



A G E N D A

ORDINARY COUNCIL MEETING

16 September 2025

Notice of Meeting

The Ordinary Council Meeting for the Shire of Corrigin will be held on Tuesday 16 September 2025 in the Council Chambers, 9 Lynch Street, Corrigin commencing at 6.00pm.

Order of Business

4.00pm – 5.30pm	Discussion Forum
5.30pm – 6.00pm	Break
6.00pm –	Council Meeting
~7.00pm	Dinner

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



Natalie Manton
Chief Executive Officer
11 September 2025

Disclaimer:

The Shire of Corrigin gives notice to members of the public that any decisions made at the meeting today, can be revoked, pursuant to the Local Government Act 1995. Members of the public should not rely on any decisions until formal notification in writing by Council has been received. Any plans or documents in agendas and minutes may be subject to copyright. The express permission of the copyright owner must be obtained before copying any copyright material.

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Strengthening our community now to grow and prosper into the future

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1 DECLARATION OF OPENING

Council acknowledges the Noongar people as the traditional custodians of the land and pay our respect to their elders past and present as well as the pioneering families who shaped the Corrigin area into the thriving community we enjoy today.

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

2 ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE

At the meeting held on 15 July 2025, the President, Cr. Des Hickey was granted a Leave of Absence for this meeting (Resolution 67/2025)

3 PUBLIC QUESTION TIME

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

Questions and statements are to be –

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

4 MEMORIALS

The Shire has not been notified of anyone passing away since the last meeting.

5 PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS

6 DECLARATIONS OF INTEREST

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

7 CONFIRMATION OF MINUTES

7.1 PREVIOUS COUNCIL MEETING

7.1.1 ORDINARY COUNCIL MEETING

Minutes of the Shire of Corrigin Ordinary Council meeting held on Tuesday 19 August 2025 (Attachment 7.1.1).

OFFICERS RECOMMENDATION

That the Minutes of the Shire of Corrigin Ordinary Council meeting held on Tuesday 19 August 2025 (Attachment 7.1.1) be confirmed as a true and correct record.

7.2 COMMITTEE MEETINGS

8 MATTERS REQUIRING A COUNCIL DECISION

8.1 CORPORATE AND COMMUNITY SERVICES

8.1.1 ACCOUNTS FOR PAYMENT

Applicant:	Shire of Corrigin
Date:	10/09/2025
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 – August 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 August 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 Council Plan 2025-2035:

Objective: Civic Leadership

Strong Governance and Leadership

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

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

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

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

EFT Payments EFT21619 – EFT21722 \$308,186.77

Direct Debit Payments \$48,016.37

EFT Payroll Payments \$141,669.04

Total Municipal Account Payments \$497,872.18

Edna Stevenson Trust Account

EFT Payments EFT21616 \$1,897.80

Total Edna Stevenson Trust Account Payments \$1,897.80

Trust Account

EFT Payments EFT21617 – EFT21618 \$179.45

Total Trust Account Payments \$179.45

Licensing Trust Account

Direct Debit Payments \$41,358.80

Total Licensing Trust Account Payments \$41,358.80

Total of all Accounts

\$541,308.23

8.1.2 MONTHLY FINANCIAL REPORT

Applicant:	Shire of Corrigin
Date:	11/09/2025
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 August 2025

SUMMARY

This report provides Council with the monthly financial report for the month ending 31 August 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 August 2025. Whilst August 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 August 2025 was \$11,138,946. This is composed of \$3,049,071 municipal funds (Municipal Bank Account and various till floats), \$2,870,710 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 3% complete at the 31 August 2025.	Page 12 – Capital Acquisitions Page 13 – Capital Acquisitions Continued Page 14 – Disposal of Assets
Receivables Rates outstanding is \$983,151.	Page 15 – Receivables
Closing Funding Surplus/(Deficit) Year to date (YTD) actual closing balance is \$7,153,294 which is composed of \$11,971,528 Current Assets <i>less</i> \$702,335 Current Liabilities <i>less</i> \$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 August 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 Council Plan 2025-2035:

Objective: Civic Leadership

Strong Governance and Leadership

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

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

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

8.1.3 2025/2026 COMMUNITY ASSISTANCE PROGRAM – REQUEST TO WAIVE FEES

Applicant:	Shire of Corrigin
Date:	04/09/2025
Reporting Officer:	Myra Henry, Deputy Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	FM.0057
Attachment Ref:	Attachment 8.1.3 – Letter from Corrigin Kelpies – Request to Waive Fees

SUMMARY

Council has received a request from the Corrigin Kelpies to waive fees for the Wheatbelt Senior Games, scheduled for 24 March 2026, under the 2025/2026 Community Assistance Program. A copy of the request is attached.

