reference purposes.

Assumptions

Business Continuity Management principles assume that all external hazard management agencies respond as per normal.

Incident (Crisis) Management

The Shire defines an Incident as an event that:

- threatens the health and safety of staff, visitors and/or community and/or;
- has the potential to disrupt critical activities for more than one business day and/or;
- crosses over the responsibilities of more than one area of shire operations.

Incident events may result from single or multiple events; be accidental, intentional or an act of nature; occur suddenly or have an extended lead time.

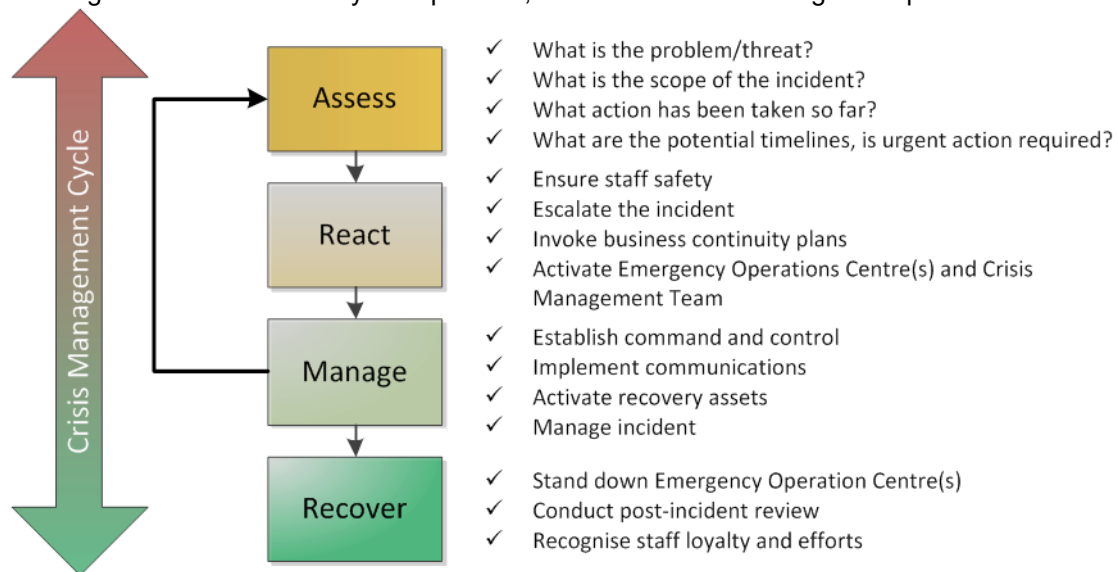
Incident response and management is dictated by the impact the event has or may have on the Shire and not by the event itself. The Incident Management and Business Continuity Response Plan extends this principle to respond to the following impacts;

- Loss of (or access to) buildings or infrastructure
- Loss of Information Technology (IT) and communication systems, applications or networks (including data)
- Loss of key staff
- Loss of key suppliers.

During any Incident the Shire will seek to:

- establish the safety and wellbeing of staff, visitors and the community.
- Provide assurance to the community that the Shire's operations and service to residents remain strong and viable.
- Provide regular, concise and meaningful communications internally and externally.
- Work together as a team demonstrating the Shire's principles and values to swiftly return the impacted areas to normality.

Incident Management is a scalable cyclical process, of which there are four generic phases.



Flexibility is always required.

It is appropriate to continually **re-assess** the situation and modify the response, which will result in a different set of **reactions**, and tasks to **manage** the incident, leading to the ultimate **recovery** of the business.

The initial assessment of an incident may lead to reaction and management phases that subsequently prove to be inadequate, or the scale and nature of the incident may change.

Incident Response

Before an incident there are opportunities to implement proactive controls that can make potentially disruptive events less likely or less severe, as well as preparing for contingencies to be activated only once an event commences. The contingent controls implemented are aimed at reducing the scale and effects of disruption, returning to routine operations and a full recovery as soon as possible and seizing any opportunities that may arise.

Command and Control

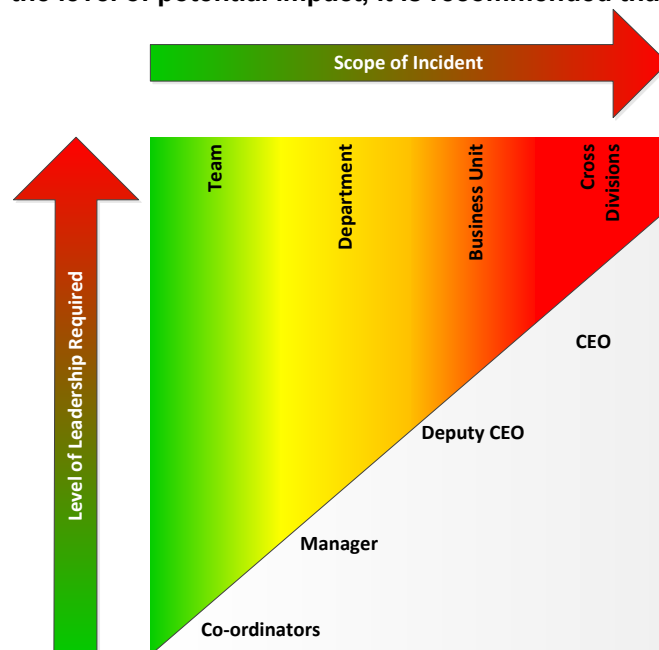
It is always preferable to over-react to an incident, and then scale down the response, than to underestimate the level of response required.

As the real or potential impact increases, the command and control of any situation should be escalated up the Shire's management structure and should be based upon the existing management reporting lines. When an Incident reaches a point where its effects become material to the Shire or crosses Business Unit boundaries, the Incident Management Team will be convened to provide strategic leadership of the incident to minimise the impact on the Shire's operations and public image.

As shown below, higher levels of control may be invoked in response to the assessment of the situation or threat.

If the Shire is exposed to a situation that threatens the safety of staff, the loss of premises or any other situation that could result in a material impact for the Shire, then the situation should be **immediately** escalated.

If any doubt exists as to the level of potential impact, it is recommended that escalation occurs.



Incident Communications

Incident Communications Role Descriptions

No one is permitted to represent the Shire without prior approval from the Incident Management Team. The following is a list of Key Staff and their roles about Incident Communications.

Shire President

The Shire President is the official spokesperson on all non-operational issues during an Incident management situation and plays a key role in developing Shire messages.

Chief Executive Officer

The CEO is the official spokesperson on all operational issues during an Incident management situation. In the CEO's absence the Acting CEO must be able to take on the role of official spokesperson.

Incident Management Team

The Incident Management Team is responsible for ensuring all staff are fully briefed and aware of the requirements of this plan.

All media inquiries on any issue are to be referred to the Incident Management Team.

The Shire is committed to delivering accurate, timely and relevant information to the community, media, councillors, staff, the public and other stakeholders.

It is crucial for responses to the media to be accurate, truthful and open.

If the Shire is experiencing intense media coverage, it is essential for the Incident Management Team to have all the information necessary to frame correct responses, so it is incumbent on staff to supply all relevant information. The most common error is for staff to not include a piece of information because they think it is not relevant.

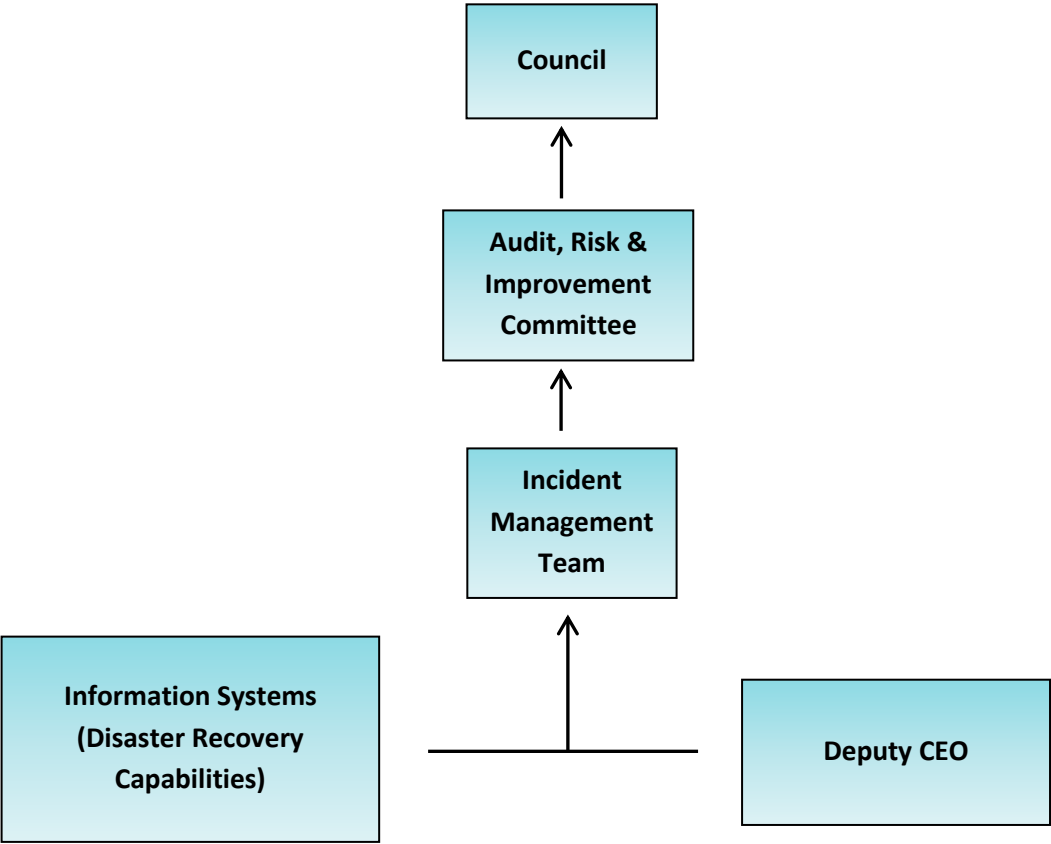
Access to all information – including confidential material where required – is crucial in the shaping of correct responses. Any area with responsibility for an issue likely to result in media coverage should report the relevant information to the Incident Management Team with urgency.

Business Continuity Management

Business Continuity Management is an integrated process that encompasses the following two main elements:

- **Management Practices**
 - Defining, reviewing and consistently improving the Framework and how it will be implemented, controlled and validated.
 - The integration of Business Continuity into business-as-usual activities and organisational culture.
- **Technical Practices**
 - The ongoing review and assessment of the Shire's objectives, functions and environmental constraints against operations.
 - Identification and enablement of appropriate strategies and processes to determine how best to recover from business disruption.
 - Maintaining documented plans around the current strategies and processes.
 - Validating, through exercise and formal review that this program meets the key objectives.

Business Continuity Governance Structure



Governance Roles and Responsibilities

Incident Management Team

The Incident Management Team is responsible for:

- Regular oversight of the Risk Management Framework, including the Business Continuity Program.
- Sharing best practice to improve the overall Business Continuity process.
- Advocating cross administration and works activities such as plan strategies and exercises where applicable.

Council

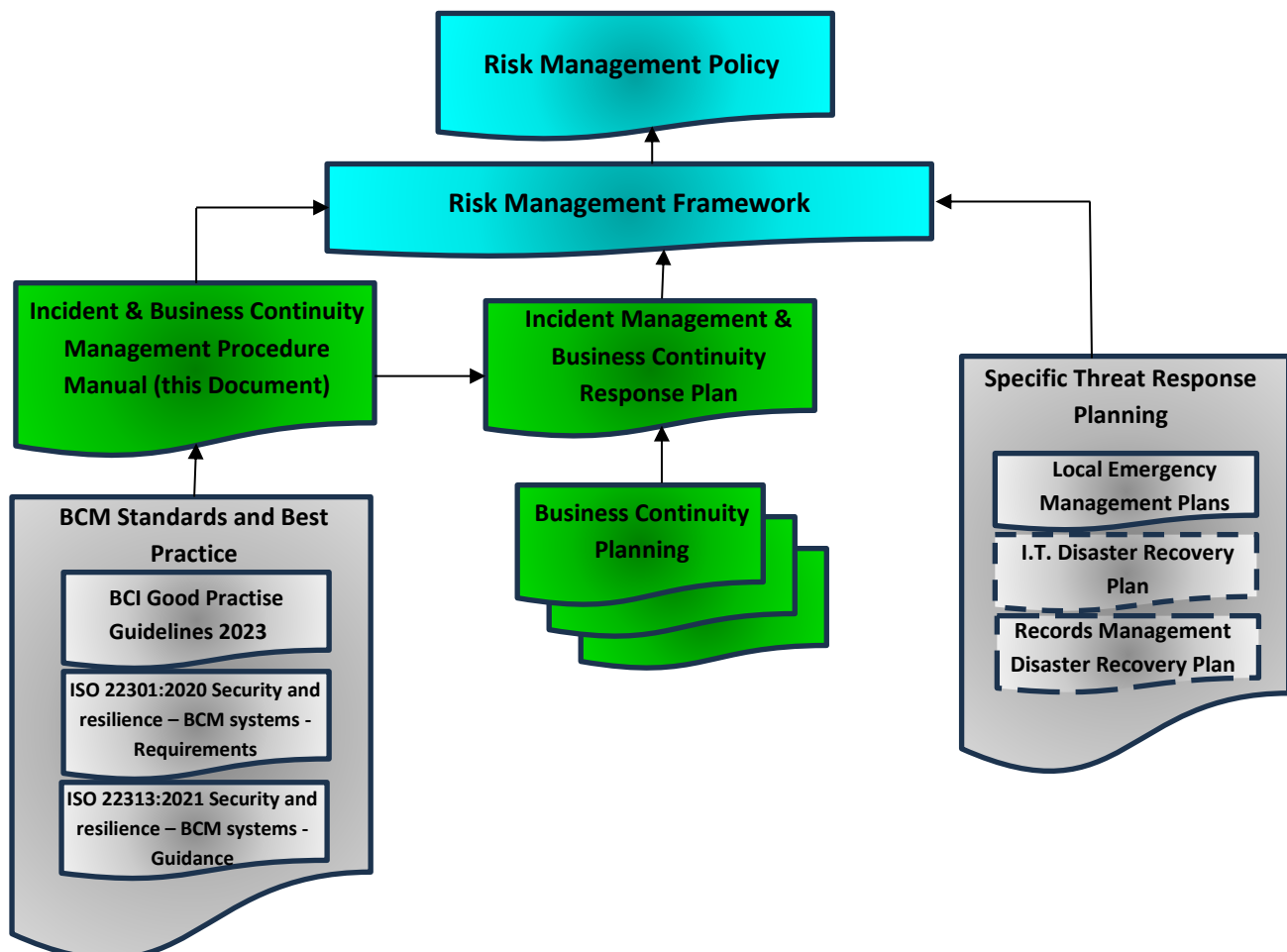
Council is responsible for:

- Reviewing and approving the overall business strategies, risk management strategies, risk appetite, frameworks and policies for managing key risks.
- Providing direction to Incident Management Team and delegating appropriate authority to accept risk and oversee implementation and outcomes.

Information Systems

The CEO and Deputy CEO overseeing the Information technology systems is responsible for developing, maintaining and reporting to the Incident Management Team on the Shire IT Disaster Recovery Framework and capabilities.

Document Structure



The above diagram depicts the documentation involved in the Business Continuity Program. Other components of the overall Risk Management Framework, such as Strategic, Operational and Project Risk documentation have not been shown.

Service Team Incident Preparation Requirements

Each Service Team is responsible for the maintenance and upkeep of their own Business Continuity data and for promoting awareness through:

- Contributing to and implementing procedures under this manual.
- Partnering with support areas and other staff to provide solutions that meet recovery requirements.
- Liaising with the Incident Management Team to ensure best practise is maintained.

The following provides a summary of responsibilities for all shire service areas.

Outsourced Partners/Key Suppliers

Identify and assess any associated risks and be satisfied that these entities have robust processes that result in an adequate Business Continuity Management program.

Budgetary Considerations

Fund and provide forecast budgeting for Business Continuity activities required in relation to the resiliency improvements, testing and recovery.

Risk Identification and Reporting

Follow standard Risk Management Procedures to identify threats, determine their potential impact and the likelihood of their occurrence.

Displacement Strategies

Assess the capacity of any alternative operational buildings the site(s) and the timeframe over which the site(s) could operate in a recovery and operational mode.

Off-site Copies of Plans

Copies of all plans must be kept at relevant off-site recovery sites as well as by several responsible staff.

Culture

Shire staff must satisfy themselves that colleagues engaged in Business Continuity activities have the appropriate training and knowledge and are aware of the expectations held of them should the need arise.

Incident Preparation Requirements

Human Resources

Develop and exercise plans to provide trauma counselling for colleagues and their families.

Communications

Develop and test plans for the management of media and internal and external communications during an incident.

Information Services

Fund and provide forecast budgeting for all IT Infrastructure associated with recovery sites, in addition to any other IT Disaster Recovery and IT Connectivity testing as required under standard policy. Liaise with staff to agree on expectations of IT systems and infrastructure recovery time and point objectives.

Work Health and Safety

Develop and implement emergency response plans and drills as required under legislation including identifying and training Wardens and First Aid representatives.

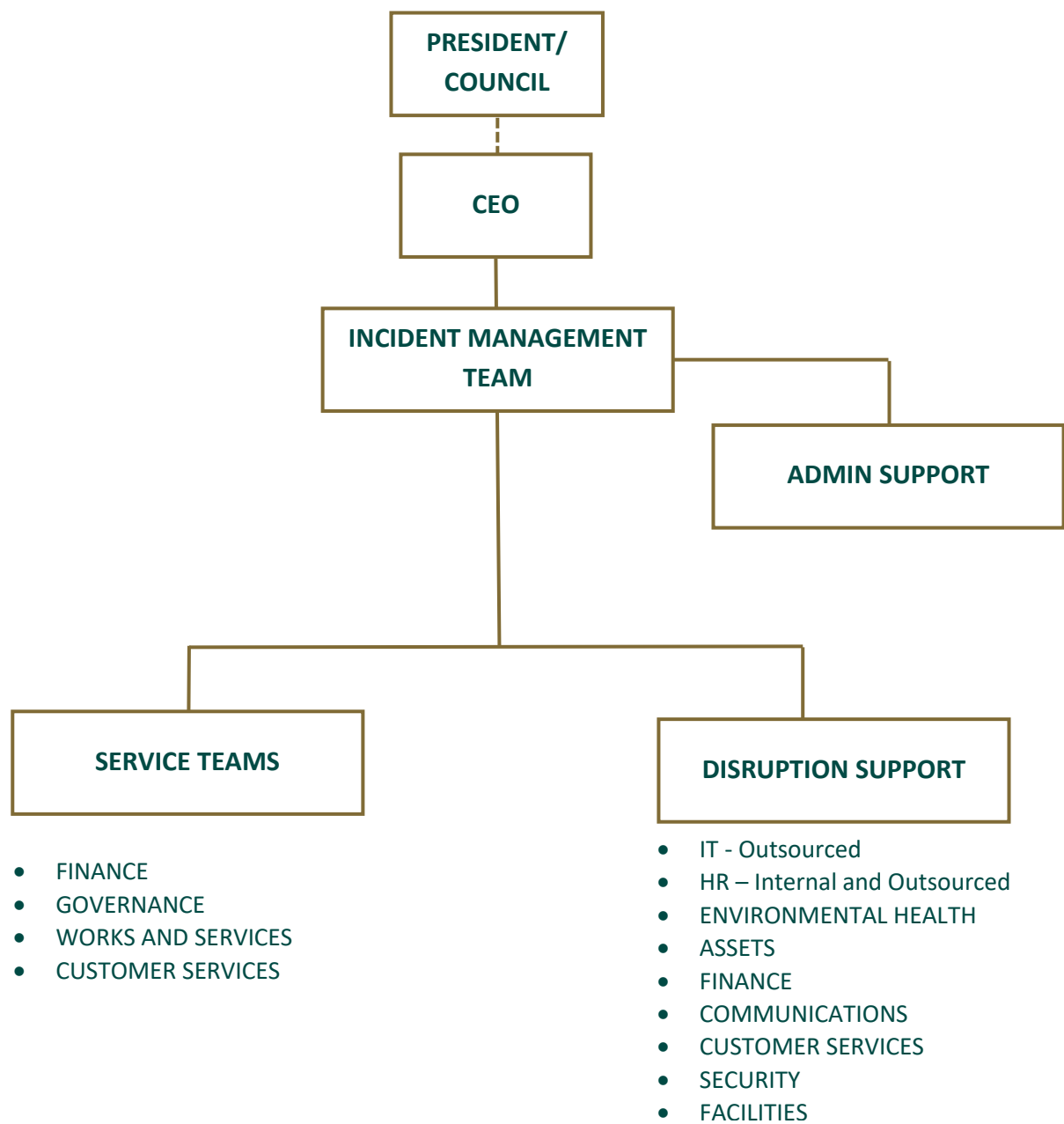
Building Services

Budget for the maintenance and/or lease of alternative sites as required. Implement and oversee salvage and restoration activities as required.

Financial Services

Ensure ability to make ad-hoc and increased payments as requested by Incident Management Team.

Incident Management Structure



Incident Management Roles and Responsibilities

Incident Management Team

The Incident Management Team is called together because of, or the potential for, a material incident affecting the Shire.

