



A G E N D A

ORDINARY COUNCIL MEETING

16 December 2025

Notice of Meeting

The Ordinary Council Meeting for the Shire of Corrigin will be held on Tuesday 16 December 2025 in the Council Chambers, 9 Lynch Street, Corrigin commencing at 4.00pm.

Order of Business

2.00pm – 3.45pm	Discussion Forum
3.45pm – 4.00pm	Break
4.00pm	Council Meeting

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 December 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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1 DECLARATION OF OPENING

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

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

2 ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE

3 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.

4 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.

5 MEMORIALS

6 PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS

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 18 November 2025 (Attachment 7.1.1).

OFFICERS RECOMMENDATION

That the Minutes of the Shire of Corrigin Ordinary Council meeting held on Tuesday 18 November 2025 (Attachment 7.1.1) be confirmed as a true and correct record.

7.2 COMMITTEE MEETINGS

7.2.1 AUDIT, RISK AND IMPROVEMENT COMMITTEE

Minutes of the Audit, Risk and Improvement Committee meeting held on Tuesday 9 December 2025 (Attachment 7.2.1).

OFFICERS RECOMMENDATION

That Council receives and notes the minutes of the Audit, Risk and Improvement Committee meeting held on Tuesday 9 December 2025 (Attachment 7.2.1).

8 MATTERS REQUIRING A COUNCIL DECISION

8.1 CORPORATE AND COMMUNITY SERVICES

8.1.1 ACCOUNTS FOR PAYMENT

Applicant:	Shire of Corrigin
Date:	04/12/2025
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 – November 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 November 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 3.1 – Purchasing Policy

Policy 3.14 - Corporate Credit Cards

FINANCIAL IMPLICATIONS

Expenditure in accordance with the 2025/2026 Annual Budget.

COMMUNITY AND STRATEGIC OBJECTIVES

Shire of Corrigin Council Plan 2025-2035:

Objective: Civic Leadership

Strong Governance and Leadership

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

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

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

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

EFT Payments	EFT22002 – EFT22126	\$337,758.20
Direct Debit Payments		\$65,328.11
EFT Payroll Payments		\$170,355.59
Total Municipal Account Payments		\$573,441.90

Trust Account

EFT Payments	EFT22000 – EFT22001	\$49.10
Total Trust Account Payments		\$49.10

Edna Stevenson Trust Account

EFT Payments	EFT22038	\$2,802.20
Total Edna Stevenson Trust Account Payments		\$2,802.20

Licensing Trust Account

Direct Debit Payments		\$51,559.45
Total Licensing Trust Account Payments		\$51,559.45

Total of all Accounts		\$627,852.65
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8.1.2 MONTHLY FINANCIAL REPORT

Applicant:	Shire of Corrigin
Date:	10/12/2025
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 30 November 2025

SUMMARY

This report provides Council with the monthly financial report for the month ending 30 November 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 30 November 2025.

Item	Reference
Cash at Bank The total cash as at 30 November 2025 was \$9,750,959 This is composed of \$599,832 municipal funds (Municipal Bank Account and various till floats), \$4,883,672 in short term investment, and \$4,267,455 in reserve funds.	Page 10 – Cash and Financial Assets Page 11 – Reserve Accounts
Capital Acquisitions The capital budget is approximately 13.14% complete at 30 November 2025. This is due to projects commencing after seeking quotes following the budget adoption.	Page 12 – Capital Acquisitions Page 13 – Capital Acquisitions Continued Page 14 – Disposal of Assets
Receivables Rates outstanding is \$343,207 with 90.9% of rates collected for the year compared to 88.1% in November 2024. Current receivables of \$38,930.	Page 15 – Receivables
Closing Funding Surplus/(Deficit) Year to date (YTD) actual closing balance is \$6,022,467 which is composed of \$10,594,860 Current Assets less \$639,572 Current Liabilities less \$3,932,821 Adjustments to Net Current Assets.	Page 5 – Note 2(a) Net current assets used in the Statement of Financial Activity.