BACKGROUND

As a part of the 2025/26 Adopted Budget, Council provided eight assistances to various Community groups in the community assistance program. Corrigin Kelpies did originally put an application in but withdrew the application and subsequently sent a request of in-kind support of \$936.30. Council has put aside \$2,000 in the budget to support any further requests during the 2025/2026 financial year that were not adopted in the original budget.

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

Eight applications were originally received, with one later withdrawn by the Corrigin Kelpies. This left seven applications under consideration, requesting a combined total of \$33,941.35 in funding. At the May 2025 Ordinary Council Meeting, Council endorsed six applications for inclusion in the draft 2025/2026 Budget (Resolution 49/2025). Council also requested further engagement with the Corrigin Triathlon regarding costings and traffic management, which resulted in a revised application being submitted in late May 2025. A further application was also received from the Corrigin Tidy Town Committee.

COMMENT

The Corrigin Kelpies is a local seniors' group that has been participating in the Senior Games since 2000. Corrigin previously hosted the event in 2011, with Council supporting the group at that time by waiving hall hire fees of \$100. The 2026 Games will again be hosted in Corrigin and are expected to attract senior participants and visitors from surrounding towns, contributing positively to the local economy and community spirit.

The group has requested in-kind support totalling \$936.30 to assist with running the event. This request includes:

- \$200 for secretarial services, printing, and laminating provided by the CRC (to produce certificates, programs, and related documents, as well as technical support)
- Hire fees for the hall and PA system

A detailed breakdown of the request is provided in the attachment. While the CEO has delegated authority to waive fees up to a maximum of \$500, the current request exceeds this threshold and therefore requires a decision of Council.

The request is consistent with the objectives of the Community Assistance Program, supporting a local not-for-profit group to deliver an event that promotes active ageing, community wellbeing, and regional engagement, while also showcasing Corrigin as a welcoming host community.

STATUTORY ENVIRONMENT

Local Government Act 1995

Local Government (Financial Management) Regulations 1996

POLICY IMPLICATIONS

Policy 2.9 Community Assistance Program

FINANCIAL IMPLICATIONS

Funding for such requests is available within the \$2,000 allocation Council set aside in the 2025/2026 Budget for community assistance applications not adopted in the original budget.

COMMUNITY AND STRATEGIC OBJECTIVES

Shire of Corrigin Council Plan 2025-2035:

Objective: Community

Desired Outcome: Inclusive, healthy and resilient community

Council Plan			
Outcome	Strategies	Action No.	Actions
1.3	High standard of community and recreation activities and facilities	1.3.6	Promote and deliver the Shire's Community Grant Scheme
		1.3.8	Support the Corrigin Senior Citizens group in initiatives that promote and deliver benefits for our seniors.

VOTING REQUIREMENT

Absolute Majority

OFFICER'S RECOMMENDATION

That Council approves the request from the Corrigin Kelpies for in-kind support to the value of \$936.30 (hall and PA hire fees, secretarial services, printing, laminating, and associated costs) for the Wheatbelt Senior Games to be held on 24 March 2026, with the funding to be allocated from the \$2,000 Community Assistance Program provision in the 2025/2026 Budget.

8.1.4 LONG TERM FINANCIAL PLAN 2025/26 – 2035/36

Applicant:	Shire of Corrigin
Date:	11/09/2025
Reporting Officer:	Myra Henry, Deputy Chief Executive Officer
Disclosure of Interest:	NIL
File Number:	CM.0049
Attachment Ref:	Attachment 8.1.4 – Shire of Corrigin Long Term Financial Plan 2025/26 – 2035/36

SUMMARY

Council is asked to endorse the Long-Term Financial Plan 2025/26 – 2035/36, which outlines the Shire's financial sustainability and capacity to deliver services and infrastructure over the next 10 years.