The Incident Management Team is comprised of:

- CEO
- Deputy Chief Executive Officer
- Executive Support Officer
- Manager Works and Services
- Workplace Safety & Depot Administration Officer
- Customer Service Officer
- Environmental Health Officer

The Incident Management Team's main responsibilities include:

- Minimise the impact on the Shire's operations and public image (reputation).
- Strategically managing the incident, through strong organisational leadership and communications.
- Approve necessary expenditure and ratify major recovery decisions.
- Ensure that the recovery efforts have the necessary resources and support.
- Set critical milestones and time frames for recovery.
- Ensure that Employees are fit for the role they're being asked to perform.

Managers/Coordinators/Supervisors

Managers/Coordinators/Supervisors are to ensure that actions, decisions and any other requirements of the Incident Management Team are enabled, completed and reported on.

The Incident Management Team will request support from specialist areas as required by the level and scope of the incident. An Administrative Support Team will also form and help the Incident Management Team from an administrative perspective. Whilst overall membership and support will initially be set by the Incident Management Team during the first 'assessment' meeting; membership and support roles may change as required.

Business Continuity Framework Guidelines

Business Continuity Management is an integrated process that encompasses the following elements within management and technical practices:

Policy and Program Management

Defining, reviewing and consistently improving the Business Continuity Management Program and how it will be implemented, controlled and validated.

This manual forms part of the Business Continuity Management Framework which is governed under the Risk Management Policy. The review of this framework should be completed in conjunction with the review frequency of that Policy. To support the improvement culture within the Shire, this framework may be supported with annual action plans as detailed in the Integrated Planning process. This Program is managed and facilitated by the Chief Executive Officer.

Embedding Business Continuity

Integrating Business Continuity into business-as-usual activities and organisational culture

The application of this program will support the integration of Business Continuity and overall Risk Management methodology into operational and strategic decision making. Ongoing program reviews must ensure that education and awareness is considered in all planned activities.

Analysis

The ongoing review and assessment of the objectives, functions and environmental constraints to shire operations

The impact of a business interruption to services from key suppliers or third parties should be clearly analysed and understood.

The CEO is required to consider and analyse any specific threats to the Shire's operations and ensure that these are reflected in business continuity or threat specific planning.

Time Criticality Ratings Overview		
(Based on lowest Recovery Time Objective / Maximum Tolerable Period of Disruption in the area)		
High	Medium	Low
>= 3 days	4 – 10 days	>10 days

Design

Identification and enablement of appropriate strategies and processes to determine how best to recover from a business disruption

The Shire considers the following a reflection of current strategies which may be used in part, in combination or consecutively as required.

This list is non-exhaustive and subject to constant review.

Do Nothing (mothball the activity)

This strategy is to be employed for all activities that are not considered time critical. This approach is to allow management to focus initial efforts on critical activities only. Resumption of these activities (and the associated backlog) should occur as soon as practical.

Recovery Sites

Formal Recovery Sites have been determined in advance to ensure the swift resumption of critical business functions following an incident, which has rendered the original operational site inaccessible or inoperable.

Other forms of Recovery Sites include alternative arrangements to provide dual resources to staff needing to work at another site for varied reasons.

Displacement

As the Shire operates from more than one site, consideration to placement of staff will consider the potential displacement of less critical tasks in favour of those more critical in the case of a business disruption.

Where this strategy is employed, it is imperative that the area being displaced has clear objectives around staff and workload management during the period of disruption. Consequently, this strategy will be approved by the Incident Management Team.

Sharing

This strategy has two main options:

1. Increasing the number of people per workstation.
2. Creating shifts over a greater period of the day. Workstations or work areas are used over more hours than the standard 8. Potential people management issues will need to be taken into consideration.

Working from home

A simple and effective strategy that allows an almost immediate resumption of activities. It is only effective for those staff:

- Using their own PC.
- Taking Laptops home (prior to incident).
- Having available connectivity and Internet security.

A Work from Home Checklist has been developed to reduce the risk of potential Work Health and Safety issues that will need to be taken into consideration.

Implementation

Maintaining the Incident Management and Business Continuity Plan around current strategies and processes

Adequate time and resources must be allocated to achieving a functional and valuable Plan. It is the input and understanding of the Business Continuity data and localised strategies that will determine how effective the plan can be.

This plan should be updated every two years. The plan must also be reviewed whenever structural, technological or procedural considerations indicate. Once reviewed, it must be approved by the Incident Management Team and approved copies distributed accordingly.

Validation

Validating, through exercise and formal review that the program meets its key objectives

An effective fit-for-purpose plan cannot be considered reliable until it has been exercised and proven as workable, especially since false confidence may be placed in its reliability. Consequently, exercising the plan assumes considerable importance in establishing the Business Continuity Management ability and capability of the Shire.

The major components of the Plan should be tested annually and revised upon the results of each test. Desktop scenario exercises provide a mechanism to validate the plan, identify any improvements that can be made and provide training to those people who would be involved with the enactment of the plan in an actual Incident. Desktop scenario exercises are designed to identify any potential roadblocks and their solutions, to ensure that when the plan is executed in a real life situation it will work without fail.

The objectives of exercises are to:

- Ensure staff are aware of their roles and responsibilities
- Act out critical steps to recognise difficulties in the plan
- Demonstrate decision making abilities and knowledge of response operations
- Highlight areas of improvement

WALGA

Annual General Meeting

Agenda

Tuesday, 23 September 2025

Perth Convention and Exhibition Centre
21 Mounts Bay Road, Perth WA

Bellevue Ballroom 1 & 2

TABLE OF CONTENTS

1	OPENING.....	3
2	RECORD OF APOLOGIES.....	3
3	ANNOUNCEMENTS	3
4	ADOPTION OF AGM STANDING ORDERS	3
5	CONFIRMATION OF PREVIOUS MINUTES	3
6	ADOPTION OF ANNUAL REPORT	3
7	CONSIDERATION OF EXECUTIVE AND MEMBER MOTIONS	4
	7.1 Provision of Medical Services in Remote and Very Remote Local Governments	4
	7.2 Homelessness – Short-term Accommodation Solutions	7
	7.3 Revision of the Local Government (Administration) Regulations 1996 in Relation to the Holding of and Attendance at Meetings by Electronic Means	10
	7.4 Rating Exemption Advocacy Motion	13
	7.5 Rateability of Miscellaneous Licenses	16
8	CLOSURE	21
	Attachment 1: AGM Standing Orders	22
	Attachment 2: Minutes of the 2024 Annual General Meeting.....	27
	Attachment 3: Action Taken on Resolutions of the 2024 Annual General Meeting	49

- 1 **OPENING**
- 2 **RECORD OF APOLOGIES**
- 3 **ANNOUNCEMENTS**
- 4 **ADOPTION OF AGM STANDING ORDERS**

The Annual General Meeting Standing Orders are contained within this Agenda ([Attachment 1](#)).

MOTION

That the WALGA Annual General Meeting Standing Orders be adopted.

- 5 **CONFIRMATION OF PREVIOUS MINUTES**

The Minutes of the 2024 WALGA Annual General Meeting are contained within this Agenda ([Attachment 2](#)), along with a report on the action taken on the 2024 AGM resolutions ([Attachment 3](#)).

MOTION

That the Minutes of the 2024 WALGA Annual General Meeting be confirmed as a true and correct record of proceedings.

- 6 **ADOPTION OF ANNUAL REPORT**

The 2024-2025 Annual Report, including the 2024-2025 Audited Financial Statements, will be distributed to Members separately.

MOTION

That the 2024-2025 Annual Report, including the 2024-2025 Audited Financial Statements, be received.

7 CONSIDERATION OF EXECUTIVE AND MEMBER MOTIONS

7.1 PROVISION OF MEDICAL SERVICES IN REMOTE AND VERY REMOTE LOCAL GOVERNMENTS

Shire of Lake Grace to move:

MOTION

That WALGA calls on the Western Australian Government and WA Grants Commission to:

- 1. increase the Medical Facilities Cost Adjuster component of the Financial Assistance Grants to Local Governments; and**
- 2. recalculate distributions to those Local Governments in remote and very remote locations that are providing block cash payments to attract and retain general practitioners to allow affected Councils to redirect ratepayer funds to Local Government responsibilities.**

IN BRIEF

- Remote and very remote Local Governments are filling a critical gap in primary healthcare.
- The Medical Facilities Cost Adjustor under the Financial Assistance Grants in WA is calculated and distributed by the WA Grants Commission.
- The Adjuster does not reflect actual costs, leaving a significant funding gap for Local Governments.
- The Shire of Lake Grace is requesting block funding and a recalculation criterion to remote and very remote local governments, distributed via the Financial Assistance Grants (Medical Facilities Cost Adjustor).

MEMBER COMMENT

The Shire of Lake Grace is the lead Shire in the “Local Government Rural Health Funding Alliance” which also consists of the Shires of Gnowangerup, Jerramungup, Ravensthorpe, Narembeen, Jerramungup and Kojonup.

The Shire of Lake Grace, on behalf of the Alliance successfully presented a motion at the Australian Local Government Association (ALGA) National General Assembly, calling on the Australian Government to increase Financial Assistance Grants and recalibrate their distribution to better support rural councils funding general practitioner (GP) services. The motion was carried unanimously.

Remote and very remote Local Governments are filling a critical gap in primary healthcare. Local Governments are the third sphere of government yet are delivering on behalf of the State and Commonwealth. These Local Governments are stepping into primary healthcare provision due to insufficient Commonwealth and State financial support to GPs and specific incentives for remote and very remote communities. This is not their legislated responsibility, yet these six Local Governments are contributing over \$1.475 million annually in cash, plus housing, vehicles, and surgeries to attract and retain GPs where there is geographical isolation, small populations and diverse health needs.

The Medical Facilities Cost Adjustor under the Financial Assistance Grants in WA is calculated and distributed by the WA Grants Commission. It recognizes only 82% of a 3-

year rolling average, capped at \$85,000–\$100,000. It does not reflect actual costs, which often exceed \$200,000–\$300,000 per GP per community. It then leaves a significant funding gap (e.g. Shire of Kojonup received \$0 despite spending \$250,000 as it was provided to a third party local not-for-profit to engage the GP and Practice).

The Shire of Lake Grace is requesting block funding and a recalculation criterion to remote and very remote local governments, distributed via the Financial Assistance Grants (Medical Facilities Cost Adjustor). This would reduce the unsustainable burden on ratepayer funds, ensure continuity of care and return ratepayer funds to core local government services.

These Local Governments are not creating the problem — rather they are solving it. They are collaborating regionally, implementing multi-site rural generalist models that requires economies of scale as a group, and ensuring reasonable travel distances for locals to GPs. Without their intervention, communities would face worsening health outcomes and risks to their economic viability.

This motion aligns with the top four priorities identified by band 4 WALGA member Local Governments as requiring solutions in 2025.

The comparative Government health spend between major city residents and rural and remote Australia is \$848 per person less in the regions (NRHA). People in the bush are 2.9 times more likely to be hospitalized; 2.8 times more likely to be hospitalized for reasons that are potentially preventable and 2.7 times more likely to die from potentially avoidable causes.¹

Life expectancy in remote areas, compared with major cities is 13 years less for males and 7 years for females.² Telehealth is not a viable substitute for resident GPs — it risks deskilling local clinicians and eroding continuity of care.

The Alliance of Councils has prepared a position paper to raise awareness and suggest a solution to attract and retain GPs in their rural and remote communities, where current Commonwealth and State government policy settings are inadequate.

Reference Document

- [January 2025 Position Paper – Provision of Remote GP Services](#)

SECRETARIAT COMMENT

Access to primary healthcare is the responsibility of the Australian and State Governments. In some rural and remote areas, the current health system does not provide equitable service. Access to primary health is a critical issue for a large proportion of WALGA members. Local Government support of primary healthcare services creates a financial impost and diverts funding from other Local Government services and functions.

In 2023, WALGA commissioned Rural Health West (RHW) to survey WA Local Governments to ascertain the extent to which Local Governments were providing financial or in-kind support to secure primary healthcare services. The [Survey Report](#) provides a

¹ Royal Flying Doctors Service, 2023

² Royal Flying Doctors Service, 2023

comprehensive dataset on the cost, nature, and geographical location of Local Government support, as well as evidence that Local Government support was predominantly focused on General Practice services.

This issue has also been identified as a priority for the sector at a number of forums, including the October 2024 Band 4 Local Governments meeting and the May 2025 Zone meetings. WALGA has also been working with the Local Government Rural Health Alliance in the development of their advocacy.

WALGA has begun a renewed advocacy campaign, with targeted asks of the Australian and State Governments to improve access to primary health services in rural and remote areas, to remove the need for Local Government intervention.

A revised [Rural and Remote Health Advocacy Position](#) aligned to the finding and recommendations of the Survey Report is tabled for the September 2025 State Council. The proposed revisions provide a stronger position on the responsibility of the Australian and State Governments for primary healthcare provision and addressing the cost impost on Local Government, compelled to intervene where the current health system is failing.

The revised position aligns with the wider healthcare reform platform to enable advocacy partnerships and to provide a level of flexibility for the advocacy campaign in response to Government announcements.

The Lake Grace motion and WALGAs ongoing advocacy align on the need for financial reimbursement for Local Government support for essential primary health care services. WALGA's approach, does not specifying how reimbursement to Local Governments should be undertaken, or which Local Governments should be eligible. This approach aims to provide flexibility to achieve the same outcome, such as utilising the upcoming renewal of the National Health Reform Agreement.

7.2 HOMELESSNESS – SHORT-TERM ACCOMMODATION SOLUTIONS

City of Kalgoorlie Boulder to move:

MOTION

That WALGA advocate to the State Government to provide culturally appropriate short-term accommodation options and wrap-around support services that provide sustainable homelessness solutions in regional centres across Western Australia.

IN BRIEF

- The City of Kalgoorlie-Boulder's motion aligns with Western Australia's All Paths Lead to Home - 10-Year Strategy on Homelessness 2020–2030. The Strategy prioritises place-based responses for Aboriginal people, including culturally appropriate short-term accommodation and wrap-around support.
- The motion addresses a critical gap in current policy by focusing on temporary homelessness or street presence which is not covered in state or national strategies.

MEMBER COMMENT

Shelter WA's Policy Position on Ending Homelessness in WA highlights the overrepresentation of Aboriginal people in homelessness services and calls for short-stay options and self-determination in service delivery. The motion reinforces the importance of Housing First principles and the need for coordinated responses; specifically, that all governments ensure people with lived experience of homelessness are central to the design and delivery of homelessness services.

The motion highlights a growing disconnect between the practical realities faced by Local Government in the requirement for short-term accommodation for First Nations people in their communities. WALGA's advocacy position on homelessness acknowledges that Local Governments can support responses to homelessness through planning, health, and community development functions, it does not consider them as lead agencies. Local Governments are increasingly forced to lead this space due to the lack of a coordinated state-wide response and support.

Historically, many regional centres and cities have been meeting places for different Aboriginal communities with these areas offering a place where individuals can meet to conduct cultural business, socialise with family and friends, shop, and attend medical and other appointments. While some stay with family and friends, in many cases in overcrowded conditions, others are street present. Additional risks are posed for those with a limited experience of living in larger regional cities.

Homelessness data is typically captured through the Australian Census which does not accurately capture short-term or seasonal homelessness. Discussions with other WA regional Local Governments has identified that significant numbers of remote Aboriginal community members travel to regional centres and cities especially during the summer period. These Local Governments and their stakeholders are ill-equipped to support their needs ranging from temporary culturally appropriate and safe accommodation to food provision.

Typically, when Local Governments step up in this area, state-funded systems often pull back, particularly in regional cities. This is an understandable consequence of under-resourced and failing systems but does not advance efforts to solve street presence or seasonal homelessness.

While Local Governments interact closely with people experiencing homelessness and have valuable local knowledge, they do not have the resources, funding, or specialist workforce to lead homelessness responses especially in regional areas when street present people increase during particular times of the year. In the All Paths Leads to Home, State Government acknowledges this and views Local Governments as key partners in coordinating local, place-based efforts and facilitating referrals to appropriate services.

The State Government, primarily through the Department of Communities, is responsible for leading and funding homelessness responses, including the provision of social and affordable housing and specialist services. It coordinates with other State agencies across justice, health, mental health, and education to address the systemic causes of homelessness – functions that are beyond the capacity and remit of local governments. However, homelessness is not included in this remit as, by definition, the Department provides homes in remote communities.

The State Government recognises that effective responses require partnerships. It seeks to leverage the local knowledge, planning tools, and community connections of Local Governments, while retaining responsibility for funding, policy, and service coordination which does not include short-term accommodation for visiting Aboriginal community members across regional WA.

In 2021, the Australian Local Government Association co-signed a landmark national agreement to close the gap, setting targets in education, employment, health, justice, safety, housing, land and waters, and Indigenous language preservation. The agreement includes a target to increase the proportion of Aboriginal and Torres Strait Islander people living in appropriately sized (not overcrowded) housing to 88%.

The 2021 Census showed there were 122,000 people in Australia experiencing homelessness on Census night – 48 people per 10,000. Aboriginal and Torres Strait Islander people were disproportionately homeless – 307 out of 10,000 Aboriginal and Torres Strait Islander people were experiencing homelessness.

However, neither the Closing the Gap agreement, the Closing the Gap 2024 Annual Report and Commonwealth 2025 Implementation Plan, nor the 2024 National Housing and Homeless Plan Summary Report include any consideration for addressing transitional homelessness – only overcrowding issues.

The City of Kalgoorlie-Boulder recently completed a collaborative, landmark national study on Anti-social Behaviour and Transitional Aboriginal Homelessness. The research project included engagement with local and state government agencies and key providers in over eight locations in Western Australia, the Northern Territory, and South Australia, to assess existing strategies, pinpoint gaps, and explore potential solutions that enhance local government efforts in this regard.

A Housing and Homelessness motion was raised by the City of Kalgoorlie-Boulder at the 2025 Australian Local Government Association (ALGA) National General Assembly in

Canberra in July and was approved for submission to the Federal Government for consideration.

SECRETARIAT COMMENT

Aboriginal Short Stay Accommodation (Short Stays) are designed to provide safe, culturally appropriate and affordable short-term accommodation for Aboriginal people who travel to regional centres to access services, or for business, cultural or family reasons.

There are three existing Aboriginal Short Stays operating in regional Western Australia: Broome, Derby and Kalgoorlie. The State Government acknowledges that these Short Stays are in high demand. Planning is underway by the Department of Housing and Works to develop an additional three new Short Stays in Geraldton, Kununurra and Perth.

Short Stays are a response to homelessness. WALGA does not currently have an advocacy position on short-stay accommodation, but does have a [Homelessness Advocacy Position](#). WALGA is currently reviewing the Homelessness Advocacy Position as part of a regular advocacy position review process. To inform the review, WALGA is currently surveying all Local Governments to gather information on the extent of Local Government engagement with homelessness and the extent of services, including accommodation options, available within their Local Government areas.

7.3 REVISION OF THE LOCAL GOVERNMENT (ADMINISTRATION) REGULATIONS 1996 IN RELATION TO THE HOLDING OF AND ATTENDANCE AT MEETINGS BY ELECTRONIC MEANS

Shire of Dardanup to move:

MOTION

That WALGA advocates for a change to the Local Government (Administration) Regulations 1996 in relation to the holding of and attendance at meetings by electronic means to allow elected members to attend more than 50% of meetings remotely, only if each instance more than 50% in the rolling year is justified and approved by the Shire President or Deputy Shire President.

IN BRIEF

- This motion addresses the need for greater flexibility for Councillors in the Shire of Dardanup (and potentially other local governments) who, due to work (e.g. FIFO), family, or personal commitments, may be away from the local area for extended periods.
- The motion seeks to:
 - o ensure Councillors can still represent and serve the community effectively during such absences;
 - o reduce disruption to Council operations by expanding access to remote and electronic meeting participation;
 - o reflect the evolving demographic of Elected Members, including new parents, FIFO workers, shift workers, and those with disabilities or mobility issues;
 - o remove logistical and bureaucratic barriers that limit participation by some Councillors; and
 - o promote equity, inclusivity, and engagement by adapting Council practices to meet modern workforce and lifestyle realities.
- Ultimately, the motion supports more inclusive and efficient Council operations by enabling all elected members to participate fully, regardless of their personal circumstances.

MEMBER COMMENT

The Local Government Administration Regulations 1996 provides as follows:

14C. Attendance at meetings by electronic means may be authorised (Act s. 5.25(1)(ba))

(3) The mayor, president or council cannot authorise a member to attend a meeting (the proposed meeting) under subregulation (2)(b) if the member's attendance at the proposed meeting under that authorisation would result in the member attending more than half of the meetings (including the proposed meeting) of the council or committee, in the relevant period, under an authorisation under subregulation (2)(b)

Additionally, the regulations also set out:

14D. Meetings held by electronic means (Act s. 5.25(1)(ba))

(2A) The council cannot authorise a meeting (the proposed meeting) to be held under subregulation (2)(c) if holding the proposed meeting under that authorization would result in more than half of the meetings (including the proposed meeting) of the council or committee, in the relevant period, being held under an authorization under subregulation (2)(c).

(Emphasis added)

Therefore, under the current regulations neither a Council nor a Councillor can hold or attend more than 50% of the meetings electronically.

This motion is proposed in response to the unique circumstances within the Shire of Dardanup, and potentially other local governments, who due to their professional commitments, such as FIFO (Fly In Fly Out), or other circumstances, may be required to work away from the local area for extended period - sometimes up to 50% of their time.

The motion seeks to address the challenges faced by Councillors when taking leave or managing personal, family or work commitments. It aims to ensure that these circumstances do not hinder their ability to effectively represent and serve the community. By supporting this motion, the Council can implement measures that provide flexibility in these situations, ultimately allowing Councillors to fulfil their duties without unnecessary disruption.