BACKGROUND

Following an extensive period of community consultation in 2025, the Shire of Corrigin developed a new Council Plan 2025–2035, which was formally adopted at the August 2025 Council Meeting. The Council Plan comprises the Strategic Community Plan and the Corporate Business Plan (CBP), prepared in accordance with Section 5.56 of the Local Government Act 1995 and the Local Government (Administration) Regulations 1996.

The adoption of the Council Plan is a key step in ensuring that the Shire meets its legislative requirements under the Integrated Planning and Reporting Framework (IPRF). The Council Plan provides a clear framework to guide decision-making and resource allocation, aligning Council actions with community expectations. It also informs the Shire's annual budget and reporting processes, with progress measured against delivery of the Plan's priority actions.

The Council plan is supported by a suite of informing documents, including the Workforce Plan, Asset Management Plan (AMP) and Long-Term Financial Plan (LTFP). The AMP and various 10 year plans are scheduled for review in 2025/26.

The LTFP is the mechanism through which the Shire assesses its capacity to sustainably deliver services and infrastructure. It provides the financial framework for setting short, medium, and long-term priorities within available resourcing capacity. Together, the Council Plan and LTFP ensure that strategic objectives are translated into achievable annual budgets.

As part of the major review, Council engaged 150 Square Pty Ltd, and Accwest to assist in preparing the LTFP. Shire staff have worked closely with the consultants to ensure the updated Plan reflects current conditions and is aligned with the adopted Council Plan.

The Shire's previous LTFP was adopted on 19 April 2022 and reviewed in October 2023. The updated LTFP has been comprehensively revised to reflect significant changes in economic conditions since 2023 and to ensure alignment with the Council Plan 2025–2035. A draft LTFP was presented to Councillors at the August 2025 Council Forum for review and discussion.

COMMENT

To maintain alignment with Council priorities, the LTFP is to be reviewed annually and directly inform the development of the annual budget. This process ensures that the Shire's strategic objectives are being met and that financial planning remains responsive and relevant.

Councillors reviewed the Draft LTFP in August 2025, considering various scenarios and assumptions to ensure the forecasts are realistic, achievable, and support a high level of service delivery to the community.

Key features of the Draft LTFF include:

- Financial modelling based on the 2023/24 Annual Financial Statements, 2024/25 Budget, and 2025/26 Budget.
- A 10-year forecast period (2026/27 to 2035/36), with 2025/26 as the baseline year.
- Rate increases modelled at 4% per annum, consistent with recent trends.
- Year-end surplus/(deficit) modelled at \$0 to reflect sound budgeting practices.
- Adjusted reserve movements to ensure adequacy for planned expenditure.
- Loan repayments aligned with Western Australian Treasury Corporation schedules.
- The LTFF also incorporates inputs from the Shire's Resource Plans (2022), including the Plant Replacement Program and Road Renewal Program, to forecast future capital expenditure. Assumptions have been refined through input from senior staff and Council.

The LTFF provides:

- A narrative of projected financial performance over the 10-year period.
- Early identification of potential risks and challenges.
- Improved transparency and accountability in financial decision-making.
- Confidence that resources remain aligned with community priorities outlined in the Council Plan.

As an informing strategy within the Integrated Planning and Reporting Framework, the LTFF plays a critical role in guiding prioritisation and integration of Council activities. It supports decision-making across short, medium, and long-term horizons and serves as an indicator of the Shire's financial sustainability.

The LTFF does not commit Council to a fixed course of action. Where decisions diverge from the assumptions in the plan, the financial impact should be assessed and the LTFF updated accordingly.

The current LTFF has been modelled using the 2025/26 Budget as the first year of the 10-year rolling plan. It is expected to be updated annually in conjunction with the review of the Annual Budget and other strategic plans. Capital expenditure in the annual budget has been aligned with the Council Plan.

The LTFF is based on assumptions and strategies considered reasonable at the time of development. The modelled scenario will be reviewed in early 2026 to inform the 2026/27 Annual Budget. As an internal planning tool, the LTFF supports the Shire's broader strategic planning framework, particularly the Council Plan.

STATUTORY ENVIRONMENT

Local Government Act 1995 section 5.56 – Planning for the future

Local Government (Administration) Regulations 1996 Division 3 – Planning for the future

POLICY IMPLICATIONS

2.7 Annual Budget Preparation

2.16 Motor Vehicle Replacement

2.19 Asset Disposal

FINANCIAL IMPLICATIONS

The Long-Term Financial Plan provides a 10-year financial forecast and underpins the Shire's capacity to deliver services and infrastructure in line with community expectations and available resources. It will guide the preparation of future Annual Budgets and support informed project

planning. All expenditure will be undertaken in accordance with the adopted 2025/26 Budget and subsequent Annual Budgets.

COMMUNITY AND STRATEGIC OBJECTIVES

The LTFP aligns with the Council Plan 2025–2035 and provides the financial resourcing to deliver on the Shire’s long-term strategic objectives. It enhances financial sustainability, guides capital expenditure planning, and ensures informed decision-making.:

Objective: Civic Leadership

Strong Governance and Leadership

Strategic Community Plan		Corporate Business Plan	
Outcome	Strategies	Action No.	Actions
4.1	Deliver a high standard of governance and administration	4.1.1	Investigate the best option and budget for financial management systems for effective governance and administration of Council
		4.1.2	Long term financial plans are implemented and monitored to assist with the timing and achievement of our goals
		4.1.3	Implement and monitor the annual budget to support timely progress toward strategic goals
		4.1.5	Continue to implement, monitor and report against the Integrated Planning and Reporting milestones

VOTING REQUIREMENT

Simple Majority

OFFICER’S RECOMMENDATION

That Council:

- adopts the Shire of Corrigin Long-Term Financial Plan 2025–2036, as presented; and*
- notes that the Long-Term Financial Plan forms part of the Shire’s Integrated Planning and Reporting Framework, ensuring alignment with the adopted Council Plan 2025–2035 and compliance with Section 5.56 of the Local Government Act 1995.*

8.2 GOVERNANCE AND COMPLIANCE

8.2.1 DUAL FIRE CONTROL OFFICERS 2025/26

Applicant:	Shires of Brookton, Pingelly, Wickepin and Kulin
Date:	28/08/2025
Reporting Officer:	Jarrad Filinski, Executive Support Officer
Disclosure of Interest:	NIL
File Ref:	ES.0001
Attachment Ref:	Attachment 8.2.1 – Dual Fire Control Officer Appointments

SUMMARY

The Shires of Brookton, Pingelly, Wickepin and Kulin have requested that the Shire of Corrigin appoint Dual Fire Control Officers for the 2025/2026 bush fire season.

BACKGROUND

The Shire of Corrigin has received correspondence from the Shires of Brookton, Pingelly, Wickepin and Kulin advising the following people were appointed as Dual Fire Control Officers in the Shire of Corrigin for the 2025/2025 bush fire season:

Shire of Brookton:

- Bevan Walters
- Darrell Turner
- Travis Eva

Shire of Pingelly:

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

Shire of Wickepin:

- David Stacey
- Jim Hamilton
- Matt Pockran

Shire of Kulin:

- Don Bradford
- David Lewis

COMMENT

Fire Control Officers who adjoin neighbouring shires require the adjoining shires endorsement to act as a Dual Fire Control Officers.

STATUTORY ENVIRONMENT

Bush Fires Act 1954

POLICY IMPLICATIONS

NIL

FINANCIAL IMPLICATIONS

NIL

COMMUNITY AND STRATEGIC OBJECTIVES

Shire of Corrigin Council Plan 2025-2035:

Objective: Community Inclusive, Healthy and Resilient Community

Council Plan			
Outcome	Strategies	Action No.	Actions
1.1	Access to key and enabling community infrastructure and services	1.1.2	Support initiatives to attract and retain emergency service volunteers

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council endorse the following Dual Fire Control Officers in the Shire of Corrigin for the 2025/2026 bush fire season, subject to the officers obtaining the appropriate accreditation, further noting that Dual Fire Control Officers are not permitted to issue burning permits within the Shire of Corrigin:

Shire of Brookton:

- *Bevan Walters*
- *Darrell Turner*
- *Travis Eva*

Shire of Pingelly:

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

Shire of Wickepin:

- *David Stacey*
- *Jim Hamilton*
- *Matt Pockran*

Shire of Kulin:

- *Don Bradford*
- *David Lewis*

8.2.2 INCIDENT MANAGEMENT AND BUSINESS CONTINUITY

Applicant:	Shire of Corrigin
Date:	4/09/2025
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	CM.0060
Attachment Ref:	Attachment 8.2.2.1 – Incident Management and Business Continuity Response Plan Attachment 8.2.2.2 – Incident Management and Business Continuity Response Procedures Manual

SUMMARY

Council is asked to review and endorse the Incident Management and Business Continuity Response Plan and Procedures Manual.