The intent of the motion is to ensure that the work of the Council continues to operate effectively and efficiently during periods when individual Councillors may be temporarily unavailable (in person) i.e. having a Councillor/s who works away from time to time or even 50% of the time. This motion will also assist with when Councillors who already work away go on leave or have other family commitments.

By implementing greater flexibility, such as expanding access to remote and electronic Council and Committee meeting participation, the Council can support ongoing engagement, reduce disruption to Council operations, and ensure inclusive representation from a broader demographic of elected members.

The demographic of elected and potential elected members to Shire Councils has changed and is evolving. If we want to encourage participation, we need to adapt to the way we engage and allow engagement.

Financial, physical, employment and locational restrictions need to be taken into account for the engagement ability of elected members to advocate for their rate payer base.

The current percentage provision of remote / electronic meeting ability available, while acceptable for the majority of elected members, is insufficient for the minority of elected members who are engaged, though restriction to contribute through logistical or bureaucratic barriers.

Key considerations should be given to workforce realities i.e. FIFO or workers with demanding employment schedules; diverse demographics, equity in participation and encouraging engagement.

This demographic change includes new mothers and parents of young children, FIFO workers, Shift workers & Disabled or Mobility impaired. All of these groups can and do provide diverse opinions and experience to the overall group of elected members.

SECRETARIAT COMMENT

Regulations 14C and 14D of the *Local Government (Administration) Regulations 1996* were introduced in 2022 to provide flexibility for the sector but reflect an expectation that Local Governments should prioritise in person meetings and in person Council Member attendance. Under regulation 14C a Council or Committee Member may attend a meeting by electronic means only if authorised by the Mayor / President or Council. Electronic attendance cannot be authorised if it would exceed the 50% cap.

It is important that Council Meetings remain accessible for members of the community to attend and participate. In many cases, in person meetings may best achieve this outcome. However, the introduction of livestreaming requirements for Class 1 and 2 Local Governments, and widespread adoption by many smaller Local Governments, has changed the way the community accesses and engages with Council Meetings. In addition, Local Government experience to date indicates that Council Members are able to effectively participate in meetings when attending electronically.

Removing the 50% cap on electronic attendance could enable Councils to make a policy decision regarding the balance of electronic and in person attendance that best meets the expectations of their community and the needs of Council Members. This could support greater diversity in candidates and Council Members and may also assist Local Governments seeking independent persons as members of their Audit Risk and Improvement Committees. Council, and the Mayor or President as the decision maker, would be accountable to the community for the decision to authorise additional electronic attendance.

7.4 RATING EXEMPTION ADVOCACY MOTION

City of Bunbury to move:

MOTION

That WALGA, in addition to its current advocacy positions 2.1.1 and 2.1.2 relating to rating exemptions, advocate to the WA Government for the introduction of a reimbursement model, whereby the WA Government repays Local Government the greater of:

- 1. 75% of the value of rates lost in applying the charitable purposes exemption; or**
- 2. 1% of the total rate revenue of the Local Government.**

IN BRIEF

- City of Bunbury Impact:
 - o 443 properties (85 organizations) receive rate exemptions
 - o \$1.67M annual revenue loss (3.4% of rates)
 - o Significantly affects City's ability to fund community services
- Scale of Charitable Exemptions:
 - o 407 properties (\$1.23M) are specifically for charitable purposes
 - o Represents majority of exempted properties under Section 6.26(2)
- Current System Issues:
 - o Exemptions extended beyond original intention
 - o Includes non-charitable purposes
 - o Creates unfair burden on other ratepayers
- Proposed Solution:
 - o Better definition of 'charitable purposes' needed
 - o Recommend WA Government establish reimbursement system
 - o Suggest threshold based on local government band levels

MEMBER COMMENT

The City of Bunbury faces significant financial impacts from rate exemptions granted under Section 6.26(2) of the *Local Government Act*, with 443 properties currently exempt due to charitable or religious purposes. This represents a substantial annual revenue loss of \$1.67 million (3.4% of total rates), affecting the City's capacity to deliver community services and facilities.

WALGA has established advocacy positions calling for reform, particularly focusing on the need to review rating exemption categories and address the expanding scope of charitable purpose definitions. Of particular concern is that exemptions have extended beyond their original intention, now encompassing non-charitable commercial activities of charitable organizations.

This matter requires urgent attention as the current system creates an inequitable burden on other ratepayers and impacts the financial sustainability of Local Governments in delivering essential community services.

The City of Bunbury currently has 443 properties with 85 organisations that have a rate exemption under Section 6.26(2) of the *Local Government Act* due to properties being used for charitable or religious purposes. This equates to a loss of rate revenue of \$1,667,522 in

2024/25, or 3.4% of rates which has a significant impact on the City to fund services and facilities for the Bunbury community. Of these properties, 407 (\$1,227,021) are used for charitable purposes.

The following is a comparison with other known Local Governments (as at October 2024).

Council	Number of Rate Exempt Properties	Total Number of Properties	Percentage of Rate Exempt Properties	Loss of Revenue from Rate Exemptions	Total Rate Revenue	Percentage of Loss Revenue
City of Bunbury	443	17,194	2.6%	\$1,667,522	\$49,690,996	3.4%
City of Busselton	171	25,327	0.7%	\$1,296,212	\$64,960,318	2.0%
City of Geraldton	158	19,487	0.8%	\$1,700,000	\$54,080,426	3.1%
Shire of Harvey	44	13,245	0.3%	\$99,000	\$29,482,269	0.3%
City of Wanneroo	374	88,589	0.4%	Not Provided		

WALGA already has four documented Advocacy Positions relating to this matter, the two most applicable being:

2.1.1 Rating Exemptions Review

A broad review be conducted into the justification and fairness of all rating exemption categories currently prescribed under Section 6.26 of the Local Government Act 1995; and

2.1.2 Rating Exemptions Charitable Purposes

1. *Amend the Local Government Act 1995 to clarify that Independent Living Units should only be exempt from rates where they qualify under the Commonwealth Aged Care Act 1997;*
2. *Either:*
 - a. *amend the charitable organisations section of the Local Government Act 1995 to eliminate exemptions for commercial (non-charitable) business activities of charitable organisations; or*
 - b. *establish a compensatory fund for Local Governments, similar to the pensioner discount provisions, if the State Government believes charitable organisations remain exempt from payment of Local Government rates.*
3. *Request that a broad review be conducted into the justification and fairness of all rating exemption categories currently prescribed under Section 6.26 of the Local Government Act 1995.*

Exemptions under this section of the Act have extended beyond the original intention and now provide rating exemptions for non-charitable purposes, which increase the rate burden to other ratepayers. It is considered that in the absence of amendments to better define 'charitable purposes', that the WA Government considers reimbursement to local governments once exemptions exceed a defined threshold, which could be set based on Local Government band levels.

SECRETARIAT COMMENT

In addition to the WALGA Advocacy Positions 2.1.1 and 2.1.2 as mentioned in the Member comment for this item, WALGA also has the following relevant positions on rating exemptions:

2.1.3 Rating Exemptions – Department of Housing: Leasing to Charitable Organisations

Position Statement	That WALGA advocate to the Minister for Housing to include in the lease agreements with charitable institutions that they must pay Local Government rates on behalf of the Department of Housing recognising the services Local Government provides to its tenants.
--------------------	---

2.1.4 Rating Exemptions – Rate Equivalency Payments

Position Statement	Legislation should be amended so rate equivalency payments made by LandCorp and other Government Trading Entities are made to the relevant Local Governments instead of the State Government.
--------------------	---

2.1.5 Rating Restrictions – State Agreement Acts

Position Statement	Resource projects covered by State Agreement Acts should be liable for Local Government rates.
--------------------	--

7.5 RATEABILITY OF MISCELLANEOUS LICENSES

Shire of Mount Magnet to move:

MOTION

That WALGA:

1. **Formally oppose any move by the Local Government Minister to introduce amendments to the *Local Government Act* to restrict the application of rates on Miscellaneous Licenses.**
2. **Develop an advocacy position on sector consultation prior to any amendment to the *Local Government Act*.**
3. **Undertake a financial analysis of the cost to the Mining Industry of the rating of Miscellaneous Licenses compared to the benefit to the Local Government sector.**

IN BRIEF

- The Supreme Court determined on 8 July 2025 that occupied Miscellaneous Licenses are rateable under s 6.26(1) of the *Local Government Act*.
- The Minister for Local Government announced on 1 August 2025 that an amendment of the *Local Government Act* would be swiftly introduced to Parliament to provide certainty to Local Governments and the resources sector that Miscellaneous Licenses are not rateable.

MEMBER COMMENT

The *Local Government Act 1995* s 6.26 (1) sets out the intent that all occupied land utilized for purposes other than charitable, benevolent, or other purposes of the Crown is rateable.

Subsequent to the enactment of the *Local Government Act 1995*, significant amendments were made to the terms of a Miscellaneous License in the *Mining Act 1978* through the *Mining Amendment Act 1998*.

Miscellaneous Licenses are one of a number of tenement types granted in respect to mineral resource recovery by the Department of Local Government, Industry Regulation and Safety (LGIRS). The defined purposes for the grant of a Miscellaneous License is set out in the Mining Regulations 1981 r 42B, of which constitute significant infrastructure and construction necessary for the operations necessary to a mining enterprise.

The *Mining Amendment Act 1998* amended the term of the Miscellaneous license from a 5-year term with further two 5-year possible extensions; to a 21-year term with two possible further 21-year term extensions.

This amendment was made to explicitly facilitate the construction of permanent infrastructure – an evolution that clearly signals a shift in their functional and economic significance.

The introduction of the Fringe Benefits Tax in 1986 had a devastating impact on regional communities across Australia as Fly in Fly out work took hold, and unrated remote work camps replaced local workers, while often increasing traffic on Local Government owned assets such as airports and short stay accommodation intended for tourists, but used to house overflow crews.

Justice Solomon stated in his deliberations that:

"It is also noteworthy that the local government has a substantive role to play in the grant of a miscellaneous licence over any land (including Crown land). Given that a miscellaneous licence is often used for the development of significant infrastructure, the need for the involvement of local government is self-evident. Even a cursory perusal of the items listed in reg 42B indicates that it refers to facilities and infrastructure that would ordinarily be of direct concern to a local government.

It is noteworthy that the role of local government in the granting of other mining tenements is more limited. That feature of the Mining Act 1978 suggests that local government is likely to be more concerned or directly engaged with the activity on a miscellaneous licence than on other mining tenements."

Road Agreements

The Local Government in which a Miscellaneous License is held for the purpose of road construction, will often enter an agreement for maintenance of that road. The agreement is voluntary in basis, however, the cost of drafting and regulating compliance with the agreement is reported by many Local Governments to be both financially and resource hungry.

There have been reports made by Local Governments of agreements taking years to be completed, of costs to take legal action to enforce compliance, and the regular inspections to ensure undertaking are met.

These costs are outside the scope of road agreements and borne by the Local Government.

Much of the resource fields of Western Australia are located in Band 4 Local Governments, in very remote areas. While the Mining Company has access to legal and corporate resources, Local Governments are under-resourced and unequal in the negotiations.

Mining Camps

Significant environmental health services are provided to remote Mining Camps by Local Government, including commercial kitchen licensing, inspection and regulation; sewerage/wastewater treatment systems and monitoring, inspection and compliance; swimming pool inspections including water monitoring; all other services offered to a town-based business, with the cost of distance to travel and the complication of many more residents.

During an epidemic or outbreak of communicable disease, the Local Government in remote areas holds the statutory responsibility for incident control.

This service is increasingly difficult to resource with qualified officers choosing not to live and work remotely.

Mining Camps situated on a Miscellaneous License or Mining Lease have on occasion been approved by the Minister as rateable under the GRV methodology, upon application by the Local Government. This area of land is excised from the tenement for the purpose of the valuation.

The process for this to occur is protracted, requires the Mining Camp to have been operational for 12 months already and is at the discretion of the Minister. The Mining Company is required to provide input to the decision in the interest of fairness.

These already GRV-rated camps would be exempt from any rating of miscellaneous licenses as they have already been excised from the tenement.

Pipelines, powerlines, conveyor systems, tunnel, bridge, aerodrome, communications facilities, power generation and transmission facilities, storage or transportation facility for minerals or mineral concentrates, and pump stations

Each of the above purposes conveys a restricted access to the land on which they are constructed by tourists, small prospectors and local Traditional Owners. In many cases they are constructed on an underlying pastoral property which also pays rates on the same parcel.

Borefield, bore

These purposes require less restriction of access, but are also valued at a lower rate under the *Valuation of Land Act* than other purposes.

On this one piece of land, for each of the purposes above, the pastoral activity is curtailed despite the cost of the pastoral lease remitted to the State Treasury, and the rates to the Local Government.

The rateable value of a Miscellaneous License under the *Valuation of Land Act* is five times the rent on the tenement which is set out in the Mining Regulations 1981. Currently the rent on a Miscellaneous License is \$27 per ha, with the exception of a license granted for the search of ground water which is valued at \$112 per ha.

Rent payable on an underlying exploration license is \$1.55 per ha.

Tenement holder remits to -

- **Treasury** – rent on the exploration license, for the Miscellaneous License, (in addition to royalty applicable on the principle Mining Tenement activity).
- **Local Government** – rates on the exploration license only.

The Pastoralist remits to –

- **Treasury** – rent on the pastoral lease
- **Local Government** – rates on the pastoral lease.

On occasion the Mining Company will provide extra funds through a Community Benefit scheme to a community through philanthropic gifting which is spent in accordance with the ideological values of the board, land access purposes, and often to charities or causes that are outside of the regions in which the minerals are extracted through ESG programs. These donations do not correlate to rigorous statutory Integrated Planning and Reporting process undertaken by the Local Government.

The Local Government is increasingly constrained financially and further burdened by compliance with regulations – particularly in the regions where the minerals are extracted. Service provision that falls within the statutory scope of the State Government is being devolved to Local Government, including housing for State employees, medical services, security to community, provision of agency services such as Transport, Health, Human Services. These are by and large unfunded and under resourced by the State Government.

Planning options are significantly constrained through land banking of Mining Companies with tenements in townsites and on town commons.

Conversely, the GDP provided by the Mining Industry in Australia for quarter 1 of 2025 alone reached \$84.1B.

This inequity of wealth distribution has been evidenced through recent actions taken by Councils to increase rates to adequately fund the deficiency in their budget in accordance with the *Local Government Act* requirements. At that time, the Minister for Local Government publicly stated that the proposal "did not meet the values of consistency, equity and fairness".

In handing down his decision, Justice Solomon concluded with

"It is plain from the terms of the provisions referred to above [s6.26] that the object of imposing rates is to raise revenue for local government to undertake its activities. Specifically, the imposition of rates allows a local government to make up any budget deficiency. The Act thus reflects a direct link between the imposition of rates and the local government's ability to undertake its activities. As noted above, the local government plays a direct role and function in the grant of a miscellaneous licence. Plainly, the more significant the infrastructure proposed to occupy the miscellaneous licence, the greater will be the role played and the activity undertaken by the local government. In my view, a construction that exempts land from rates which is the subject of a miscellaneous licence and is occupied by significant infrastructure, sits most uncomfortably with the plain object of the statutory provisions concerning the local government's power to impose rates.

The second factor stems from the wording of s 6.26(2) itself. The exemptions in s 6.26(2)(a) - (k) relate overwhelmingly to charitable, benevolent, religious and public or civic purposes. That sits harmoniously with the theme of s 6.26(2)(a)(i). A construction that would exempt from rating, land that may be occupied by critical infrastructure facilitating the creation of profits for private interests, runs counter to the charitable and civic theme of s 6.26(2).

In my view, the Shire's construction provides greater harmony with the relevant object of the rating provisions of the LGA. "

The judiciary—our independent and impartial arbiter of legislative intent—has clearly affirmed the rateability of Miscellaneous Licenses, not only through statutory interpretation but also through a reasoned understanding of their practical implications.

To disregard this position through swift legislative action, without sector wide consultation is to undermine the very principles of legal clarity and administrative fairness upon which our governance is built.

The AGM is requested to support the actions taken by the Shire of Mount Magnet to rate Miscellaneous Licenses in accordance with the judgement recently handed down by the Supreme Court, and further request WALGA to undertake a full financial analysis of the cost to the mining industry of this action, and the financial benefit to Local Government in Western Australia.

SECRETARIAT COMMENT

At the time of the distribution of this Agenda, State Council has not considered an item relating to Miscellaneous Licences.

However, item 8.2 in the September 2025 State Council Agenda relates to rating of Miscellaneous Licences. The recommendation in that report is that WALGA:

1. Advocate for Local Governments to continue to have the ability to rate miscellaneous licences under the *Mining Act 1978*; and
2. Oppose legislative amendments that seek to exempt occupied miscellaneous licence land from rating.
3. Continue to advocate for a broad review to be conducted into the justification and fairness of all rating exemption categories currently prescribed under section 6.26 of the *Local Government Act 1995*.

This item will be considered by State Council at the meeting on 5 September.

In relation to point 2 of the motion –

As a matter of course WALGA always advocates for consultation on legislative and regulatory amendments, however formalising this position has merit.

In relation to point 3 of the motion –

WALGA would need to determine the scope and cost of this analysis before considering in the context of WALGA's existing budget.

8 CLOSURE

Upon the completion of business, the Chair will close the meeting.

Attachment 1: AGM Standing Orders

WALGA Annual General Meeting Standing Orders

1. INTERPRETATIONS

For the purposes of these Standing Orders, if not inconsistent with the context, the following words shall have the following meanings:

- 1.1 **"Absolute Majority"** means:
a majority of delegates of the Association whether present and voting or not.
- 1.2 **"Association"** means:
all or any part of the Western Australian Local Government Association.
- 1.3 **"Delegate or Deputy Delegate"** means:
those persons duly nominated, from time to time, to represent a Member Local Government at a meeting of the Association.
- 1.4 **"Deputy President"** means:
the Deputy President for the time being of the Association.
- 1.5 **"Meeting"** means:
an Annual or Special General Meeting of the Association.
- 1.6 **"Member Local Government"** means:
a Local Government admitted to ordinary membership of the Association in accordance with the provisions of the Constitution.
- 1.7 **"President"** means:
the President for the time being of the Association.
- 1.8 **"Simple Majority"** means:
a majority of the delegates from the Association that are present and voting.

2. CONDUCT OF MEETINGS

The proceedings and business of meetings of the Association shall be conducted according to these Standing Orders.

3. NOTICE OF MEETING

3.1 Annual General Meeting

The Chief Executive Officer of the Association shall give at least ninety (90) days notice of an Annual General Meeting to all Member Local Governments, advising of the closing date for submission of motions for inclusion on the agenda.

3.2 Special General Meeting

A Special General Meeting of the Association is to be held if a request is received by the Association President, in accordance with the requirements of the Association's Constitution. No business shall be transacted at a Special General Meeting other than that for which the Special General Meeting was called.

3.3 Notice shall be given at the destinations appearing in the records of the Association.

Notice will be deemed to have been delivered immediately if transmitted electronically or on the second working day after posting.

4. QUORUM

4.1 The Association shall not conduct business at a meeting unless a quorum is present.

4.2 At any meeting of the Association greater than one half of the delegates who are eligible to vote must be present to form a quorum.

4.3 The Association is not to transact business at a meeting unless a quorum is present.

4.4 If a quorum has not been established within the 30 minutes after a meeting is due to begin then the Association can be adjourned –

- (a) by the President or if the President is not present at the meeting, by the Deputy President;
- (b) if neither the President nor Deputy President is present at the meeting, by a majority of delegates present;
- (c) if only one delegate is present, by that delegate; or
- (d) if no delegate is present, by the Chief Executive Officer or a person authorised by the Chief Executive Officer.

4.5 If at any time during a meeting a quorum is not present, the President shall thereupon suspend the proceedings of the meeting for a period of five (5) minutes and if a quorum is not present at the expiration of that period, the meeting shall be deemed to have been adjourned and the person presiding is to reschedule it for some future time.

4.6 Notice of a meeting adjourned because of absence of a quorum is to be given to all Member Local Governments.

5. MEETINGS OPEN TO THE PUBLIC

The business of the Association shall be open to the public except upon such occasions as the Association may by resolution otherwise decide.

6. ORDER OF BUSINESS

Unless the Association should decide otherwise, the order of business at meetings of the Association, with the exception of special meetings or an adjourned meeting, shall be as follows:

- (a) Record of attendance and apologies;
- (b) Announcements;
- (c) Confirmation of minutes of previous meetings;
- (d) President's report;
- (e) Financial report for the financial year; and
- (f) Consideration of Executive and Member Motions.

7. VOTING ENTITLEMENTS

- 7.1** Each Member Local Government shall be entitled to be represented at any meeting of the Association.
- 7.2** Only eligible and registered delegates may vote.
- 7.3** A delegate shall be entitled to exercise one vote on each matter to be decided. Votes are to be exercised in person.
- 7.4** A delegate unable to attend any meeting of the Association shall be entitled to cast a vote by proxy.
- 7.5** A proxy shall be in writing and shall nominate the person in whose favour the proxy is given, which person need not be a delegate. Proxy authorisations shall be delivered to the Chief Executive Officer of the Association before the commencement of the meeting at which the proxy is to be exercised and shall be signed by the delegate or by the Chief Executive Officer of the Member Local Government that nominated the delegate.

8. SPECIAL URGENT BUSINESS

At any time during a meeting a delegate may, with the approval of an absolute majority, introduce a motion relating to special urgent business that calls for an expression of opinion from the meeting.