BACKGROUND

The Incident Management and Business Continuity Response Plan and Procedures Manual forms part of the Shire of Corrigin overall risk management framework. The plan and procedures are reviewed every two years by the Chief Executive Officer (CEO) and the Incident Management Team before being endorsed by Council for consideration and adoption.

COMMENT

Council and management have previously identified the need to develop and maintain Incident Management and Business Continuity plans as part of the Shire's overall management of risk. The attached plan and procedures are important tools in assisting the Shire administration to recover from situations that may arise ensuring that decisions are made quickly – minimising financial, environmental and reputational impacts.

Once adopted by Council, copies of the updated plans and procedures will be distributed to relevant staff and off-site locations.

STATUTORY ENVIRONMENT

Local Government (Audit) Regulations 1996.

17. CEO to review certain systems and procedures

- (1) *The CEO is to review the appropriateness and effectiveness of a local government's systems and procedures in relation to —*
 - (a) *risk management; and*
 - (b) *internal control; and*
 - (c) *legislative compliance.*
- (2) *The review may relate to any or all of the matters referred to in subregulation (1)(a), (b) and (c), but each of those matters is to be the subject of a review not less than once in every 3 financial years.*
- (3) *The CEO is to report to the audit committee the results of that review.*

POLICY IMPLICATIONS

Risk Management Policies and Framework

FINANCIAL IMPLICATIONS

NIL

COMMUNITY AND STRATEGIC OBJECTIVES

Shire of Corrigin Council Plan 2025-2035:

Objective: Community

Inclusive, Healthy and Resilient Community

Council Plan			
Outcome	Strategies	Action No.	Actions
4.1	Deliver a high standard of governance and administration	4.1.1	Investigate the best option and budget for financial management systems for effective governance and administration of Council

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council adopt the Incident Management and Business Continuity Response Plan and Incident Management and Business Continuity Response Procedures Manual as provided in Attachments 8.2.2.1 and 8.2.2.2.

8.2.3 WALGA AGM PROPOSED MOTIONS

Applicant:	Shire of Corrigin
Date:	8/09/2025
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	GR.0022
Attachment Ref:	Attachment 8.2.3 – WALGA AGM 2025 Agenda

SUMMARY

Council is asked to consider the proposed motions for the WALGA Annual General Meeting (AGM) and provide direction to the Shire of Corrigin voting delegates.

BACKGROUND

The following motions are proposed in the agenda for the WALGA AGM to be held on Wednesday 23 September 2025:

7.1. Provision of Medical Services in Remote and very Remote Local Governments

Lake Grace 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.

7.2. Homelessness - Short-Term Accommodation Solutions

City of Kalgoorlie Boulder 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.

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 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.

7.4. Rating Exemption Advocacy Motion

City of Bunbury 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.

7.5. Rateability of Miscellaneous Licenses

Shire of Mount Magnet 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.

COMMENT

Councillors are asked to provide direction to delegates on whether to vote in support or oppose the motions.

A summary of the issues raised in the proposed motions is included below and additional comments are included in the WALGA AGM Agenda.

7.1. Provision of Medical Services in Remote and very Remote Local Governments

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).

Supporting the advocacy for an increase in the Financial Assistance Grants (Medical Facilities Cost Adjustor) will benefit the Shire of Corrigin.

7.2. Homelessness - Short-Term Accommodation Solutions

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.

7.3. Revision of the *Local Government Administration Regulations 1996* in Relation to the Holding of and Attendance at Meetings by Electronic Means

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:

- ensure Councillors can still represent and serve the community effectively during such absences;
- reduce disruption to Council operations by expanding access to remote and electronic meeting participation;
- reflect the evolving demographic of Elected Members, including new parents, FIFO workers, shift workers, and those with disabilities or mobility issues;

- remove logistical and bureaucratic barriers that limit participation by some Councillors; and
- promote equity, inclusivity, and engagement by adapting Council practices to meet modern workforce and lifestyle realities.

The motion supports more inclusive and efficient Council operations by enabling all elected members to participate fully, regardless of personal circumstances.

7.4. Rating Exemption Advocacy Motion

City of Bunbury Impact:

- 443 properties (85 organizations) receive rate exemptions
- \$1.67million annual revenue loss (3.4% of rates)
- Significantly affects City's ability to fund community services

Scale of Charitable Exemptions:

- 407 properties (\$1.23M) are specifically for charitable purposes
- Represents majority of exempted properties under Section 6.26(2)

Current System Issues:

- Exemptions extended beyond original intention
- Includes non-charitable purposes
- Creates unfair burden on other ratepayers

Proposed Solution:

- Better definition of charitable purposes is needed
- Recommend WA Government establish reimbursement system
- Suggest threshold based on local government band levels

7.5. Rateability of Miscellaneous Licenses

The Supreme Court determined on 8 July 2025 that occupied Miscellaneous Licenses are rateable under s 6.26(1) of the *Local Government Act 1995*.

The Minister for Local Government announced on 1 August 2025 that an amendment of the *Local Government Act 1995* would be swiftly introduced to Parliament to provide certainty to Local Governments and the resources sector that Miscellaneous Licenses are not rateable.

STATUTORY ENVIRONMENT

s 6.26(1) *Local Government Act 1995*

Local Government Administration Regulations 1996

POLICY IMPLICATIONS

Policy 8.4 Elected Members' Fees, Allowances and Benefits

Policy 8.5 Elected members' Training, Professional Development, and Expenses Policy

FINANCIAL IMPLICATIONS

Advocacy for additional funding for medical services will reduce expenditure for the Shire of Corrigin of up to \$300,000 annually.

If successful, the advocacy position relating to rating exemptions could increase Shire of Corrigin revenue by approximately \$23,000 - \$32,000.

COMMUNITY AND STRATEGIC OBJECTIVES

Shire of Corrigin Council Plan 2025-2035:

Objective: Civic Leadership
Strong Governance and Leadership

Council Plan			
Outcome	Strategies	Action No.	Actions
4.1	Deliver a high standard of governance and administration	4.1.4	Investigate shared services and resourcing through partnerships

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council:

1. *endorse delegates to support / not support the Lake Grace 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.*
2. *endorse delegates to support / not support the City of Kalgoorlie Boulder 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.*
3. *endorse delegates to support / not support the Shire of Dardanup 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.*
4. *endorse delegates to support / not support the City of Bunbury 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.*
5. *endorse delegates to support / not support the Shire of Mount Magnet 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.*

8.2.4 ROE REGIONAL ORGANISATION OF COUNCILS RECOMMENDATION – ROE ROC MOU AMENDMENT

Applicant:	Roe Regional Organisation of Councils (RoeROC)
Date:	5/09/2025
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	GR.0030
Attachment Ref:	Attachment 8.2.4 –Roe ROC Memorandum of Understanding Revised 2025

SUMMARY

This item seeks Council endorsement of the revised Roe Regional Organisation of Councils Memorandum of Understanding (MOU).

BACKGROUND

The Roe Regional Organisation of Councils (Roe ROC) was established in October 2006 to facilitate voluntary cooperation and resource sharing between the Shires of Corrigin, Kondinin, Kulin, and Narembeen.

The Memorandum of Understanding (MOU) was presented to Council in June 2023 to endorse minor amendments to the purpose, objectives and principles.

Council subsequently passed a resolution (RES40/2024) at the ordinary Council Meeting on 21 May 2024 endorsing further minor amendments to include the Executive Officer position.

The MOU was updated in September 2025 following a governance review aimed at modernising and clarifying the governance framework. This review was initiated through resolutions at Roe ROC Committee and Executive meetings held in late 2024 and early 2025.

Key outcomes of the review included:

- merging the existing MOU and Terms of Reference into a single, cohesive governance structure;
- defining roles for the Roe ROC Committee, Roe ROC Executive, and associated working groups;
- replacing the Terms of Reference with Operational Guidelines to provide a framework for procedural matters without requiring changes to the MOU.