In presenting an item of special urgent business, a delegate shall have sufficient copies of the motion in writing for distribution to all delegates present at the

meeting and, where practicable, give prior notice to the President of such intention.

9. PRESIDENT

In the construction of these Standing Orders unless the context requires otherwise, the word "*President*" shall in the absence of the President include the Deputy President or the delegate chosen by resolution to preside at any meeting of the Association.

10. DELEGATE AND DEPUTY DELEGATE

10.1 In the construction of these Standing Orders unless the context requires otherwise, the word "delegate" shall in the absence of the delegate include the deputy delegate.

10.2 A deputy delegate acting in the capacity of a delegate unable to attend a meeting of the Association shall exercise all rights of that delegate.

11. PRESIDENT TO PRESIDE

11.1 The President shall preside at all meetings of the Association, but in absence of the President, the Deputy President shall preside.

11.2 In the absence of the President and the Deputy President, the delegates shall choose by resolution, a delegate present to preside at the meeting.

12. SPEAKING PROTOCOL

12.1 Only registered delegates and members of the Association's State Council shall be entitled to speak at meetings of the Association.

12.2 The first person that is entitled to speak at a meeting who attracts the attention of the person presiding shall have precedence in speaking.

12.3 Speakers are to use the microphones supplied.

12.4 When addressing a meeting, speakers are to:

- (a) rise and remain standing unless unable to do so by reason of sickness or disability;
- (b) address the meeting through the person presiding;
- (c) state their name and Local Government before otherwise speaking;

- (d) refrain from reading comment printed in the agenda paper in support of a motion, but may identify key points or make additional comment; and
 - (e) refrain from using provoking or discourteous expressions that are calculated to disturb the peaceful current of debate.
- 12.5** Mobile phones shall not be switched on while the meeting is in session.
- 13. DEBATE PROCEDURES**
- 13.1** A delegate moving a substantive motion may speak for –
 - (a) 5 minutes in his or her opening address; and
 - (b) 3 minutes in exercising the right of reply.
- 13.2** Other speeches for or against motions are to be limited to 3 minutes unless consent of the meeting is obtained which shall be signified without debate.
- 13.3** No delegate, except the mover of a motion in reply, is to speak more than once on the same motion except by way of personal explanation.
- 13.4** As soon as the right of reply has been exercised, the motion is to be forthwith put to the vote without further comment.
- 13.5** No discussion shall take place on any motion unless it is moved and seconded. Only one amendment on any one motion shall be received at a time, and such amendment shall be disposed of before any further amendment can be received. Any number of amendments may be proposed.
- 13.6** The provisions of these Standing Orders applicable to motions apply mutatis mutandis to amendments, except that the mover of an amendment shall have no right of reply.
- 13.7** When a motion has been moved and seconded, the person presiding shall at once proceed to take a vote thereon unless a delegate opposes it or an amendment is proposed.
- 13.8** No more than two delegates shall speak in succession on one side, either for or against the question before the meeting, and if at the conclusion of the second speaker's remarks, no delegate speaks on the other side, the motion or amendment may be put to the vote.
- 13.9** Notwithstanding clause 13.7, where a composite motion is moved which embodies the core aspects of subsequent motions listed on the agenda, a delegate whose motion has been superseded shall have the opportunity to speak on the question of the composite motion before it is put.

Once a composite motion has been carried, no further debate shall be permitted in respect of the superseded motions.
- 13.10** At any time during a debate, but after the conclusion of a delegate's comments, a delegate who has not spoken during the debate may move, without discussion, "that the question be now put". If that motion is seconded and carried by a majority, the question shall be submitted at once to the meeting, after the mover has replied.
- 14. QUESTIONS**
Any delegate seeking to ask a question at any meeting of the Association shall direct the question to the President.
- 15. POINT OF ORDER**
A delegate who is addressing the President shall not be interrupted except on a point of order, in which event the delegate shall wait until the delegate raising the point of order has been heard and the question of order has been disposed of, whereupon the delegate so interrupted may, if permitted, continue.
- 16. MOTION - SUBSTANCE TO BE STATED**
A delegate seeking to propose an original motion or amendment shall state its substance before addressing the meeting thereon and, if so required by the President, shall put the motion or amendment in writing.
- 17. PRIORITY OF SPEAKERS**
If two or more delegates wish to speak at the same time, the President shall decide who is entitled to priority.
- 18. PRESIDENT TO BE HEARD**
Whenever the President signifies a desire to speak during a debate, any delegate speaking or offering to speak is to be silent, so that the President may be heard without interruption.

19. WITHDRAWAL OF MOTION

A motion or amendment may be withdrawn by the mover with the consent of the meeting, which shall be signified without debate, and it shall not be competent for any delegate to speak upon it after the mover has asked permission for its withdrawal, unless such permission has been refused.

20. PRESIDENT MAY CALL TO ORDER

The President shall preserve order, and may call any delegate to order when holding an opinion that there shall be cause for so doing.

21. RULING BY PRESIDENT

The President shall decide all questions of order or practice. The decision shall be final and be accepted by the meeting without argument or comment unless in any particular case the meeting resolves that a different ruling shall be substituted for the ruling given by the President. Discussions shall be permitted on any such motion.

22. RESOLUTIONS

22.1 Except as otherwise provided in the Association Constitution and these Standing Orders, all motions concerning the affairs of the Association shall be passed by a simple majority.

22.2 Any matter considered by the Association at a Special Meeting shall not be passed unless having received an absolute majority.

23. NO DISCUSSION

Where there is no discussion on a motion, the President may deem the motion to be passed unless the meeting resolves otherwise.

24. PERMISSIBLE MOTIONS DURING DEBATE

24.1 When a motion is under debate, no further motion shall be moved except the following:

- (a) that the motion be amended;
- (b) that the meeting be adjourned;
- (c) that the debate be adjourned;
- (d) that the question be now put;
- (e) that the meeting proceed with the next item of business; or
- (f) that the meeting sits behind closed doors.

24.2 Any delegate who has not already spoken on the subject of a motion at the close of the speech of any other delegate, may move without notice any one of the motions listed in clause 24.1 (b)-(f) and, if the motion is seconded, it shall be put forthwith.

24.3 When a debate is adjourned, the delegate who moves the adjournment shall be the first to speak on the motion when the debate is resumed unless the delegate advises of no desire to speak on the motion. Where this occurs, the President shall then call for further speakers, with the exception of those delegates who have previously spoken (unless the meeting otherwise agrees).

25. RESCISSION OF RESOLUTION

25.1 At the same meeting

Unless a greater majority is required for a particular kind of decision under the Standing Orders (in which event that shall be the majority required), the Association may, by simple majority at the same meeting at which it is passed, rescind or alter a resolution if all delegates who were present at the time when the original resolution was passed are present.

25.2 At a Future Meeting

Unless a greater majority is required for a particular kind of decision under the Standing Orders (in which event that shall be the majority required), the Association may rescind or alter a resolution made at an earlier meeting:

- (a) by simple majority, where the delegate intending to move the motion has, through the Chief Executive Officer, given written notice of the intended motion to each delegate at least seven (7) days prior to the meeting; or
- (b) by absolute majority, in any other case.

26. METHOD OF TAKING VOTES

The President shall, in taking a vote on any motion or amendment, put the question first in the affirmative, and then in the negative and may do so as often as is necessary to enable formation and declaration of an opinion as to whether the affirmative or the negative has the majority on the voices or by a show of hands or by an electronic key pad voting system.

- 27. DIVISION**
The result of voting openly is determined on the count of official voting cards and, immediately upon a vote being taken, a delegate may call for a division.
- 28. ALL DELEGATES TO VOTE**
- 28.1** At meetings of the Association, a delegate present at the meeting when a question is put shall vote on the question.
- 28.2** Each delegate shall be entitled to exercise one deliberative vote on any matter considered.
- 29. PRESIDENT'S RIGHT TO VOTE**
The President shall have a casting vote only.
- 30. SUSPENSION OF STANDING ORDERS**
- 30.1** In cases of urgent necessity or whilst the Association is sitting behind closed doors, any of these Standing Orders may be suspended on a motion duly made and seconded, but that motion shall not be declared carried unless a simple majority of the delegates voting on the question have voted in favour of the motion.
- 30.2** Any delegates moving the suspension of a Standing Order shall state the object of the motion, but discussion shall not otherwise take place.
- 31. NO ADVERSE REFLECTION ON ASSOCIATION**
A delegate shall not reflect adversely upon a resolution of the Association, except on a motion that the resolution be rescinded.
- 32. NO ADVERSE REFLECTION ON DELEGATE**
A delegate of the Association shall not reflect adversely upon the character or actions of another delegate nor impute any motive to a delegate unless the Association resolves, without debate, that the question then before the Association cannot otherwise be adequately considered.
- 33. MINUTES**
- 33.1** The Chief Executive Officer of the Association is to cause minutes of the meeting to be kept and preserved.
- 33.2** The minutes of a meeting are to be submitted to the next Annual or Special General Meeting for confirmation.
- 33.3** Copies of the minutes will be supplied to all delegates prior to the meeting.

WALGA

Annual General Meeting

Minutes

Wednesday, 9 October 2024

Perth Convention and Exhibition Centre
21 Mounts Bay Road, Perth WA

1 OPENING

The Chair declared the meeting open at 2:58pm.

2 RECORD OF APOLOGIES

- Shire of Dowerin
- Shire of Carnarvon
- Shire of Merredin
- Shire of Ngaanyatjaraku

3 ANNOUNCEMENTS

Nil

4 ADOPTION OF AGM ASSOCIATION STANDING ORDERS

The Annual General Meeting Association Standing Orders were contained within the Agenda.

RESOLUTION

Moved: President Chris Mitchell JP, Shire of Broome
Seconded: President Cr Laurene Bonza, Shire of Dundas

That the Annual General Meeting Association Standing Orders be adopted.

CARRIED

5 CONFIRMATION OF PREVIOUS MINUTES

The Minutes of the 2023 WALGA Annual General Meeting were contained within the Agenda, along with a report on the action taken on the 2023 AGM resolutions.

RESOLUTION

Moved: Cr Karen Wheatland, City of Melville
Seconded: President Chris Antonio, Shire of Northam

That the 2023 WALGA Annual General Meeting be confirmed as a true and correct record of proceedings.

CARRIED

6 ADOPTION OF ANNUAL REPORT

The 2023-2024 Annual Report, including the 2023-2024 Audited Financial Statements, was distributed to Members separately.

RESOLUTION

Moved: President Paige McNeil, Shire of Mundaring

Seconded: President Chris Antonio, Shire of Northam

That the 2023-2024 Annual Report, including the 2023-2024 Audited Financial Statements, be received.

CARRIED

7 CONSIDERATION OF EXECUTIVE AND MEMBER MOTIONS

7.1 AMENDMENTS TO THE CAT ACT 2011 - ALLOW LOCAL GOVERNMENTS TO MAKE LOCAL LAWS TO CONTAIN CATS TO THE OWNER'S PROPERTY

Shire of Esperance and Shire of Dardanup

ALTERNATE MOTION

Moved: President Cr Tyrell Gardiner, Shire of Dardanup

Seconded: President Cr Ronald Chambers, Shire of Esperance

That WALGA:

1. Advocate to the State Government to make changes to the *Cat Act 2011* to permit local laws to be made to the following effect:
 - a. Cats are to be confined to the cat owner's residence premises;
 - b. Cats within public places are to be under effective control and not to create a nuisance;
 - c. Cats are not allowed on other private properties where the cat does not have the expressed permission of the occupier of that premises, and are not to create a nuisance;
 - d. Cats are prohibited from ecologically sensitive areas designated as Cat Prohibited Areas by Absolute majority of Council, and clearly demarcated as such on a sign displayed at the area, without the need to modify the local law.
2. Develop a model Cat Local Law in consultation with and agreement with the Department of Local Government, Sport and Cultural Industries, The Joint Standing Committee on Delegated Legislation, and the WA Feral Cat Working Group that provides for the following:
 - Cats are to be confined to the cat owner's residence premises, unless under effective control;
 - Cats within public places are to be under effective control and not to create a nuisance at all times;
 - Cats are not allowed on other private properties where the cat does not have the expressed permission of the occupier of that premises, and are not to create a nuisance; and
 - Cats are prohibited from ecologically sensitive areas designated as Cat Prohibited Areas by Absolute Majority of Council, and clearly demarcated as such on a sign displayed at the area, without the need to modify the local law.

AMENDMENT

Moved: Cr Karen Wheatland, City of Melville

Seconded: Cr Chontelle Stone, City of Cockburn

Insert the words "Subject to Part 1", at the start of Part 2.

THE AMENDMENT WAS PUT AND CARRIED

THE SUBSTANTIVE MOTION AS AMENDED WAS PUT

That WALGA:

- 1. Advocate to the State Government to make changes to the *Cat Act 2011* to permit local laws to be made to the following effect:**
 - a. Cats are to be confined to the cat owner's residence premises;**
 - b. Cats within public places are to be under effective control and not to create a nuisance;**
 - c. Cats are not allowed on other private properties where the cat does not have the expressed permission of the occupier of that premises, and are not to create a nuisance;**
 - d. Cats are prohibited from ecologically sensitive areas designated as Cat Prohibited Areas by Absolute majority of Council, and clearly demarcated as such on a sign displayed at the area, without the need to modify the local law.**
- 2. Subject to Part 1, Develop a model Cat Local Law in consultation with and agreement with the Department of Local Government, Sport and Cultural Industries, The Joint Standing Committee on Delegated Legislation, and the WA Feral Cat Working Group that provides for the following:**
 - a. Cats are to be confined to the cat owner's residence premises, unless under effective control;**
 - b. Cats within public places are to be under effective control and not to create a nuisance at all times;**
 - c. Cats are not allowed on other private properties where the cat does not have the expressed permission of the occupier of that premises, and are not to create a nuisance; and**
 - d. Cats are prohibited from ecologically sensitive areas designated as Cat Prohibited Areas by Absolute Majority of Council, and clearly demarcated as such on a sign displayed at the area, without the need to modify the local law.**

CARRIED

Two Local Governments submitted items on this matter. In accordance with WALGA's criteria for motions, when motions of a similar objective are received, they are to be consolidated.

CONSOLIDATED MOTION

That WALGA advocate to the State Government to make changes to the *Cat Act 2011* to permit local laws to be made to the following effect:

- 1. Cats are to be confined to the cat owner's residence premises;**
- 2. Cats within public places are to be under effective control and not to create a nuisance;**
- 3. Cats are not allowed on other private properties where the cat does not have the expressed permission of the occupier of that premises, and are not to create a nuisance;**
- 4. Cats are prohibited from ecologically sensitive areas designated as Cat Prohibited Areas by Absolute majority of Council, and clearly demarcated as such on a sign displayed at the area, without the need to modify the local law.**

SHIRE OF ESPERANCE SUBMISSION:

MOTION

That WALGA request the State Government make changes to the *Cat Act 2011* to allow Local Governments to make local laws to contain cats to the owner's property.

MEMBER COMMENT

The Joint Standing Committee on Delegated Legislation has advised the Shire of its reasons why a Local Government cannot create a local law to deal with wandering cats or cats that are creating a nuisance.

Local Governments are therefore unable to enact local laws to effectively deal with cats to meet the expectations of the community due to inconsistencies with the *Cat Act 2011*.

Amendments therefore need to be made to the *Cat Act 2011* to allow the effective management of cats.

SECRETARIAT COMMENT

The Motion generally aligns with current [WALGA advocacy](#) in relation to a review of the *Cat Act 2011*:

That the Local Government sector advocates for a commitment from the State Government...to prioritise reforms to the Cat Act 2011, in accordance with the Statutory Review undertaken and tabled in the State Parliament on 27 November 2019.

The 2019 Review included proposals that penalties should be incurred when cats wander/trespass on property without consent or cats should be confined to their property.

SHIRE OF DARDANUP SUBMISSION:

MOTION

That WALGA develop a model Cat Local Law in consultation and agreement with the Department of Local Government, Sport and Cultural Industries, the Joint Standing Committee on Delegated Legislation and the WA Cat Feral Working Group that provides for the following:

1. Cats are to be confined to the cat owner's residence premises, unless under effective control;
2. Cats within public places are to be under effective control and not to create a nuisance at all times;
3. Cats are not allowed on other private properties where the cat does not have the expressed permission of the occupier of that premises, and are not to create a nuisance;
4. Cats are prohibited from ecologically sensitive areas designated as Cat Prohibited Areas by Absolute Majority of Council, and clearly demarcated as such on a sign displayed at the area, without the need to modify the local law.

MEMBER COMMENT

The Shire of Dardanup in 2022 attempted to bring its local law in line with that of other Local Governments where provisions have been included that expressly require cat owners to have effective control of their cats, and that makes it an offence for a cat to be in other places, where the occupier of that place has not given approval.

At its meeting of 25th of January 2023, the Shire of Dardanup resolved [09-23] as follows:

THAT Council:

1. *In accordance with Section 3.12 of the Local Government Act 1995 approves the advertising of the proposed 'Shire of Dardanup Cats Local Law 2023' [Appendix ORD: 12.4.2C] in order to seek community comment.*
2. *Provides a copy of the proposed Local Law and public notice to the Minister for Local Government; and*
3. *After the close of the public consultation period, requests the Chief Executive Officer to submit a report on any submissions received on the proposed Local Law to enable Council to consider the submissions made and to determine whether to make the Local Law in accordance with section 3.12(4).*

The Local Law was advertised, and no public submissions were received. A Submission from the Department of Local Government, Sport and Cultural Industries were received and considered by Council in November 2023. Council resolved [273-23] as follows:

THAT Council:

1. *Receives the submission received from the Department of Local Government, Sport and Cultural Industries in respect of the Shire of Dardanup Cats Local Law 2023.*
2. *Notes that there were no public submissions received in respect of the Shire of Dardanup Cats Local Law 2023.*
3. *By Absolute Majority decision, adopts the Shire of Dardanup Cats Local Law 2023 [Appendix ORD: 12.4.1D] inclusive of the following minor amendments:*
 - *Clause 1.1: Citation changed to italics;*
 - *Clause 1.4: Changed both the citation title and "Government Gazette" to italics.;*
 - *Clause 1.5: In the definition of Act, changed the citation to italics;*
 - *The words ", in the opinion of an authorised person," deleted from Clause 2.1(1); Clause 2.2(1)(b) and Clause 2.4(2).*
 - *Clause 3.1(1) Amended to give clarity that the Shire acknowledges the local law process in the designation of cat prohibited areas by adding the words "after following the process for amending a local law pursuant to the Local Government Act." after the words 'Schedule 3';*
 - *Clause 4.8 Conditions – amend subclause (1)(a) to read: (a) each cat kept on the premises to be kept so as not to create a nuisance; and*
 - *Clause 4.8 Conditions – deletes subclause (1)(b) that read "(b) that the premises must be adequately fenced (and premises will be taken not to be adequately fenced if there is more than one escape of a cat from the premises);" ; and renumber the following subclauses accordingly.*
4. *Publishes a copy of the adopted local law in the Government Gazette.*
5. *Gives a copy of the adopted gazette ready Local Law to the Minister for Local Government.*

6. *After the local law has been published in the Gazette, gives local public notice as per section 1.7 of the Local Government Act 1995 advising:*
 - *The title of the local law;*
 - *Summarizing the purpose and effect of the local law;*
 - *Specifying the day on which the local law comes into operation; and*
 - *Advising the location of copies of where the local law may be inspected or obtained.*
7. *Supplies copies of the local law, Explanatory Memorandum, Statutory Procedures Checklist and other supporting material in accordance with Ministerial Directions, to the WA Parliament's Joint Standing Committee on Delegated Legislation within 10 working days of the gazettal publication date of the local law.*

The Joint Standing Committee in Delegated Legislation (the Committee) considered the Shire of Dardanup Cats Local Law 2023 at its meeting held 13th of March 2024 and outlined that the Committee believed the proposed local law is contrary to the *Cat Act 2011*. The Committee therefore requires that Council agree to undertaking amendments to the Local Law at its meeting on 27th of March 2024 and by 3rd of April 2024.

The Committee requests the following undertakings:

1. *Within 6 months:*
 - *delete the definition of **effective control** in clause 1.5*
 - *delete clause 2.2*
 - *amend clause 4.4(f) to ensure it is not inconsistent with the Cat Act 2011*
 - *correct the typographical error in the clause reference beneath the heading to Schedule 3.*
2. *All consequential amendments arising from undertaking 1 will be made.*
3. *Clauses 2.2 and 4.4(f) will not be enforced in a manner contrary to undertaking 1.*
4. *Where the local law is made publicly available by the Shire, whether in hard copy or electronic form, ensure that it is accompanied by a copy of the undertaking.*

Whilst Council in March resolved to undertake the changes required by the Committee, Council in July 2024 when presented with the amendment local law, did not initiate the making of the amendment local law.

Officers have written to the Committee, providing it with the outcome of the Council decision. At the time of writing this report the Committee's response had not yet been received.

There are no direct legal implications of seeking WALGA form a position on the local law, however, should the motion be successful and WALGA is able to convince the State Government of the merits, then the motion may lead to possible changes to State Government Policy and Legislation.

Cat Act 2011

The authority for a Local Government to create a local law under the *Cat Act 2011* is provided in section 79 of the *Cat Act 2011*. The *Cat Act 2011* sets out the requirements inter alia for registration and sterilisation of cats, as well as the requirements for cat management

facilities. The Cat Regulations 2012 set out the requirements for cats to be microchipped and registered, as well as the approval requirements for cat breeders.