COMMENT

Roe ROC delegates reviewed the proposed changes to the MOU at the meeting held on 4 September 2025

The revised MOU better reflects the collaborative approach to future projects and strengthens the governance arrangements.

It is recommended that Council endorse the revised Roe ROC MOU for the period 2025 – 2029,

STATUTORY ENVIRONMENT

Local Government Act 1995

POLICY IMPLICATIONS

NIL

FINANCIAL IMPLICATIONS

The Roe ROC MOU includes provision for member council to make an annual financial contribution towards the operations in equal shares and may also be requested to contribute towards specific projects or initiatives.

COMMUNITY AND STRATEGIC OBJECTIVES

Shire of Corrigin Council Plan 2025-2035:

Objective: Civic Leadership

Strong Governance and Leadership

Council Plan			
Outcome	Strategies	Action No.	Actions
4.1	Deliver a high standard of governance and administration	4.1.4	Investigate shared services and resourcing through partnerships

VOTING REQUIREMENT

Simple Majority

ROE ROC AND OFFICER'S RECOMMENDATION

That Council:

- 1. endorse the Roe ROC Memorandum of Understanding for the period September 2025 to June 2029 as provided in Attachment 8.2.5.*
- 2. authorise the Shire President and Chief Executive Officer to execute the Memorandum of Understanding and affix the Shire of Corrigin Common Seal.*

8.2.5 ROE REGIONAL ORGANISATION OF COUNCILS – APPLICATION FOR MEMBERSHIP BY THE SHIRE OF WICKEPIN

Applicant:	Roe Regional Organisation of Councils (RoeROC) Shire of Wickepin
Date:	8/09/2025
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	GR.0030
Attachment Ref:	Attachment 8.2.5 – Shire of Wickepin Request to Join Roe ROC Discussion Paper

SUMMARY

Council is requested to consider a formal request from the Shire of Wickepin to join the Roe Regional Organisation of Councils (Roe ROC).

BACKGROUND

The Roe ROC Committee comprising delegates from the Shires of Corrigin, Kondinin, Kulin and Narembeen considered an application from the Shire of Wickepin to join Roe ROC at the meeting on 4 September 2025. A comprehensive Discussion Paper, prepared by the Roe ROC Executive Officer in consultation with Chief Executive Officers from member local governments assessed the strategic, financial, and governance implications of the application.

The application aligns with the governance principles of Roe ROC and has received in-principal support from all CEOs, including commentary from the Shire of Kulin suggesting support subject to an entry contribution and potential review after 12–18 months.

The Roe ROC Committee passed a resolution supporting the proposal in principle at the meeting held on 4 September 2025. Formal endorsement from all existing member local governments is now required under the Roe ROC Memorandum of Understanding (2024–2029).

In accordance with Section 9 of the Roe ROC MOU, admission of a new member requires a unanimous resolution of all current member Councils.

COMMENT

The inclusion of the Shire of Wickepin was viewed by Roe ROC delegates as strategically beneficial, strengthening regional capacity and furthering collaboration in shared services, advocacy, and infrastructure planning.

Although Wickepin will not be participating in legacy projects such as the Bendering Waste Site or the Roe Health EHO Scheme, it has expressed strong interest in contributing to new and emerging initiatives, including:

- Shared Services Working Group (SSWG)
- Enterprise Resource Planning (ERP) procurement
- Renewable Energy Policy Framework
- Digital resource platforms

The Shire of Wickepin has also agreed to:

- Pay a one-off entry contribution of \$8,869 (equal to 1/5th of Executive Officer cost);
- Participate in ongoing cost-sharing arrangements for the Roe ROC Executive Officer and joint projects.

This financial arrangement will result in reduced Executive Officer costs for all existing members following the admission of the Shire of Wickepin to Roe ROC.

STATUTORY ENVIRONMENT

Local Government Act 1995 – Section 3.65

Roe ROC Memorandum of Understanding 2024–2029 – Section 9 (Admitting New Members)

POLICY IMPLICATIONS

NIL

FINANCIAL IMPLICATIONS

Reduction in Executive Officer costs from \$11,087 to \$8,869 per annum for each member Shire.