In the paragraphs that follow, the Shire of Dardanup will not name any of these Local Governments that have Cat local laws in place, so as to not do these Local Governments in with the Joint Standing Committee on Delegated Legislation (the Committee). The Shire understands that the Committee may require those Local Governments that have local laws with such provisions, to amend these local laws in future, in order to ensure it is in line with the Committee's direction as given to the Shire of Dardanup. For that reason, this report will refer more broadly to other Local Governments within Western Australia that have such local laws.

Within Western Australia there are a number of Local Governments that have Cat Local Laws that require cats to be under effective control when in a public place. Some of these Cat Local Laws also make it an offence for a cat to be in a place, other than a public place, without the express permission of the occupier of that place. These local laws also require cats not to create a nuisance in either a public place, or other places. There are also Property and Public Places Local Laws, that allow Council's to make designations of areas, by absolute majority and to erect a sign to give effect to such designations.

These provisions seem sensible and require that a cat cannot simply go onto someone else's private property without their permission, that cats are under effective control in public places and are prohibited from entering areas of sensitive ecological values. [The WA Feral Cat Working Group provided the Shire of Dardanup with an information sheet with reference to existing Cat Local Laws \(names of Local Governments redacted\), and a legal opinion received from Castledine Gregory in relation to this. This also includes reference to the WA Labor Party's party Platform for 2023.](#)

WALGA's support for the development of a model Cat Local Law that incorporates these provisions as standard provisions are sought so as to ensure this is accepted in advance by the Department of Local Government, Sport and Cultural Industries and the Joint Standing Committee on Delegated Legislation. By doing this, it will save a lot of frustration for Local Governments having to go through a local law development and/or review process and will also ensure that adequate provisions to control cats are included in the local law. This will assist greatly in dealing with complaints from residents in relation to the nuisances caused by cats and will also assist greatly in enforcement efforts by Local Government rangers.

SECRETARIAT COMMENT

Many Local Governments have made Cat Local Laws prohibiting cats from being on land under the care, control and management of the Local Government, as currently provided for under the *Cat Act 2011*.

It is established through numerous disallowance motions by Parliament's Delegated Legislation Committee that the *Cat Act 2011* does not provide the requisite heads of power for a Local Government to make Cat Local Laws requiring cats to be confined to the owner's residence or being prevented from roaming in any public place throughout the district.

Although not currently achievable, the intent of this Motion can be considered upon successful advocacy for a review of the *Cat Act 2011* and provision of the necessary heads of power that allow Cat Local Laws to prevent cats from wandering.

7.2 ADVOCACY FOR LEGISLATIVE REFORMS TO COUNTER LAND-BANKING

Town of Bassendean

RESOLUTION

Moved: Mayor Kath Hamilton, Town of Bassendean

Seconded: Cr Jennie Carter, Town of Bassendean

That WALGA:

- 1. In line with its 2020-2025 Strategic Plan to provide a Sector Vision that enables Local Governments to be agile enhancing community wellbeing and economic prosperity, develops a draft Advocacy Position for Legislative Reforms to address Land-Banking practices including, but not limited to consideration of the following:**
 - a. Prohibiting demolition of habitable housing until a Development Application (DA) has been approved;**
 - b. development applications that result in the demolition of existing habitable housing be time limited so that reasonable time periods for project commencement and project completion are conditions of the development application.**
 - c. provide Local Authorities with the ability to apply a “penalty fee” over and above any differential rating on vacant land, where the time conditions on the development application in (b) have not been met.**
 - d. Development of a mandatory register of unoccupied residential properties, with the ability of Local Governments to apply rates or levies on long term unoccupied residential properties, which could increase incrementally over time.**
- 2. Distributes the draft “WALGA Advocacy Position for Legislative Reforms to counter Land-Banking” to all West Australian Local Authorities for comment, and that a subsequent report be provided for consideration by WALGA Zones.**

CARRIED

MEMBER COMMENT

The Victorian Government recently introduced the ability to tax long term unoccupied residential properties (i.e. a residential property left vacant for six months or more in a year). Victorian Councils welcomed these changes to “Vacant Residential Land Tax” (VRLT) emphasising that it is a significant step forward in addressing longstanding land-banking issues that plague many municipalities.

Tighter controls that prevent the demolition of viable housing stock prior to Development Approvals (DA) assists in closing a loophole, that has to date, increased the numbers of long term unsightly vacant blocks negatively affecting the amenity of suburbs and towns. The introduction of a levy on long term unoccupied residential homes is designed to encourage occupation or rental of those homes. In turn DA approvals that subsequently require the demolition of viable housing stock should require commencement and completion of the new development within reasonable timelines.

This will alleviate the strain on the housing market by avoiding premature demolition with the intention to retain viable housing for occupancy for as long as possible, leading to a positive impact on rental availability and affordability. All of this can be accomplished without negatively affecting the development potential of a site.

Reference Documents

Link to media "New legislation to boost housing supply and combat land-banking" by Shire of Maribyrnong: <https://www.maribyrnong.vic.gov.au/News/New-legislation-to-boost-housing-supply-and-combat-land-banking>.

Link to media "How the world is tackling issue of empty homes" by The Guardian: <https://www.theguardian.com/society/2017/aug/02/how-the-world-is-tackling-issue-of-empty-homes>.

SECRETARIAT COMMENT

Part 1a and 1b

Under Schedule 2 Clause 61 (1) of the Planning and Development (Local Planning Scheme) Regulations 2015 (LPS Regulations) the demolition of a single house, and any associated structure, are exempt from requiring development approval, unless the proposal is located in a heritage-protected place. Further demolition works are regulated by the *Building Act 2011* and the Building Regulations 2012, and thus the removal of a dwelling would require the issuance of a building permit before demolition is undertaken. Local Governments as permit authorities are required to issue building permits within statutory timeframes. There are limited reasons why a Local Government can refuse to issue a building permit, including where the necessary development approval has not been issued. The proposal outlined in the Town of Bassendean's motion would require amendments to both the planning and building regulatory frameworks.

It should also be noted that under the LPS Regulations and State Planning Policy 3.1 Residential Design Codes (SPP3.1) most proposals for single houses are also exempt from requiring development approval. Most proposals for grouped and multiple dwellings do require development approval.

Local Governments are able to limit the validity period of a development approval and a building permit, with substantial commencement being required before the expiry date to ensure the ongoing validity of the approval. Common lengths of approval are 24 and 48 months.

Part 1c

The LPS Regulations Schedule.2, cl.71 provides that an approved development must be substantially commenced...if no period is specified in the approval, within the period of two years commencing on the date the determination is made or the period specified or as approved, with the approval lapsing if development is not substantially commenced within the determined period.

Part (c) of the proposal, appears to seek a modified penalty to be prescribed in Planning and Development Regulation 42, enabling an infringement notice to be issued, where residential development is not substantially commenced before expiry of the approval period.

It should be noted that if the time period for commencement of development expires, the approval expires and the development application process would need to restart if the developer so chooses to proceed. Applying a penalty to an expired application would likely require amendments to the LPS Regulations and potentially the *Planning and Development Act 2005*. The modified penalty under the planning framework is currently set at \$500.

Part 1d

Proposal for mandatory register of unoccupied residential properties

Implementing the proposed register would require legislative amendment and regulatory provisions to enable collection of evidence that a habitable residential property is unoccupied continually for a prescribed period, to inform entry of a property into the register.

Proposal for application of a differential rate to residential improved and long-term unoccupied properties

- Local Government Act section 6.33(1)(b) already enables a differential rate to be levied for a purpose for which the land is held or used as determined by the Local Government e.g. Some Local Governments currently levy a differential rate for “residential improved and vacant” property.
- It is unclear if section 6.33 provisions can be interpreted as enabling Local Government to levy scaled differential rates applicable to specified timeframes that an improved residential property has been unoccupied. This may require confirmation from the Department of Local Government, Sport and Cultural Industries subject to advice from the State Solicitor’s Office. If section 6.33 cannot be interpreted to enable this, then a legislative amendment would be required.

Proposal for a “levy” to be applied to long term unoccupied residential properties.

Local Government Act section 6.16 limits Local Government imposition of fees and charges to goods or services provided the Local Government.

This proposal intends a penalty for long-term unoccupied residential property, which under written law would require legislative amendment to create an offence and prescribe a modified penalty / court proceedings.

7.3 ADVOCACY FOR EXPANSION OF DIFFERENTIAL RATING TO INCLUDE LONG TERM UNOCCUPIED COMMERCIAL BUILDINGS (PROPERTY ACTIVATION LEVY)

Town of Bassendean

RESOLUTION

Moved: Mayor Kath Hamilton, Town of Bassendean

Seconded: Cr Dakota Krispyn, Shire of Harvey

That WALGA:

1. Explores expanding Item 2.1.8 Differential Rates of its Advocacy Position Statement to consider inclusion of the following:
 - a. Advocating for Local Authorities to have the ability to apply a differential rate to long term unoccupied commercial buildings; and
 - b. Developing legislation that requires commercial property owners to demonstrate that in order to avoid the imposition of a differential rate on unoccupied commercial property the property;
 - i. is commercially habitable with annual investment in maintenance
 - ii. remains connected to essential services
 - iii. is undergoing periodic compliance checks and,
 - iv. has a plan in place to redevelop or make operational.
 - c. Develop legislation that enables Local Government to provide exemptions to the above differential rating based on an approved periodic activation program for the vacant commercial property by the Local Government.
2. Distributes the draft expanded WALGA Advocacy Position for Differential Rates to counter long term unoccupied commercial buildings to all West Australian Local Authorities for comment, and that a subsequent report be made available for consideration by WALGA Zones.

CARRIED

MEMBER COMMENT

The Northern Territory Government enabled Darwin to apply a "*Property Activation Levy*" to address long term vacant land or unoccupied commercial buildings, endeavouring to activate or beautify properties that generally have a negative impact the overall amenity and vibrancy of streetscapes. The Property Activation Levy incorporates the following:

- Owners of unoccupied commercial property are provided a reasonable grace period to activate their property without incurring the levy.
- Any property meeting the minimum number of listed activation options does not incur the surcharge levy applicable only to long term unoccupied commercial buildings.
- Revenue raised from the Property Activation Levy, is used on revitalisation projects of public places and land.

The purpose of the property activation levy is to encourage owners of unoccupied commercial buildings to activate and maintain their properties to improve commercial precincts with a focus on the following objectives:

- To improve the amenity of commercial precincts for residents, workers and visitors / tourists.
- Support adjoining business operators by encouraging activation of all commercial premises within precincts.
- Improve the liveability, attractiveness, safety and cultural activity of these precincts.
- Encourage the commercial precincts to thrive.

Some of the suggested activation (that must include ongoing maintenance) for unoccupied commercial premises are listed below, noting this list is not exhaustive:

- Inset graphics, art displays or other visual installations on ground level external windows and walls.
- Repaint or retile and improve ground level frontage and associated awnings over the footpath.
- Include rotating shop displays (for example Christmas, Easter, local events) or community spaces, such as for group activities, classes or study areas.
- Where setback from the road reserve exists, undertake improved landscaping.

Reference Documents:

Link to the "*Property Activation Levy*" document is below, and outlines a diverse number of suggested options for the activation and beautification of vacant land or unoccupied mixed use premises:

https://treasury.nt.gov.au/_data/assets/pdf_file/0010/901495/derelict-vacant-property-levy.pdf.

SECRETARIAT COMMENT

WALGA's Advocacy Position 2.1.8 Differential Rates is below:

Position Statement	Section 6.33 of the <i>Local Government Act 1995</i> should be reviewed in contemplation of time-based differential rating, to encourage development of land.
Background	Concern at the amount of vacant land remaining in an undeveloped state for an extensive period of time and holding up development opportunities.

Local Government Act section 6.33(1)(b) already enables a differential rate to be levied for a purpose for which the land is held or used as determined by the Local Government e.g. Some Local Governments currently levy a differential rate for "residential improved and vacant" property. This can be extended to "commercial improved" and "commercial undeveloped".

7.4 ACTION ON ASBESTOS FOR WESTERN AUSTRALIA

Shire of Dundas

RESOLUTION

Moved: President Cr Laurene Bonza, Shire of Dundas

Seconded: Cr Erin Sergeant, City of Kwinana

That WALGA advocates for the state and federal governments to take urgent action to assist Local Governments and their communities in safely removing asbestos, including providing targeting funding programs.

CARRIED

MEMBER COMMENT

The Asbestos Safety and Eradication Agency (ASEA) [2024-2030 Strategic Plan](#) identifies, more than in previous plans, the risk posed by the increasing degradation of asbestos and the need for action. State governments are currently considering the plan, but any adoption of the plan must be supported by additional funding and support from Local Governments and their communities.

There are a range of ways that asbestos management impacts Local Governments. In [WALGA's Submission](#) on the ASEA Strategic Plan, it was identified:

Asbestos management is an ongoing and increasing challenge for Local Government, particularly asbestos management during and following emergency events, illegal disposal of asbestos into the environment through Local Government services, and the regulation of the asbestos removal industry.

Local Governments in regional and remote areas face additional significant and complex challenges, including the limited availability and cost of suitably qualified contractors, large areas of asbestos contaminated land requiring remediation and limited ability to fund asbestos removal and communities where property with asbestos is under, or not, insured.

A whole government package of support and funding is needed to address this issue and ensure that communities are not impacted and that asbestos is removed and not just managed through legislation.

The Asbestos National Strategic Plan (ANSP) for the 2024-2030 consultation aims to address the pressing issue of asbestos-related diseases in Australia. However, the current focus of the consultation is primarily on compliance rather than actively pursuing the funding and comprehensive removal of asbestos, which is crucial for safeguarding public health.

Australia grapples with one of the highest rates of mesothelioma globally, primarily caused by asbestos exposure. Western Australia faces a higher incidence rate of mesothelioma compared to other regions, emphasising the urgency of effective asbestos management.

The ANSP endeavours to enhance asbestos awareness and promote its safe management, removal, and disposal nationwide; it is all compliance-based. It aims to eliminate asbestos-related diseases through collaboration between the Australian government, states, and territories. The plan's key objectives include eradicating asbestos-related diseases, supporting affected individuals, and advocating for a global ban on asbestos production and trade.

To implement the ANSP for 2024-2030, the Asbestos and Silica Safety and Eradication Agency (ASSEA) seeks endorsement from states and territories, including Western Australia. Should Western Australia endorse the plan, a jurisdictional action plan aligned with the ANSP would be devised to address state-specific priorities and challenges.

However, the current consultation lacks a strong emphasis on funding and actively pursuing asbestos removal to improve the ANSP and ensure a more comprehensive approach; it's imperative to advocate for increased funding and prioritise the active removal and safe disposal of asbestos across affected areas of Western Australia.

SECRETARIAT COMMENT

The ASEA Strategic Plan has identified an increasing need to take action on asbestos. As the material degrades over time there is an increasing human health risk and costs associated with removal escalate. As identified in the AGM item, WALGA's recent [Submission](#) on the ASEA Strategic Plan noted that Asbestos management is an ongoing and increasing challenge for Local Governments, particularly in regional areas, and additional focus is needed. The approach of providing targeted funding and support would assist regional Local Government to address issues such as limited availability and cost of suitably qualified contractors and ability to fund asbestos removal.

7.5 ADDRESSING THE IMPRACTICALITY OF LOCAL GOVERNMENTS FUNDING DEPARTMENT OF COMMUNITIES AND GOVERNMENT REGIONAL OFFICER HOUSING

Shire of Dundas

RESOLUTION

Moved: President Cr Laurene Bonza, Shire of Dundas

Seconded: President Cr Kirrilee Warr, Shire of Chapman Valley

That WALGA advocates to the State Government for the State Government to fully fund construction and maintenance of Department of Communities (Social) and Government Regional Officer Housing.

CARRIED

MEMBER COMMENT

All remote and regional Local Governments face challenges in attracting and retaining staff which is also true of State Govt Depts, such as Police and the Education Dept. The provision of good housing is critical in attracting staff to these areas. Any Local Governments that are exposed to the boom-bust cycle of mining, face significant challenges related to the funding and provision of the Department of Community and Government Regional Officers' Housing (GROH). The volatile boom and bust cycles of the mining industry creates an even more financially risky environment for Local Governments to invest in housing. Most remote and regional Local Government areas are smaller and have the least capacity to raise funding through rates due their smaller population bases. Budgets are already stretched to provide community infrastructure for these communities.

- Boom and bust cycles in resource-dependent communities: The mining industry is inherently volatile, with periods of rapid growth (booms) followed by significant downturns (busts). This cycle profoundly affects local economies and property values. When Local Governments invest in housing during a boom, they face the risk of property values plummeting during a bust. Currently, the nickel crisis is an example of how quickly and severely property values can decline, leaving Local Governments with significant financial losses and underutilized assets.
- Impractical Investment: Local Governments are not in a position to absorb the financial risks associated with building houses with a long-term, 'lease back' agreement to recover their investment. Housing investments should be stable and predictable, (which is not the case in resource-dependent communities). If smaller Local Governments are seeking to borrow funds for these builds, they are then denied an opportunity to borrow for other community infrastructure projects that may be more of a local priority.
- State Responsibility: The function to supply and maintain Department of Communities and GROH housing in remote communities is a State Govt responsibility and should be funded through state taxes and royalties.

All remote and regional Local Governments urge WALGA to advocate for the State government to fully fund construction and maintenance of Department of Communities and GROH housing. Local Governments should not bear the financial risks associated with the provision of social and State agency housing. Funding of this housing by Local Governments impacts their sustainability and ability to fund their core responsibilities for their communities such as, asset management, staff retention, and roads.

SECRETARIAT COMMENT

The GROH Program provides housing for public sector employees providing essential services in regional and remote locations to attract and retain staff. The Department of Communities uses partnerships to increase supply of GROH housing in addition to its own capital investment and refurbishment programs. Partnerships include build to lease agreements, which Local Governments are eligible to apply to. The Department of Communities also provides subsidised rental accommodation to eligible low-income households across Western Australia commonly referred to as public or social housing. Public housing is owned and managed directly by the Department of Communities. Social housing can be owned and or maintained by a third party, typically Community Housing Providers.

In a 2024 WALGA survey, 100 percent of respondents viewed housing as a major challenge in their Local Government area and 64 percent stating that the lack of Government Regional Officer Housing (GROH) housing is “very challenging” or “extremely challenging”.

Housing supply continues to be a priority issue for both the Australian and State Government. The Australian Government's 2024-2 budget included an additional \$1 billion to states and territories to deliver new housing including for connecting essential services such as water, power, sewerage and roads. This investment underpins the Federal Government commitment to increasing housing supply through the National Housing Accord, Housing Australia Future Fund and Social Housing Accelerator initiatives. The WA Government committed an additional \$43.8 million to the GROH program in the 2024-25 State Budget. The State budget also included \$400 million to expand the Social and Affordable Housing Investment Fund and \$179 million for maintenance of existing social and GROH housing.

WALGA is advocating for the State Government to work with the Local Government sector on the delivery of these investments, including ensuring member views are considered in relation to critical housing need. WALGA's 2025 State Election platform calls for State Government to create a comprehensive long-term strategy to address the entrenched shortage of social, affordable and key worker housing and to undertake a review of the GROH program to improve coordination and responsiveness to regional housing needs and provide Local Government's with greater scope to invest in GROH housing.

7.6 ADVOCACY FOR ACCESSIBILITY

Town of Victoria Park

RESOLUTION

Moved: Mayor Karen Vernon, Town of Victoria Park

Seconded: Cr Jordan Wright, City of Wanneroo

That WALGA develops an Advocacy Position calling for the WA Government to adopt the Liveable Housing Design Standards for accessibility as part of the National Construction Code, consistent with WALGA's 2020-2025 Strategic Plan Sector Vision to enable inclusive Local Governments enhancing community wellbeing and economic prosperity.

CARRIED

MEMBER COMMENT

Advocacy for adoption of National Construction Code minimum accessibility standards:

- Several years ago, at the direction of Commonwealth and State Ministers, the Australian Building Codes Board (ABCB) undertook a rigorous consultation process with experts and stakeholders to develop minimum accessibility requirements for Class 1a buildings (houses) and Class 2 sole-occupancy units (apartments) in the National Construction Code (NCC). The objective was to ensure that housing is designed to meet the needs of the community, including those with disability and older Australians.
- In 2021, minimum accessibility provisions were introduced for residential housing and apartments into the NCC based on Liveable Housing Design Guidelines (LHDG) silver standards.
- The NCC 2022 has seven minimum standards ensuring all new homes are accessible, with modifications including step-free entrances and showers, and wider doors and corridors that can accommodate wheelchairs and walking aids.
- The 2023 Disability Royal Commission Report recommended that all states and territories should adopt the minimum LHDG standards as soon as possible.
- In 2024, the ABCB has estimated that the additional cost to implement the minimum accessible design standards is between \$2,900 and \$4,400 per home, depending on the type of dwelling. The features covered by the LHDG standards are not a big ask and our communities will end up with better quality housing that is future-proof.
- To date, the WA Government, along with NSW, are the only states who have not adopted the NCC minimum LHDG silver standards.

SECRETARIAT COMMENT

The National Construction Code (NCC) is a uniform set of technical provisions for the design and construction of buildings and other structures, and plumbing and drainage systems throughout Australia.

The NCC is produced and maintained by the Australian Building Codes Board (ABCB) on behalf of the Commonwealth and all State and Territory government and is given legal effect through legislation at the state and territory level. The NCC is reviewed every 3 years, based on required regulatory practices, industry research, public feedback and policy directions.