One-off entry contribution from the Shire of Wickepin will offset governance and administrative costs incurred to date.

COMMUNITY AND STRATEGIC OBJECTIVES

Shire of Corrigin Council Plan 2025-2035:

Objective: Civic Leadership

Strong Governance and Leadership

Council Plan			
Outcome	Strategies	Action No.	Actions
4.1	Deliver a high standard of governance and administration	4.1.4	Investigate shared services and resourcing through partnerships

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council supports the application by the Shire of Wickepin to become a member of the Roe Regional Organisation of Councils (RoeROC) in accordance with Section 9 of the RoeROC Memorandum of Understanding 2024–2029 and authorises the Shire President and Chief Executive Officer to execute any documentation required to give effect to this decision.

8.2.6 SHIRE OF WICKEPIN DRAFT LOCAL PLANNING STRATEGY 2025

Applicant:	Shire of Wickepin
Date:	8/09/2025
Reporting Officer:	Jarrad Filinski, Executive Support Officer
Disclosure of Interest:	NIL
File Ref:	LUP.0015
Attachment Ref:	Attachment 8.2.6 – Shire of Wickepin Local Planning Strategy – Opportunity to Comment Letter

SUMMARY

Council is requested to consider the Shire of Wickepin Draft Local Planning Strategy 2025, which has been released for public consultation.

BACKGROUND

The Shire of Wickepin has prepared the Draft Local Planning Strategy 2025 in accordance with the *Planning and Development (Local Planning Schemes) Regulations 2015*.

The long-term strategy outlines a vision for the next 10–15 years, shaping future amendments to the Local Planning Scheme. It addresses several thematic areas, including:

- **Community, Urban Growth and Settlement** – planning for population change, townsites, and residential areas.
- **Economy and Employment** – supporting agriculture, tourism, economic diversification, and employment.
- **Environment** – conserving natural assets and managing hazards, including flood and bushfire risk.
- **Infrastructure** – improvements to transport, utilities, digital networks, and community facilities.

The Shire of Corrigin shares a boundary with the Shire of Wickepin to the southwest.

The Draft Local Planning Strategy can be viewed on the Shire of Wickepin website: [Shire of Wickepin Draft Local Planning Strategy 2025](#)

COMMENT

The Draft Local Planning Strategy does not propose zoning or land use changes along the shared boundary that would conflict with the Shire of Corrigin Local Planning Scheme.

The focus areas, such as settlement planning, rural land use, environmental management, and infrastructure provision, align with the State Planning Strategy 2050 and relevant State Planning Policies.

While the strategy is primarily concerned with the Shire of Wickepin planning framework, there may be opportunities for indirect benefits to the Shire of Corrigin through regional collaboration, particularly in areas such as infrastructure coordination, tourism promotion, environmental conservation, and economic development initiatives.

STATUTORY ENVIRONMENT

Planning and Development Act 2005

Planning and Development (Local Planning Schemes) Regulations 2015

POLICY IMPLICATIONS

NIL

FINANCIAL IMPLICATIONS

NIL

COMMUNITY AND STRATEGIC OBJECTIVES

Shire of Corrigin Council Plan 2025-2035:

COMMUNITY AND STRATEGIC OBJECTIVES

Shire of Corrigin Council Plan 2025-2035:

Objective: Civic Leadership

Strong Governance and Leadership

Council Plan			
Outcome	Strategies	Action No.	Actions
4.1	Deliver a high standard of governance and administration	4.1.4	Investigate shared services and resourcing through partnerships

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council thank the Shire of Wickepin for referring the draft Shire of Wickepin Local Planning Strategy 2025 for consideration and advise that the Shire of Corrigin has no objections to the strategy and therefore does not wish to make a submission.

8.3 WORKS AND SERVICES

9 CHIEF EXECUTIVE OFFICER REPORT

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

10 PRESIDENT’S REPORT

11 COUNCILLORS’ QUESTIONS, REPORTS AND INFORMATION ITEMS

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

13 INFORMATION BULLETIN

14 WALGA AND CENTRAL ZONE MOTIONS

15 NEXT MEETING

Ordinary Council Meeting on 21 October 2025 at 6pm.

16 MEETING CLOSURE