The goal of the NCC is to enable the achievement of nationally consistent, minimum necessary standards of relevant safety (including structural safety and safety from fire), health, amenity and sustainability objectives efficiently. The NCC has traditionally included a part focused on access for people with a disability, setting out deemed-to-comply solutions and general building requirements for buildings based on their classification, for class 2-9 buildings. For the 2022 edition of the NCC new requirements titled the 'livable housing design' requirements, based on the Livable Housing Design Guidelines (silver level), were incorporated into both volumes of the NCC.

These requirements apply to all dwelling types, including new Class 1a (single house) buildings. The purpose of these changes was to help increase the stock of housing that is adaptable and better able to meet the needs of older people and people with mobility limitations. The Deemed-to-Comply provision of the new requirements, called the [ABCB Livable Housing Design Standard](#), covers:

- Providing step-free access to the home.
- Making doorways and hallways easier to use for people with reduced mobility.
- Providing extra space in the bathroom and toilet.
- Wall reinforcing in the bathroom and toilet, to make it easier to install grabrails if needed in the future.

The NCC is implemented into Western Australia's building regulatory system through amendments to the Building Regulations 2012, with the NCC 2022 commencing operation in WA on 1 May 2023, following a 12-month transition period. In announcing the implementation of the NCC 2022, the State Government indicated that it had considered the current challenges facing the building and construction industry and as a result decided that some provisions, including energy efficiency, would have a longer transitional period and that the mandatory liveable (accessible) housing provisions would not be applied in Western Australia. In making this determination the Government indicated it would continue to monitor the situation in the building industry and the housing market. New South Wales and South Australia also determined to not support the new requirements. There is no indication, at time of writing, that the State Government has progressed in its consideration of the livable housing design requirements.

WALGA's Building Act and Regulations Advocacy Position

Assessments of the effectiveness of building control systems across Australia have recognised that there is diminishing public confidence in the building and construction industry, and that change is required to ensure buildings are safe and perform to expected standards. Now more than ever the focus is on Local Government building departments to deliver good governance, local leadership and sustainable services that meet the needs of their communities whilst supporting local jobs and economic growth.

The Association has the following endorsed positions:

1. Support the retention of Local Government as the primary permit authority in Western Australia for decisions made under the *Building Act 2011*.
2. Supports mandatory inspections for all classes of buildings, however, Local Government should not be solely responsible for all mandatory inspections.

3. Advocate for the State Government to urgently prioritise legislative reform that addresses systemic failures in the current building control model and to provide clarification on the role of Local Government in building control to ensure building legislation supports the following objectives:
 - a. Quality buildings that are cost efficient.
 - b. Functional, safe and environmentally friendly buildings.
 - c. Good decision making in all aspects of building.
 - d. Efficiency and effectiveness in building management, administration and regulation.
 - e. Openness and accountability with respect to all building matters.
 - f. Recognition of the rights and responsibilities of all parties in building matters in an equitable manner.
4. Existing and proposed building control related fees and charges to be cost recovery for Local Government.
5. WALGA will work with members, state agencies and industry groups to develop training opportunities and to promote the Local Government building surveying profession to ensure sustainability of Local Government building control services.
6. WALGA supports the Australian Building Codes Boards Trajectory for Low Energy Buildings by supporting Local Governments to meet community strategic objectives of a net zero carbon future by 2050 through work with members, state agencies and industry groups.

8 CLOSURE

Upon the completion of business, the Chair declared the meeting closed at 3:51pm.

Attachment 3: Action Taken on Resolutions of the 2024 Annual General Meeting

Resolution	Comment/Update
7.1 Amendments to the <i>Cat Act 2011</i> – Allow Local Governments to make Local Laws to contain cats to the owner's property That WALGA: 1. Advocate to the State Government to make changes to the <i>Cat Act 2011</i> to permit local laws to be made to the following effect: a. Cats are to be confined to the cat owner's residence premises; b. Cats within public places are to be under effective control and not to create a nuisance; c. Cats are not allowed on other private properties where the cat does not have the expressed permission of the occupier of that premises, and are not to create a nuisance; d. Cats are prohibited from ecologically sensitive areas designated as Cat Prohibited Areas by Absolute majority of Council, and clearly demarcated as such on a sign displayed at the area, without the need to modify the local law. 2. Subject to Part 1, Develop a model Cat Local Law in consultation with and agreement with the Department of Local Government, Sport and Cultural Industries, The Joint Standing Committee on Delegated Legislation, and the WA Feral Cat Working Group that provides for the following: a. Cats are to be confined to the cat owner's residence premises, unless under effective control;	State Council endorsed this item in December 2024. WALGA's relevant Advocacy Position (position 2.12.1 Review of the <i>Cat Act 2011</i> and <i>Dog Act 1976</i>) has been updated. Correspondence has been sent to the Minister for Local Government requesting the CAT Act be reviewed to provide Local Governments with the ability to contain cats on an owner's property. In addition, work has commenced on developing a template Cat Local Law to assist Local Government to make local laws to the extent of the current local law-making powers.

b. Cats within public places are to be under effective control and not to create a nuisance at all times; c. Cats are not allowed on other private properties where the cat does not have the expressed permission of the occupier of that premises, and are not to create a nuisance; and d. Cats are prohibited from ecologically sensitive areas designated as Cat Prohibited Areas by Absolute Majority of Council, and clearly demarcated as such on a sign displayed at the area, without the need to modify the local law.	
7.2 Advocacy for Legislative Reforms to Counter Land-Banking That WALGA: 1. In line with its 2020-2025 Strategic Plan to provide a Sector Vision that enables Local Governments to be agile enhancing community wellbeing and economic prosperity, develops a draft Advocacy Position for Legislative Reforms to address Land-Banking practices including, but not limited to consideration of the following: a. Prohibiting demolition of habitable housing until a Development Application (DA) has been approved; b. development applications that result in the demolition of existing habitable housing be time limited so that reasonable time periods for project commencement and project completion are conditions of the development application. c. provide Local Authorities with the ability to apply a “penalty fee” over and above any differential rating on vacant	This item was referred by State Council to the Environment Policy Team and the Governance Policy Team for further work in December 2024. Regarding the planning related items within this resolution: The demolition of single houses is generally a form of development exempt from requiring development approval, and only a demolition permit is required for the complete or partial demolition, dismantling or removal of a building or an incidental structure. The current planning and building legislation do not allow the conditioning of approval or refusal of a building permit in a manner proposed by the AGM resolution. In respect to items 1. c and d and item 2, a legal consultant has been contracted to review the legislation and suggest ways to address these recommendations. A combined meeting of the Governance and Environment Policy teams has been scheduled for 12 September 2025 with a view to prepare a State Council Agenda item for the December 2025 meeting.

land, where the time conditions on the development application in (b) have not been met. d. Development of a mandatory register of unoccupied residential properties, with the ability of Local Governments to apply rates or levies on long term unoccupied residential properties, which could increase incrementally over time. 2. Distributes the draft “WALGA Advocacy Position for Legislative Reforms to counter Land-Banking” to all West Australian Local Authorities for comment, and that a subsequent report be provided for consideration by WALGA Zones.	
7.3 Advocacy for Expansion of Differential Rating to include Long Term Unoccupied Commercial Buildings (Property Activation Levy) That WALGA: 1. Explores expanding Item 2.1.8 Differential Rates of its Advocacy Position Statement to consider inclusion of the following: a. Advocating for Local Authorities to have the ability to apply a differential rate to long term unoccupied commercial buildings; and b. Developing legislation that requires commercial property owners to demonstrate that in order to avoid the imposition of a differential rate on unoccupied commercial property the property; i. is commercially habitable with annual investment in maintenance ii. remains connected to essential services	This item was referred by State Council to the Governance Policy Team for further work in December 2024. A legal consultant has been contracted to review the legislation and suggest ways to address these recommendations. A combined meeting of the Governance and Environment Policy teams has been scheduled for 12 September 2025 with a view to prepare a State Council Agenda item for the December 2025 meeting.

iii. is undergoing periodic compliance checks and, iv. has a plan in place to redevelop or make operational. c. Develop legislation that enables Local Government to provide exemptions to the above differential rating based on an approved periodic activation program for the vacant commercial property by the Local Government. 2. Distributes the draft expanded WALGA Advocacy Position for Differential Rates to counter long term unoccupied commercial buildings to all West Australian Local Authorities for comment, and that a subsequent report be made available for consideration by WALGA Zones.	
7.4 Action on Asbestos for Western Australia That WALGA advocates for the state and federal governments to take urgent action to assist Local Governments and their communities in safely removing asbestos, including providing targeting funding programs.	This item was referred by State Council to the Environment Policy Team for further work in December 2024. WALGA is engaging at the State and National level on this issue, including through membership of the WA Interagency Asbestos Group and nationally the Asbestos Safety Eradication Agency reference group and has raised the issues impacting Local Governments in relation to safe removal and disposal, including ensuring statewide options.
7.5 Addressing the Impracticality of Local Governments Funding Department of Communities and Government Regional Officer Housing That WALGA advocates to the State Government for the State Government to fully fund construction and maintenance of Department of Communities (Social) and Government Regional Officer Housing.	This item was referred by State Council to the People and Place Policy Team for further work in December 2024. The People and Place Policy Team considered this item in March and resolved to address the item as part of WALGA's advocacy approach on this issue.

7.6 Advocacy for Accessibility That WALGA develops an Advocacy Position calling for the WA Government to adopt the Liveable Housing Design Standards for accessibility as part of the National Construction Code, consistent with WALGA's 2020-2025 Strategic Plan Sector Vision to enable inclusive Local Governments enhancing community wellbeing and economic prosperity.	This item was referred by State Council to the Environment Policy Team for further work in December 2024. Liveable Housing Design Standard as part of the National Construction Code provides a set of technical provisions that if complied with enable dwellings to better meet the needs of the community, including older people and people with mobility limitations. The code specifies seven minimum standards to ensure all new homes are accessible with modifications including step-free entrances and showers and wider doors and corridors that can accommodate wheelchairs and walking aids. All states enact the NCC through state legislation and regulation. A range of states are taking different approaches in terms of adopting the liveable housing requirements, but at time of writing all states except NSW and Western Australia have adopted the liveable housing provisions. The NCC 2022 only became operational in WA on 1 May 2025. With the appointment of a new Commerce Minister following the 2025 State Election, WALGA again raised the prospects of WA adopting the standard at its meeting with the Minister in July 2025.
---	---

ROEROC

Roe Regional Organisation of Councils
Corrigin | Kondinin | Kulin | Narembeen

SHIRE OF CORRIGIN

and

SHIRE OF KONDININ

and

SHIRE OF KULIN

and

SHIRE OF NAREMBEEN

MEMORANDUM OF UNDERSTANDING

~~1 July 2024~~ (Date of Adoption) to 30 June 2029



CONTENTS

AGREEMENT.....	3
OPERATIVE PART	4
1 NAME.....	4
2 OBJECTIVES.....	4
3 DEFINITIONS	4
4 THE ORGANISATION.....	5
4.1 Appointment of members.....	5
4.2 Voting.....	5
4.3 Tenure of members of RoeROC	5
4.4 Election of Chairperson and Deputy Chairperson	5
4.5 Tenure of Chairperson and Deputy Chairperson	5
4.6 Role of Chairperson.....	5
4.7 Role of Deputy Chairperson.....	5
4.8 Role of Members of Roe Regional Organisation of Councils.....	6
4.9 Role of RoeROC Executive	6
4.10 Role of RoeROC Secretariate	6
4.11 Role of Executive Officer of RoeROC.....	6
4.12 Governance Structure and Terminology.....	7
5 FINANCIAL CONTRIBUTIONS	7
5.1 RoeROC Executive Officer.....	7
5.2 Bendering Landfill Site	7
5.3 Specific Projects.....	7
6 PROJECTS OR SERVICES.....	7
6.1 Requirements	7
6.2 Project Plan to be Prepared.....	8
6.3 Contents of a Project Plan	8
6.4 Member Councils to be Given Project Plan.....	8
6.5 Election to Participate in Project	8
6.6 Project Member Councils.....	8
6.7 Review of Project Plan.....	8
6.8 Project Member Councils to be Bound.....	8
6.9 Winding Up of Project or Service	9
6.10 Division of Assets.....	9
6.11 Division of Liabilities.....	9
6.12 Indemnification by Project Member Councils of the RoeROC	9
7 TERM AND TERMINATION	9
7.1 Term of Agreement	9
7.2 Winding up by Agreement.....	9
7.3 Division of Assets.....	9
7.4 Division of Liabilities.....	9
8 WITHDRAWAL OF A MEMBER COUNCIL.....	9
8.1 Withdrawal.....	9
8.2 When Withdrawal to Take Effect.....	9
8.3 Entitlement or Liability of Withdrawing Member Council.....	9
8.4 Distribution in the Absence of Available Funds	10
8.5 Financial Arrangements and Project Commitments	10
9 ADMITTING NEW MEMBERS	10
10 DISPUTE RESOLUTION	11
10.1 Dispute	11
10.2 Arbitration	11
10.3 Legal Representation.....	11
11 INTERPRETATION	11
11.1 Interpretation.....	11
11.2 Headings and Footnotes.....	12
11.3 Time.....	12
12 AMENDMENT OF MEMORANDUM OF UNDERSTANDING.....	12

AGREEMENT

This Memorandum of Understanding (MOU) dated ~~1 July 2024~~ (new date) between
the **SHIRE OF CORRIGIN** of Lynch Street, CORRIGIN, Western Australia, and
the **SHIRE OF KONDININ** of Gordon Street, KONDININ, Western Australia, and
the **SHRE OF KULIN** of Johnston Street, KULIN, Western Australia, and
the **SHIRE OF NAREMBEEN** of 1 Longhurst Street, NAREMBEEN, Western Australia.

(the Member Councils)

OPERATIVE PART

1 NAME

The name of the regional organisation of councils is the Roe Regional Organisation of Councils (RoeROC).

2 OBJECTIVES

The objectives of RoeROC shall be:

- a) To provide regional leadership
- b) To advocate on regional issues as they are identified and supported by member Councils
- c) To form an alliance for the achievement of strategic goals in accordance with the group's Strategic Priorities;
- d) To retain and improve regional infrastructure, services, and population;
- e) To promote cooperation and resource sharing for financial and service efficiency;
- f) To foster economic development, marketing, environmental protection, and local government initiatives;
- g) Not to detract from the relationships an individual shire holds within its community, with the state and federal governments and other entities it interacts with in the course of usual business.

Our principles;

- a) Working proactively
- b) Regional commitment, whilst acknowledging the organisations voluntary status
- c) Communicating effectively
- d) Consideration of the interests and diversity of each Shire
- e) Forward thinking
- f) Transparent
- g) Committed

3 DEFINITIONS

In this MOU unless the context requires otherwise;

Act means the Local Government Act WA 1995 and associated regulations;

Project means the undertaking of any activity for a Regional Purpose described in clause 2(b);

Proposal means the proposal to undertake a Project;

Region means the districts of the Member Councils;

Regional Purposes means any regional purpose referred to in clause 2.

RoeROC means the Roe Regional Organisation of Councils;

Secretariat means the host Member Council providing secretarial support to the RoeROC.

4 THE ORGANISATION

4.1 Appointment of members

- a) The RoeROC Committee shall consist of the following;
 - Shire President of member Council
 - Deputy Delegate – one elected member from each member Council
 - Chief Executive Officer of the member Shire
 - Proxy Officer – one officer from each member Council
- b) A Member Council may appoint a nominee in lieu of the Shire President or Chief Executive Officer under sub-clause 4.1(a).

Footnote: Deputy Chief Executive Officers or similar positions as well as Councillors from each of the Member Councils are encouraged to attend meetings as an observer.

4.2 Voting

- a) Each member Shire of RoeROC that has formally committed to, or is actively participating in, the project under consideration is entitled to one vote on matters requiring a decision, irrespective of the number of representatives in attendance. For the purposes of this clause, “actively participating” includes making a financial contribution, entering into a formal agreement, or otherwise committing resources to the project.
- b) All resolutions or decisions of RoeROC (whether by the Committee or the Executive) are to be determined by a simple majority vote of members present and eligible to vote.

4.3 Tenure of members of RoeROC

A member of RoeROC shall hold office until either:

- a) The member ceases to be a member of the Council or CEO of the Member Council or
- b) The member is removed by the Member Council.

4.4 Election of Chairperson and Deputy Chairperson

- (1) The members of the RoeROC shall elect a Chairperson, Deputy Chairperson and secretariat for a two year term on a rotational basis as decided by Member Councils following the bi-annual local government elections.
- (2) The Chair shall be rotated accordingly;

March 2023-2025	Shire of Corrigin
March 2025 - 2027	Shire of Narembeen
November 2027 – 2029	Shire of Kulin
November 2029 – 2031	Shire of Kondinin

If the office of Chairperson or Deputy Chairperson becomes vacant or are absent from meetings then the members of RoeROC shall elect a new Chairperson or Deputy Chairperson, as the case requires.

4.5 Tenure of Chairperson and Deputy Chairperson

- (1) The Chairperson and Deputy Chairperson should hold those offices until the election of a new chairperson and deputy chairperson pursuant to clause 4.3 (1).
- (2) The Chairperson and Deputy Chairperson in office at time of extension or renewal of this MOU shall continue in office until an election is held as required by clause 4.3 (1)

4.6 Role of Chairperson

The Chairperson:

- a) Presides at meetings of RoeROC;
- b) Carries out civic and ceremonial duties on behalf of RoeROC;
- c) Speaks on behalf of RoeROC;
- d) Advocates for the RoeROC on issues and projects of significance;
- e) Meets with stakeholders on behalf of the RoeROC, together with the RoeROC EO;
- f) Performs such other functions as are given to the Chair by the members;
- g) Liaises with the EO on affairs and the performance of its functions

4.7 Role of Deputy Chairperson

- (1) The Deputy Chairperson performs the functions of the Chairperson, when authorised to do so, under this clause.
- (2) The Deputy Chairperson may perform the functions of Chairperson if;
 - a) The office of Chairperson is vacant; or

- b) The Chairperson is not available or is unable or unwilling to perform the functions of Chairperson.

4.8 Role of Members of Roe Regional Organisation of Councils

A member of RoeROC:

- a) Ensures the organisation is on purpose
- b) Ensures the achievement of the strategic direction of the RoeROC and its management;
- c) Oversees the delivery of the annual implementation plan;
- d) Works cooperatively with other members;
- e) Supports the involvement of CEO's and senior staff in the RoeROC;
- f) Promotes the RoeROC;
- g) Represents the interests of the electors and residents of the region and their respective Council
- h) Facilitates communication between the community of the region and RoeROC;
- i) Participates in strategic decision-making processes at meetings of the RoeROC and its committees;
- j) Represents and undertakes actions on behalf of RoeROC as authorised by the RoeROC Council;
- k) Form sub committees; and
- l) Performs such other functions as are given to the member

4.9 Role of RoeROC Executive

To consist of the CEO of each member Shire, the role of the Executive Committee is to:

- 1) Assist in the achievement of the RoeROC purpose;
- 2) Assist in the strategic direction of the RoeROC and its management;
- 3) Identify opportunities and advocacy for the RoeROC Committee;
- 4) Participate in RoeROC's decision-making processes at Executive meetings of the RoeROC;
- 5) Represent and undertake actions as directed by the RoeROC Council;
- 6) Assist to ensure the advice and information is available to the RoeROC Committee so that informed decisions can be made;
- 7) Perform such other functions as are given by the RoeROC Committee.

4.10 Role of RoeROC Secretariate

The RoeROC host Council shall provide the Secretariate for Roe ROC

The role of the CEO Host Council Secretariate is to:

- 1) Perform as the Chair RoeROC Executive Meetings;
- 2) Ensure the advice and information is available to the RoeROC Committee so that informed decisions can be made;
- 3) Affect the RoeROC Committee decisions to be implemented;
- 4) Together with the RoeROC Chair, meets with stakeholders on behalf of the RoeROC;
- 5) Liaise with the RoeROC Chair and RoeROC Executive Officer on the affairs of the RoeROC;
- 6) Manage the RoeROC Executive Officer;
- 7) Ensure that records and documents of the RoeROC are properly kept (delegated to the Executive Officer);
- 8) Perform any other function specified or delegated by the RoeROC Committee.

4.11 Role of Executive Officer of RoeROC

An Executive Officer (EO) shall be appointed by RoeROC to:

- 1) Be hosted and managed by the designated Lead Shire.
- 2) Coordinate the governance framework;
- 3) Report to both the RoeROC Executive (CEOs) and the RoeROC Committee;
- 4) Custody of all books, documents, records and registers of RoeROC;
- 5) Assist in the implementation of Strategic Priorities;
- 6) Compile agendas, minutes, grant applications, discussion papers, project plans (including implementation);
- 7) Foster partnerships;
- 8) Undertake regular communication within the RoeROC and with key stakeholders;

- 9) Provide executive support to Working Groups;
- 10) Undertake other functions as specified or directed by the RoeROC Council, Chair or CEO.

4.12 Governance Structure and Terminology

RoeROC adopts the following formal terminology;

- a) **RoeROC Committee** – Full delegates (Presidents and CEOs);
- b) **RoeROC Executive** – CEO - level meetings;
- c) **Working Groups** – e.g., Bendering Landfill Site Working Group, Shared Services Working Group, aligned with Lead Shires.

5 FINANCIAL CONTRIBUTIONS

5.1 RoeROC Executive Officer

Each Member Council shall make an annual financial contribution, in equal shares, toward the engagement of a RoeROC Executive Officer. These contributions shall be paid to the Lead Council responsible for administering the engagement of the Executive Officer, in accordance with an agreed invoicing schedule.

Where additional projects or initiatives are undertaken that require significant time or services beyond the Executive Officer's core responsibilities, Member Councils may be requested to contribute additional funding. Such contributions must be agreed to by all Member Councils prior to commencement of the additional work and shall also be invoiced and administered by the Lead Council.

Shire of Corrigin	1/4 th
Shire of Kulin	1/4 th
Shire of Kondinin	1/4 th
Shire of Narembeen	1/4 th

5.2 Bendering Landfill Site

Each Member Council of the Bendering Landfill Site (the Project) shall make an annual financial contribution towards the operational, management, and legislative requirements of the Project. Contributions shall be made in equal shares and will be invoiced by the Lead Council responsible for the Bendering Landfill Site.

Shire of Corrigin	1/4 th
Shire of Kulin	1/4 th
Shire of Kondinin	1/4 th
Shire of Narembeen	1/4 th

5.3 Specific Projects

For projects or initiatives that are agreed to and undertaken by one or more participating Member Councils — including, but not limited to, contributions toward specific projects, initiatives, or the acquisition of capital assets — those participating Councils shall make financial contributions in equal shares, unless otherwise agreed. Each participating Council will be responsible for making the necessary budget provision within its own annual budget. Management and delivery of such projects will be coordinated by the designated Lead Council or as otherwise agreed by the participating Councils, with appropriate oversight and reporting provided.

6 PROJECTS OR SERVICES

6.1 Requirements

RoeROC shall only undertake a Project or Service in accordance with this clause and provided that:

- a) RoeROC is satisfied that any services and facilities that it will provide:
 - i) Integrate and coordinate, so far as practical, with any provided by the Commonwealth, State or any public body;
 - ii) Within the district of a Member Council, do not duplicate, to an extent that the Member Council consider inappropriate, services or facilities provided by the Commonwealth, the State or any body or person, whether public or private; and
 - iii) Are managed efficiently and effectively;
- b) The requirements for the preparation of a business plan under section 3.59 of the Act, if applicable, are complied with.

Note: In certain circumstances, a proposal to undertake a Regional Purpose may require the preparation of a business plan under the Act – see section 3.59. Nothing prevents RoeROC or Member Councils providing a financial contribution to regional projects and services at any time.

6.2 Project Plan to be Prepared

Where RoeROC is considering a proposed Project or Service it shall prepare a Project Plan.

6.3 Contents of a Project Plan

A Project Plan should include:

- a) A clear definition of the proposed Project or Service;
- b) Details of the expected cost and benefits for the Member Councils;
- c) A project time-line with performance milestones clearly outlined;
- d) The proportion (and the basis of its calculation) in which the Project Member Councils will make contributions towards:
 - i) The acquisition of any asset of a capital nature required for the Project or Service;
 - ii) The operating expenditure, including administrative expenses, relating to the Project or Service.
- (e) The manner of payment of the contributions referred to in paragraph (d);
- (f) The proportion entitlement or liability, as the case may be (and the basis of its calculation) of the Project Member Councils in the event that the Project or Service is wound up;
- (g) The manner of payment of the entitlement or liability referred to in paragraph (i);
- h) The procedure for the giving of notice by a Project Member Council wishing to withdraw from the Project or Service including the period of notice;
- i) The proportional entitlement or liability, as the case may be (and the basis of its calculation), of a Project Member Council when withdrawal of that Project Member Council from the Project or Service takes effect;
- j) The amount, if any, of interest payable where contributions are not made on the due date for payment; and
- k) The entitlement, if any, of a Member Council which is not a Project Member Council to join a Project or Service and the procedure to be followed including the period of notice given by that Member Council.

6.4 Member Councils to be Given Project Plan

Upon completion of the Project Plan RoeROC shall give a copy of the Project Plan to each of the Member Councils.

6.5 Election to Participate in Project

Each Member Council shall, within a reasonable period determined by RoeROC, elect whether to participate in the New Project or Service by giving notice of its election to RoeROC.

6.6 Project Member Councils

The Member Councils, which elect to participate in a Project or Service, are the Project Member Councils in respect of that Project or Service.

6.7 Review of Project Plan

- (1) As soon as practicable after the period referred to in clause 7.5, RoeROC shall:
 - a) Review the Project Plan and its viability having regard to the number of Member Councils who have elected to participate;
 - b) Decide whether to proceed with the Project or Service; and
 - c) Give notice to each of the Project Member Council of its decision.
- (2) Where the number of Member Councils which have elected to participate is less than the number, if any, specified in the Project Plan or less than all of the Member Councils where no number is specified, then RoeROC will give the Member Councils an opportunity to withdraw their election before the RoeROC decides to proceed under clause 6.7(b).

6.8 Project Member Councils to be Bound

Where RoeROC decides to proceed with a Project or Service and gives notice of its decision to each of the Project Member Councils in accordance with clause 7.7, then each of the Project Member Councils shall be bound by the terms of the Project Plan as if those terms were set out

in this Agreement.

6.9 Winding Up of Project or Service

The RoeROC Council may resolve to wind up a Project or Service. An absolute majority vote will be required by the RoeROC Council to resolve to wind up any project or service.

6.10 Division of Assets

- (1) Subject to sub-clause (2), if a Project or Service is to be wound up and there remains, after satisfaction of all its debts and liabilities, any property and assets of the Project or Service then the property and assets shall be realised and the proceeds along with any surplus funds shall be divided among the Project Member Councils in the proportions referred to in the Project Plan.
- (2) Sub-clause (1) shall not apply where the Project Member Councils advise RoeROC that a realisation of the property and assets is not necessary.

6.11 Division of Liabilities

If a Project or Service is to be wound up and there remains any liability or debt in excess of the realised property and assets of the Project or Service then the liability or debt is to be met by the Project Member Councils in the proportions referred to in the Project Plan.

6.12 Indemnification by Project Member Councils of the RoeROC

If a Project or Service is wound up then the Project Member Councils shall indemnify RoeROC (in the proportions referred to in the Project Plan) with respect to that liability or debt.

7 TERM AND TERMINATION

7.1 Term of Agreement

Unless otherwise wound up or extended, this Agreement will terminate on 30 June 2029.

7.2 Winding up by Agreement

The Member Councils may, by agreement, wind up RoeROC.

7.3 Division of Assets

If RoeROC is to be wound up and there remains, after the satisfaction of all debts and liabilities, any property or assets of RoeROC, those remaining assets shall be realised and the proceeds—along with any surplus funds—shall be distributed among the Member Councils. Distribution shall be made in proportion to each Member Council's financial contributions to the specific projects or initiatives to which the assets or surplus relate. A Member Council shall only be entitled to a share of assets or funds arising from projects in which it participated and to which it contributed financially.

7.4 Division of Liabilities

If RoeROC is to be wound up and there remains any liability or debt in excess of the realised property and assets of RoeROC then the liability or debt is to be met by each of the Member Councils in the same proportions as the contributions of a particular Member Councils to the assets of RoeROC bear to the total of such contributions by all Member Councils.

8 WITHDRAWAL OF A MEMBER COUNCIL

8.1 Withdrawal

A Member Council may, at any time between 1 July and 31 December in any year, give to RoeROC notice of its intention to withdraw from RoeROC.

8.2 When Withdrawal to Take Effect

The withdrawal of a Member Council shall take effect from the end of the financial year, in which notice of withdrawal under clause 8.1 is given.

8.3 Entitlement or Liability of Withdrawing Member Council

As soon as practicable following the withdrawal of a Member Council, RoeROC shall:

- a) Distribute to the Member Council an amount equal to the proceeds and any surplus funds

- which would have been payable if RoeROC was wound up; or
- b) Be entitled to recover from the Member Council an amount equal to the liability or debt which would be payable by the Member Council if the RoeROC was wound up, as the case may be.

8.4 Distribution in the Absence of Available Funds

If RoeROC is unable to meet a distribution referred to in clause 8.3(a) from available funds, then—unless otherwise agreed by all Member Councils—any shortfall shall be paid by the remaining Member Councils (excluding the withdrawing Council) in proportions equal to their respective equities in the specific project(s) to which the distribution relates.

8.5 Financial Arrangements and Project Commitments

RoeROC does not maintain a central bank account or hold funds on hand. All financial contributions toward the engagement of the RoeROC Executive Officer are made directly by the Member Councils on an annual basis and in equal shares. Similarly, all RoeROC projects are undertaken by agreement between participating Member Councils, with associated costs funded directly by those Councils. Member Councils that commit to a specific project are financially responsible for their agreed share of costs through to the completion of that project, regardless of any subsequent withdrawal from RoeROC.

9 ADMITTING NEW MEMBERS

The Roe Regional Organisation of Councils (RoeROC) recognises the value of expanding its membership where such inclusion enhances the organisation's strategic capacity, fosters regional cooperation, and supports the efficient delivery of shared objectives.

9.1 Section 3.65 of the *Local Government Act 1995* is to apply if a Regional Local Government is established.

9.2 Eligibility and Consideration Criteria

A local government may seek membership of RoeROC by submitting a formal written request to the Executive Officer. To facilitate informed consideration, the application must include a statement or presentation addressing the following criteria;

- a) Strategic Alignment – The alignment of the applicant's community priorities and strategic goals with RoeROC's Strategic Objectives and regional development vision.
- b) Community and Regional Fit – Demonstration of the applicant's regional characteristics, needs, and potential mutual benefits of membership.
- c) Value and Contribution – An outline of the specific resources, skills, or opportunities the applicant would contribute to RoeROC.
- d) Project Participation – Identification of existing or future RoeROC initiatives the applicant seeks to join or support.
- e) Financial and Governance Commitment – Confirmation of the applicant's ability to meet RoeROC's financial contributions and governance responsibilities as detailed in this MOU.
- f) Long-Term Engagement – A commitment to active participation, shared leadership, and long-term collaboration with RoeROC.

9.3 Application Process

- a) Upon receipt of a request, the RoeROC Executive may invite the applicant's Shire President or representative to present at a scheduled RoeROC meeting.
- b) The RoeROC Executive Officer will prepare an application review and assessment framework for consideration, ensuring consistency and transparency in decision-making.
- c) A decision to admit a new member requires a simple majority vote by existing members at a formal RoeROC meeting.

9.4 Membership Contributions

A new member, upon acceptance, must agree to:

- a) Pay an entry contribution as determined and agreed by the existing members;
- b) Provide a financial contribution equal to that of current members, unless varied by resolution of the RoeROC Committee;
- c) Contribute to the costs of shared projects and services on an equitable basis, as defined within applicable project plans or service agreements.

9.5 MOU Review and Flexibility

RoeROC acknowledges the need for clarity and responsiveness in its governance framework. Accordingly, this clause shall be subject to periodic review and may be amended by agreement of the member Councils to ensure alignment with best practice, strategic intent, and emerging regional needs.

9.6 Voting Requirements for Admitting New Members

The admission of a new member to RoeROC shall require a **unanimous resolution** of all existing member Councils, passed at a duly convened RoeROC Committee Meeting.

This provision ensures collective agreement and alignment among all members prior to any change in the composition of the organisation. The requirement for unanimous consent recognises the strategic, financial, and governance implications associated with membership expansion.

No new member shall be admitted unless all current member Councils have formally resolved to support the application in accordance with this clause.

10 DISPUTE RESOLUTION

10.1 Dispute

In the event of any dispute or difference arising between the Member Councils and RoeROC or any of them at any time as to any matter or thing of whatsoever nature arising under or in connection with this MOU, then a Member Council or RoeROC or the Member Councils (as the case may be) may give to the other Member Councils and RoeROC (as the case may be) notice in writing (Dispute Notice) adequately identifying the matters, the subject of the dispute and the giving of the dispute notice shall be a condition precedent to the commencement by any Member Council or RoeROC of proceedings (whether by way of litigation or arbitration) with regard to the dispute as identified in the dispute notice.

10.2 Arbitration

At the expiration of 35 days from the date of receipt of the dispute notice by the persons to whom it was sent, the person giving the dispute notice may notify the others in writing ('arbitration notice') that it requires the dispute to be referred to arbitration and the dispute (unless meanwhile settled) shall upon receipt of the arbitration notice by the recipients then be and is hereby referred to arbitration under and in accordance with the provisions of the *Commercial Arbitration Act 1985*.

10.3 Legal Representation

For the purposes of the *Commercial Arbitration Act 1985*, the Member Councils consent to each other and to ROEROC being legally represented at any such arbitration.

11 INTERPRETATION

11.1 Interpretation

In this MOU unless the context requires otherwise:

- a) Words importing the singular include the plural and vice versa;
- b) Words importing any gender include the other genders;
- c) References to persons include corporations and bodies politic;
- d) References to a person include the legal personal representatives, successors and assigns of that person;
- e) A reference to a statute, ordinance, code or other law includes regulations and other statutory instruments under it and consolidations, amendments, re-enactments or replacements of any of them (whether of the same or any other legislative authority having jurisdiction);
- f) References to this or any other document include the document as varied or replaced, and notwithstanding any change in the identity of the parties;

- g) References to writing include any mode of representing or reproducing words in tangible and permanently visible form, and includes telex and facsimile transmission;
- h) An obligation of two or more parties shall bind them jointly and severally;
- i) If a word or phrase is defined cognate words and phrases have corresponding definitions;
- j) References to a person which has ceased to exist or has been reconstituted, amalgamated, reconstructed or merged, or the functions of which have become exercisable by any other person or body in its place, shall be taken to refer to the person or body established or constituted in its place or by which its functions have become exercisable;
- k) An obligation incurred in favour of two or more parties shall be enforceable by them jointly and severally;
- l) Reference to any thing (including, without limitation, any amount) is a reference to the whole or any part of it and a reference to a group of things or persons is a reference to any one or more of them;
- m) Reference to a month and cognate terms means a period commencing on any day of a calendar month and ending on the corresponding day in the next succeeding calendar month but if a corresponding day does not occur in the next succeeding calendar month the period shall end on the last day of the next succeeding calendar month;
- n) References to this MOU include its schedules.

11.2 Headings and Footnotes

Headings and footnotes shall be ignored in construing this MOU.

11.3 Time

- a) References to time are to local time in Perth, Western Australia;
- b) Where time is to be reckoned from a day or event, such day or the day of such event shall be excluded.

12 AMENDMENT OF MEMORANDUM OF UNDERSTANDING

- (1) This MOU may be amended only with the unanimous agreement of all Member Councils, with any such amendments requiring formal resolution and endorsement by each respective Council.
- (2) This MOU can be amended to include another local government as a party to the amending agreement.

Schedule 1 – Execution

EXECUTED by the Parties

THE COMMON SEAL of SHIRE OF CORRIGIN) was
hereunto affixed in the presence of:)

President

Chief Executive Officer

THE COMMON SEAL of SHIRE OF KONDININ) was
hereunto affixed in the presence of:)

President

Chief Executive Officer

THE COMMON SEAL of SHIRE OF KULIN) was
hereunto affixed in the presence of:)

President

Chief Executive Officer

THE COMMON SEAL of SHIRE OF NAREMBEEN) was
hereunto affixed in the presence of:)

President

Chief Executive Officer

Appendix 1 – Existing Agreements and Services

Roe Regional Organisation of Councils Memorandum of Understanding (MOU)

Agreement between Shires of Corrigin, Kondinin, Kulin and Narembeen. Current MOU commenced on 1 July 2024 and expires on 30 June 2029.

Roe Health Scheme Memorandum of Understanding

Agreement between Shires of Corrigin, Kondinin, Kulin, Lake Grace and Narembeen.

Current MOU commenced on 1 July 2023 and expires on 30 June 2028 unless otherwise agreed or extended by the Member Councils in writing.

To be reviewed 6-12 months prior to the expiration of the term.

The MOU includes Operational Guidelines and is currently administered by the Shire of Corrigin including the employment of 1.2 Full time equivalent Environmental Health Officers.

Bendering Waste Facility Land Details Avon Location 23945 Kondinin-Narembeen Road, Bendering
Deposited Plan 151345 CT 1044/171

Agreement to Use Land – Lot 23495 on DP 151345

Agreement with Kondinin Community Recreation Council for cropping lease expires March 2028 with an option to renew for 5 years.

Deed of Easement

Between Notting Nominees Pty Ltd and Shires of Corrigin, Kondinin, Kulin and Narembeen

Certificate of Registration Environmental Protection (Rural Landfill) Regulations 2002

Contract for the Supply of Waste Disposal Goods and Services – Avon Waste

Individual contracts between Avon Waste and shires of Corrigin, Kondinin, Kulin and Narembeen expires 30 June 2025 with extension of 3 x 1 year periods.

Avon Waste responsible for management of Bendering Tip Facility. Waste disposal contract supersedes Regional Waste Site Agreement

Bendering Landfill Report

Site selection and geotechnical assessment for proposed regional landfill June 2007

Bendering Landfill Management Plan 2025

Completed by Talis Consultants and adopted by RoeROC Committee in March 2025.

Replaces previous versions.

Bendering Landfill Facility Operations Management Plan and Procedures

Reviewed and updated, adopted by RoeROC Committee in March 2025.

Replaces previous versions

Bendering Landfill Site Working Group Terms of Reference

Adopted by RoeROC Committee in March 2025, to be reviewed in March 2026.

Shared Services Working Group Terms of Reference

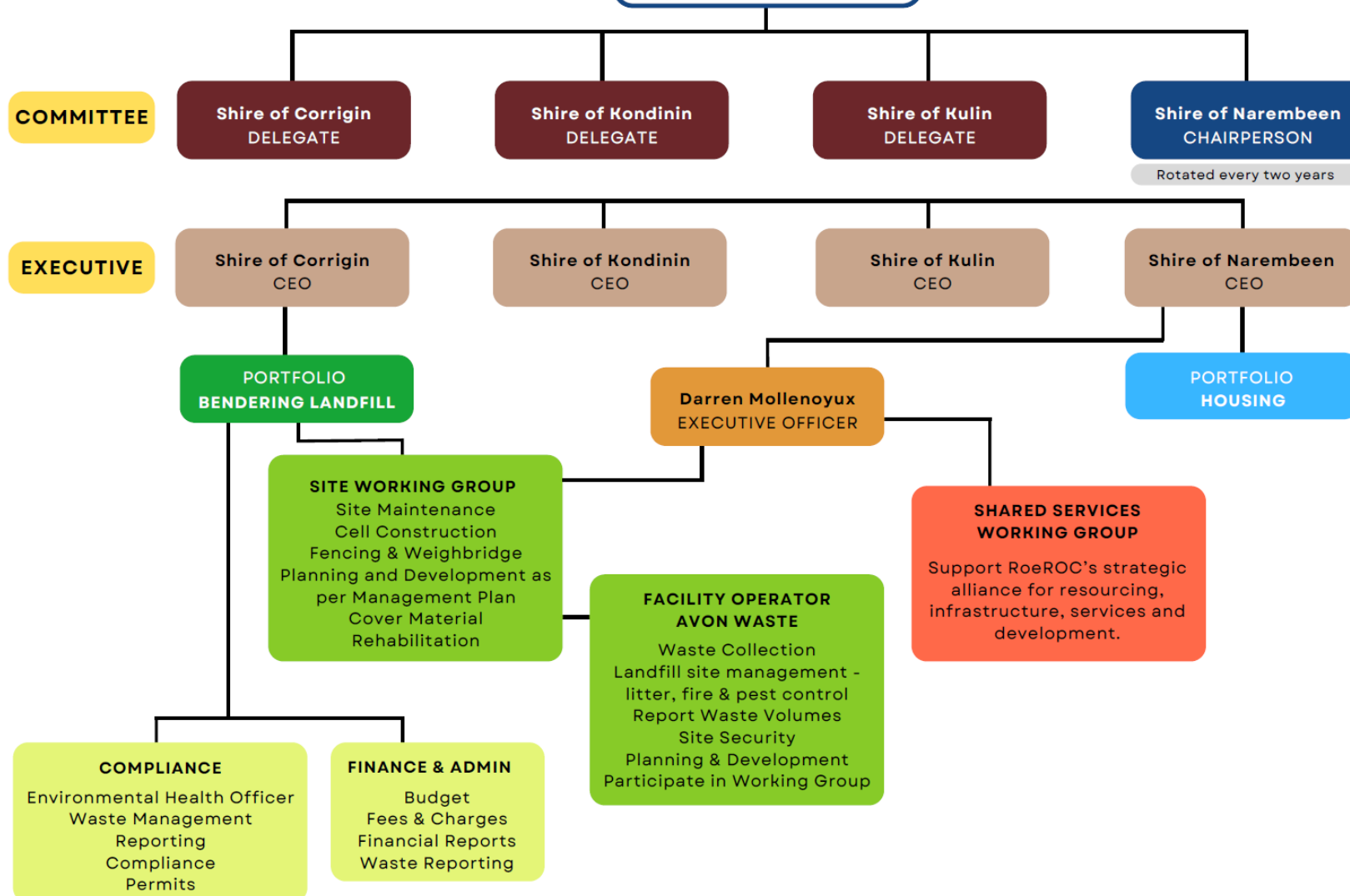
Adopted by RoeROC Committee in September 2024

RoeROC Executive Officer Position Contract

Contract between RoeROC and 150Square for the provision of Executive Officer Services July 2024 – 30 June 2027.

Appendix 2 – Operational Procedures

- 1. Name**
- 2. Role of the Committee**
- 3. Objectives of RoeROC**
- 4. No Delegated Powers**
- 5. Host Shire Rotation**
- 6. Schedule of Meetings**
- 7. Conduct of Meetings**
 - 7.1 Membership
 - 7.2 Presiding Member
 - 7.3 Voting
- 8. Arrangements for Projects and Non-Ongoing Agreements**
- 9. Annual Events: Rotating RoeROC Dinner**
- 10. Working Group Protocols and Structure**
 - 10.1 Bending Landfill Site Working Group
 - 10.2 Shared Services Working Group
 - 10.3 General Protocols



Note: Lead Council Portfolios will be added as projects commence

ROEROC

Roe Regional Organisation of Councils
Corrigin | Kondinin | Kulin | Narembeen

OPERATIONAL GUIDELINES

Appendix 2 – RoeROC Memorandum of Understanding

1. Name

The name of the organisation is the **Roe Regional Organisation of Councils (RoeROC)**.

2. Role of the Committee

The role of the RoeROC Committee is to:

- Facilitate collaboration among Member Councils on matters of mutual interest;
- Provide a forum for regional leadership, shared decision-making, and advocacy;
- Oversee the development, coordination, and delivery of joint projects, services, and initiatives;
- Consider strategic regional issues affecting the Member Councils and propose coordinated responses; and
- Provide guidance and direction to working groups and the RoeROC Executive Officer.

3. Objectives of RoeROC

The objectives of RoeROC are to:

- Provide strong regional leadership and strategic direction;
- Advocate on regional priorities identified and supported by Member Councils;
- Form a collaborative alliance to improve infrastructure, community services, and economic resilience across the region;
- Promote cooperation and resource sharing for greater efficiency and cost-effectiveness;
- Pursue joint initiatives that enhance environmental management, tourism, health services, and local government capability; and
- Support sustainable population retention and regional development without diminishing the autonomy or relationships of individual Member Councils with their communities or external stakeholders.

4. No Delegated Powers

RoeROC is an advisory and collaborative body and does **not** hold any delegated authority under the *Local Government Act 1995* or any other legislation. All decisions and recommendations made by RoeROC must be referred to the respective Member Councils for formal resolution, endorsement, or implementation unless otherwise provided for in a specific agreement or project.

5. Host Shire Rotation

The Host Shire provides secretariat and administrative support to RoeROC and rotates on a biennial basis, aligned with the local government election cycle. The indicative rotation is as follows:

- March 2023–2025: Shire of Corrigin
- March 2025–2027: Shire of Narembeen
- November 2027–2029: Shire of Kulin
- November 2029–2031: Shire of Kondinin

The Executive Officer shall have primary responsibility for the coordination of meeting arrangements and the preparation of agendas, in consultation with the Chairperson. The Host Shire shall provide strategic oversight and administrative support to the Executive Officer in the execution of these duties, ensuring alignment with the objectives and protocols of RoeROC.

6. Schedule of Meetings

RoeROC Committee meetings will generally be held quarterly on the third Thursday of **March, June, September, and November** at 1:00 PM, unless otherwise agreed. Written notice shall be given at least 7 days prior to each meeting.

The Host Shire will provide lunch for delegates prior to meetings.

Typical agenda items:

- **Every meeting:**
 - Financial reports for Roe Environmental Health Scheme and Bendering Waste Facility
- **March:**
 - Review of business cases and potential joint projects
 - Fees and charges for Bendering Landfill
 - Invitation to Shire of Lake Grace (Roe Health Scheme)
- **June:**
 - Invitation to Avon Waste as contractor
- **September:**
 - Updates on active joint projects
- **November:**
 - Identification of new projects
 - Review of contracts and agreements due to expire

7. Conduct of Meetings

Membership:

The RoeROC Committee includes:

- The Shire President of each Member Council
- One elected member (Deputy Delegate)
- The Chief Executive Officer of each Member Council
- One senior officer (Deputy Officer)

Deputy CEOs and observers may attend at the discretion of their Council.

Presiding Member:

The Chairperson and Deputy Chairperson are elected every two years in line with the Host Shire rotation. If the Chairperson is unavailable, the Deputy or a nominated member will preside.

Voting:

- Each Member Council has **one vote**, regardless of the number of representatives present.
- All resolutions or decisions of RoeROC (whether by the Committee or the Executive) are to be determined by a simple majority vote of members present and eligible to vote.

8. Arrangements for Projects and Non-Ongoing Agreements

Projects may only proceed where participating Member Councils have agreed. Each participating Council must make necessary budget provisions for their share. A formal Project Plan must be prepared outlining scope, timeline, financial commitments, and governance arrangements.

All RoeROC projects are managed by a Lead Council and supported by the Executive Officer, with reporting provided to participating Councils. Councils that commit to a project are financially responsible until its completion, regardless of later changes to membership.

9. Annual Events: Rotating RoeROC Dinner

Member Councils take turns hosting the annual RoeROC Dinner. The dinner fosters collaboration and recognises achievements.

Host Schedule:

- 2024 – Corrigin
- 2025 – Narembreen
- 2026 – Kondinin
- 2027 – Kulin

The host Shire is responsible for organising the event in consultation with the Chair and Executive Officer.

10. Working Group Protocols and Structure

RoeROC may establish Working Groups to support its strategic or operational objectives. These groups report to the RoeROC Executive and Committee through the Executive Officer.

Current examples include:

- **Bendering Landfill Site Working Group:**
 - Includes Works Managers, RoeROC EHO, and Avon Waste
 - Oversees civil works, planning, and compliance
 - Meets biannually (March and September)
 - Coordinates access and approves annual plant/labour rates
- **Shared Services Working Group:**
 - Explores joint service delivery and administrative collaboration
 - Coordinates shared staffing, systems, or procurement

General protocols:

- Working Groups are formed by RoeROC resolution
- Members are nominated by participating Councils
- Clear terms of reference are to be established
- Regular reporting to the Executive Officer is required

New Membership Request

Shire of Wickepin

Discussion Paper for RoeROC

INTRODUCTION

This discussion paper has been prepared to assist the RoeROC CEOs with further consideration of the Shire of Wickepin's formal request to join (RoeROC). It provides an overview of the key matters raised to date, outlines relevant provisions in the current RoeROC Memorandum of Understanding, and addresses the strategic, financial, and governance implications of admitting Wickepin as new member. This document will assist member CEOs make an informed decision and recommendations to the RoeROC Committee.

EXCLUSIONS AND KEY CONSIDERATIONS

In considering the Shire of Wickepin's request to join RoeROC, the following exclusions and factors should be noted:

1. Scope of Membership and Non-RoeROC Entities:

RoeROC membership covers only those projects, services, and advocacy activities formally undertaken by the organisation. It does not extend to informal collaborations or independently managed services unless separately agreed by all members.

Wickepin may be interested in joining **RoeTourism**, however this group operates independently of RoeROC; Wickepin may apply directly if interested in participating.

RoeHealth and the **Bendering Landfill Site** are not governed by RoeROC and are excluded from this membership request. The Shire of Wickepin CEO has confirmed it does not seek to participate in either service at this time, with the following comments:

- Bendering Landfill Site
At this point in time, Wickepin has its own main waste area (which should last a while), so we would not be interested in Bendering. Also, the distance would make it a little prohibitive.
- RoeHealth
For the EHO, Brendon is at capacity. We currently get services from Narrogin, so that arrangement would remain. If in the future, additional EHO capacity is available through RoeHealth, then we would consider it, in order to be more in line with the RoeROC Members.

Any future engagement with these services would need to be negotiated separately with the relevant managing entities or participating Shires.

2. Current RoeROC Projects Not Applicable to Wickepin:

As of July 2025, RoeROC is delivering the following projects, which the Shire of Wickepin will not participate in due to their advanced status or existing commitments:

- 2.1 RoeROC Key Worker Accommodation Project** – This project is well progressed and not currently feasible for Wickepin to join. However, if the Shire completes an individual Key Worker Accommodation Analysis, future participation in funding submissions may be possible with an appropriate financial contribution.
- 2.2 RoeROC Joint Local Planning Strategy** – Wickepin has recently adopted its own Local Planning Strategy and will not be part of this joint initiative.
- 2.3 Eastern Wheatbelt Power Resilience Project** - This joint RoeROC / NEWROC project has progressed and submitted to Round Three Disaster Ready Fund and is closed to new participants.

Wickepin's entry into RoeROC will have no impact on these projects and will not affect the existing financial or operational commitments of current member Shires.

3. Current RoeROC Projects Potentially Applicable to Wickepin:

As of July 2025, RoeROC is progressing several initiatives that may be suitable for the Shire of Wickepin to participating. These projects are strategic, regionally focused, and offer opportunities for alignment, cooperation, and shared benefit:

- 3.1 ERP Procurement Process** – Wickepin may opt to participate in this project, which is delivered on a cost-sharing basis. There are no barriers to inclusion, noting that the SSWG is still awaiting procurement resources from WALGA.
- 3.2 Joint Renewable Energy Policy Framework** – The project is in early stages, Wickepin's participation could be accommodated, with costs to be shared evenly among members.
- 3.3 Workforce Skills Database** – Wickepin can join this initiative by completing the staff skills audit survey and matrix; no additional barriers apply.
- 3.4 Establishment of Digital Resource Sharing Platform** – There are no constraints preventing Wickepin from participating. Any establishment costs would be shared equally among all participating members.

Participation in these projects would be subject to mutual agreement, cost sharing arrangements, and alignment with existing project timelines. Involvement by Wickepin may enhance regional outcomes.

4. Budget Timing and Financial Year Alignment:

Given the timing of Wickepin's request and RoeROC requiring adequate time for consideration, financial participation would be proposed to begin on a pro rata basis during the 2025–2026 financial year, subject to agreement on entry contributions and project involvement.

MATTERS FOR CEO REVIEW AND DIRECTION

1. Project Participation Opportunities

- The Shire of Wickepin has expressed a desire to contribute to RoeROC initiatives. It is important to identify existing or potential projects that would provide early opportunities for integration and participation.
- This will help demonstrate immediate value to all parties and reinforce RoeROC's principles of shared leadership and mutual benefit.
- Potential current and future alignment projects from the Shared Services and Collaboration Plan includes:
 - ERP procurement process
 - IT support services
 - Joint Renewable Energy Policy Framework
 - Develop a unified policy to guide land use planning and protect high-value agricultural and strategic development land across member Shires
 - Future joint emergency management initiatives
 - Shared Services Working Group
 - Governance and Compliance
 - Asset management
 - Community Services and Development

2. Governance and Operational Implications

- Consideration should be given to any administrative or structural changes required to effectively integrate Wickepin into meetings, communications, and operational workflows.
- The RoeROC Executive Officer anticipates no additional administrative or operational impact from Wickepin's inclusion.
- A requirement for Wickepin to join would be ensuring participation in RoeROC SSWG.
- Consideration would be required as to the rotation of Lead Council and future project leads. The current lead Shire rotation is as follows;
 - March 2023 - 2025 Shire of Corrigin
 - March 2025 - 2027 Shire of Narembeen
 - March 2027 - 2029 Shire of Kulin
 - March 2029 – 2031 Shire of Kondinin

- Meeting travel distance would be increased for the Shire of Kondinin delegates impacted the most. As an example, when Wickepin is the Lead Council:

Hyden Townsite to Corrigin Shire Office 108kms	Hyden Townsite to Wickepin Shire Office 153km
Narembeen Shire Office to Corrigin 70km	Narembeen Office to Wickepin Office 150km

3. **Financial Impact and Contributions**

- Entry contribution** - While RoeROC does not currently have a set annual membership fee, the only fixed annual cost is the engagement of the Executive Officer, which is shared equally among member Shires. Given the significant work undertaken to formalise RoeROC's structure and governance, options for Wickepin's membership could include a one-off entry contribution to recognise the foundational investment by existing members. Ongoing participation would then align with the existing cost-sharing model for projects and shared services.

Justification for Entry Contribution	Considerations Against Entry Contribution
Equity for Existing Members – Recognises the financial and administrative investment already made by current RoeROC members.	No Defined Assets or Reserves – RoeROC doesn't hold assets or reserves that Wickepin would immediately benefit from.
Cost Recovery – Helps cover administrative work involved in updating governance and MOU arrangements.	Discourages Participation – An entry fee may deter Wickepin from joining, especially if seen as high or unjustified.
Consistency – Sets a transparent precedent and process for future new member requests.	Lacks a Defined Formula – Without a clear basis for calculation, any fee may appear subjective
Demonstrates Commitment – A fee shows Wickepin's serious intent to engage and invest in RoeROC's future.	Delayed Benefits – As Wickepin won't immediately participate in all RoeROC initiatives, upfront cost-benefit may be unclear.
Minimal, Fair Fee Option – A modest contribution (e.g., 1/5 of current EO costs) could be reasonable and symbolic.	

- Administering Entry Fee** - As RoeROC does not operate a standalone bank account, consideration is required as to how a joining fee from the Shire of Wickepin would be administered. Options may include one member Shire holding the funds in trust or allocating the contribution directly to agreed project or operational costs. A formal approach should be determined and documented to ensure transparency.
- The annual membership fee** - should be consistent with existing members and should reflect current services and broader strategic benefit.
- As Wickepin would not be part of the Bendering Waste Site, its exclusion should be considered in the provision of Executive Services to the Waste Site Working Group.

Annual Operational Costs – Provision of Executive Services

	2024/25	2025/26	2026/27	2027/28
Total Payments	\$44,384	\$45,457	\$46,596	\$47,758
Split / 4 Members	\$11,087	\$11,364	\$11,648	\$11,939
Split / 5 Members	\$ 8,869	\$ 9,091	\$ 9,318	\$ 9,551
Saving per Member		\$ 2,273	\$ 2,329	\$2,387

Figures based on 2.5% CPI – current contract expires on 30 June 2027

- There is an understanding that each member Council maintains its own budget provision for future RoeROC projects, ensuring flexibility and autonomy in participation and financial planning.

4. Review of MOU – Admitting New Members

- Section 9 of the RoeROC MOU (2024–2029) references the submission of a project plan as part of the new member admission process. This requirement is not applicable to the current nature of Wickepin's request.
- It is therefore recommended that Section 9 be reviewed and amended to provide clarity on procedural requirements, strategic alignment criteria, and decision-making responsibilities associated with membership applications.
- Consideration as to setting a minimum period for becoming a member of RoeROC.
- The draft clause for admitting new members is proposed below:

9 *ADMITTING NEW MEMBERS*

The Roe Regional Organisation of Councils (RoeROC) recognises the value of expanding its membership where such inclusion enhances the organisation's strategic capacity, fosters regional cooperation, and supports the efficient delivery of shared objectives.

9.1 Section 3.65 of the Local Government Act 1995 is to apply if a Regional Local Government is established.

9.2 *Eligibility and Consideration Criteria*

A local government may seek membership of RoeROC by submitting a formal written request to the Executive Officer. To facilitate informed consideration, the application must include a statement or presentation addressing the following criteria

- a) **Strategic Alignment** – The alignment of the applicant's community priorities and strategic goals with RoeROC's Strategic Objectives and regional development vision.*
- b) **Community and Regional Fit** – Demonstration of the applicant's regional characteristics, needs, and potential mutual benefits of membership.*
- c) **Value and Contribution** – An outline of the specific resources, skills, or opportunities the applicant would contribute to RoeROC.*
- d) **Project Participation** – Identification of existing or future RoeROC initiatives the applicant seeks to join or support.*
- e) **Financial and Governance Commitment** – Confirmation of the applicant's ability to meet RoeROC's financial contributions and governance responsibilities as detailed in this MOU.*
- f) **Long-Term Engagement** – A commitment to active participation, shared leadership, and long-term collaboration with RoeROC.*

9.3 *Application Process*

- a) Upon receipt of a request, the RoeROC Executive may invite the applicant's Shire President or representative to present at a scheduled RoeROC meeting.*
- b) The RoeROC Executive Officer will prepare an application review and assessment framework for consideration, ensuring consistency and transparency in decision-making.*
- c) A decision to admit a new member requires a simple majority vote by existing members at a formal RoeROC meeting.*

9.4 *Membership Contributions*

A new member, upon acceptance, must agree to:

- a) Pay an entry contribution as determined and agreed by the existing members;*
- b) Provide a financial contribution equal to that of current members, unless varied by resolution of the RoeROC Committee;*
- c) Contribute to the costs of shared projects and services on an equitable basis, as defined within applicable project plans or service agreements.*

9.5 *MOU Review and Flexibility*

RoeROC acknowledges the need for clarity and responsiveness in its governance framework. Accordingly, this clause shall be subject to periodic review and may be amended by agreement of the member Councils to ensure alignment with best practice, strategic intent, and emerging regional needs.

5. Voting Requirements for Admitting New Members

- The current MOU is not clear in voting majority to admit a new member, it is proposed that a higher threshold—such as an absolute majority or unanimous agreement—be adopted for decisions of this nature.
- This ensures full member support for any expansion and reflects the significant strategic and governance implications of admitting new members to the group.

6. Process Resolutions from RoeROC

RoeROC CEOs Resolution 28th July 2025

RESOLUTION

MOVED: Rebecca McCall

SECONDED: Alan Leeson

1. That the RoeROC CEOs endorsed the Shire of Wickepin Request for Membership – Discussion Paper, with the identified amendments to be made by the RoeROC Executive Officer.
2. The draft amendments to Section 9 of the RoeROC Memorandum of Understanding (MOU), as outlined in the discussion paper, be endorsed to improve clarity and alignment.
3. That the proposed entry contribution and an updated financial structure be included in a recommendation to the RoeROC Committee.
4. CEOs are to present the Discussion Paper to their respective Councils for consideration and any feedback to be provided to the RoeROC Executive Officer following August 2025 Council meetings.
5. Feedback from member Councils is to be consolidated to inform the development of a clear recommendation for consideration by the RoeROC Committee at its meeting scheduled for 4 September 2025.

Carried 4/0

RoeROC Meeting Resolution 4th September 2025

Resolution

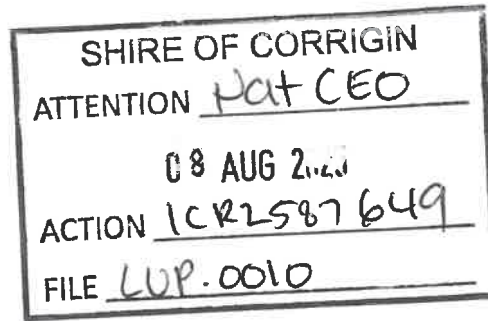
Moved: Cr B Smoker

Seconded: Cr Jacobs

That the RoeROC Committee:

1. Support in principle the admission of the Shire of Wickepin as a member of RoeROC, subject to:
 - a) To each Council presenting the Discussion Paper formally to consider the request at September 2025 Ordinary Council Meetings, ensuring appropriate and respectful due diligence is undertaken. Final positions should be determined against the agreed eligibility and consideration criteria for admitting new members.
 - b) Payment of a one-off entry contribution of \$8,869, to acknowledge the foundational work of existing members; and
 - c) Agreement to participate in ongoing cost-sharing arrangements for Executive Officer services and regional projects, in line with existing RoeROC practices.
2. Acknowledge that the Shire of Wickepin will not participate in the Bendering Waste Site project, and that Executive Officer resources for this time have been considered in setting the portion of Executive Officer costs.
3. Note the required amendments to the RoeROC Memorandum of Understanding to reflect the process for admitting new members and to ensure clarity and consistency in governance arrangements.

Carried 3/0



77 Wogolin Road, PO Box 19
WICKEPIN WA 6370
Phone: 08 9888 1005
Fax: 08 9888 1074
www.wickepin.wa.gov.au

SHIRE OF CORRIGIN
PO BOX 221
CORRIGIN WA 6375

Contact David Burton
File No LD.DO.3
Doc ID OBP20252117

06/08/2025

Dear Ms. Natalie Manton,

SHIRE OF WICKEPIN DRAFT LOCAL PLANNING STRATEGY 2025

I write to advise that you now have the opportunity to comment on the above draft planning strategy by 4:00pm, Friday 14 November 2025.

By way of background, the Council considered the Draft Local Planning Strategy at its Ordinary Meeting on 21 August 2024 where it resolved:

'That with respect to the proposed Shire of Wickepin Draft Local Planning Strategy, Council:

1. Pursuant to Regulation 12 of the Planning and Development (Local Planning Schemes) Regulations 2015, adopts the Shire of Wickepin Draft Local Planning Strategy, as detailed in Attachment 14.5.1, for the purposes of advertising.
2. Forwards the Shire of Wickepin Draft Local Planning Strategy to the Western Australian Planning Commission for assessment and compliance with Regulation 12 of the Planning and Development (Local Planning Schemes) Regulations 2015.
3. Upon receiving certification from the Western Australian Planning Commission, advertise the Shire of Wickepin Draft Local Planning Strategy in accordance with Regulation 13 of the Planning and Development (Local Planning Schemes) Regulations 2015, including an extended public comment period of 90 days.
4. After the expiry of the period within which submissions may be made, review the Shire of Wickepin Draft Local Planning Strategy, considering any submissions received.
5. After the completion of the review of Shire of Wickepin Draft Local Planning Strategy, submit to the Western Australian Planning Commission:
 - (a) a copy of the advertised Local Planning Strategy; and
 - (b) a schedule of the submissions received; and
 - (c) particulars of any modifications to the advertised local planning strategy proposed by the local government.'

The Draft Local Planning Strategy can be viewed on the Shire's Website, under "Public Notices" at www.wickepin.wa.gov.au.

Should you have any queries or wish to discuss matters relating to the draft policy, please contact the Shire on 9888 1005.

Written submissions are to be emailed to admin@wickepin.wa.gov.au, posted to PO Box 19 Wickepin WA 6370 or dropped off at the Shire office.

Submissions on the draft planning strategy must be made in writing and lodged with the undersigned on or before 4:00pm, Friday 14 November 2025.

Yours Sincerely,

A handwritten signature in black ink, appearing to be 'David Burton', written in a cursive style.

David Burton
Chief Executive Officer