Further information on the November 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 30 November 2025 as presented, along with notes of any material variances.

8.2 GOVERNANCE AND COMPLIANCE

8.2.1 DEVELOPMENT APPLICATION - NEW COVERED WASHDOWN BAY

Applicant:	Cooperative Bulk Handling Limited
Landowner:	As above
Location:	Lot 500 on Deposited Plan 190194 Corrigin South Road, Corrigin
Date:	8/12/2025
Reporting Officer:	Mr Joe Douglas – Town Planner
Disclosure of Interest:	NIL
File Ref:	PA14-2025
Attachment Ref:	Attachment 8.2.1 – Development Application, LOT 500 Walton Street

SUMMARY

This report recommends that Council grant conditional approval to a development application submitted by Ellett Construction Services on behalf of Cooperative Bulk Handling Limited (Landowner) for the construction and use of a proposed new covered washdown bay and associated infrastructure on Lot 500 on Deposited Plan 190194 Corrigin South Road, Corrigin.

BACKGROUND

Ellett Construction Services have submitted a development application on behalf of Cooperative Bulk Handling Limited (Landowner) for the construction and use of a proposed new covered washdown bay and associated infrastructure on Lot 500 on Deposited Plan 190194 Corrigin South Road, Corrigin to allow for the washing of plant and equipment used to support the continued operation of the existing grain handling and storage facility on the land.

A copy of the development application, including various supporting information and plans, is provided in Attachment 8.2.1.

Under the terms of the application a new concrete washdown bay is proposed to be constructed between two (2) existing approved workshop buildings located adjacent to the southern boundary of Lot 500 including a new 96m² steel framed, zincalume clad, partially enclosed cover structure. The washdown bay will contain all required plumbing including a silt sump, oil/water separator and will be connected to a proposed new on-site effluent disposal system located immediately north on a previously cleared portion of the land currently used for general storage purposes.

COMMENT

Lot 500 is classified 'General Industry' zone in the Shire of Corrigin Local Planning No.2 (LPS2) and is located in Special Control Area 1 entitled 'Wastewater Treatment Plant Buffer'.

Council has previously determined that the current development and use of Lot 500 for grain handling and storage purposes, including all incidental activities falls, under the use class 'warehouse/storage' which is consistent with the objectives of the land's current 'General Industry' zoning classification in LPS2 and is therefore permitted.

Assessment of the application in the context of the specific objectives and standards of the Shire's local planning framework including Local Planning Scheme No.2 (LPS2), the Deemed Provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015*, all relevant State Planning Policies, the outcomes from public advertising including advice received from the Water Corporation has confirmed the proposal is compliant, or capable of compliance, with the following relevant requirements:

- The general aims and objectives of LPS2 including those specific to all land classified 'General Industry' zone;
- Land capability and suitability;
- Land use compatibility including the continued operation of the Water Corporation's wastewater treatment plant and buffer separation distances to sensitive land uses;
- Lot boundary setbacks;
- Amenity of the locality including potential environmental, visual and social impacts;
- Protection of the natural environment and cultural heritage significance;
- Vehicle access and parking including traffic management and safety;
- The provision of key essential services including electricity, water supply and on-site effluent disposal; and
- Flood, stormwater drainage and bushfire risk management.

In light of all of the above it is concluded the proposed development is acceptable and unlikely to have any negative impact on the general amenity, character, functionality and safety of the immediate locality subject to compliance with a number of conditions. As such it is recommended Council exercise its discretion and grant conditional approval to the application to ensure the development proceeds in a proper and orderly manner.

An alternative to the recommendation for conditional development approval provided below is not considered necessary for the following reasons:

- i) The proposal is well founded, permissible and has scope to be lawfully approved;
- ii) The proposal is capable of being implemented in a proper and orderly manner without any negative impacts subject to compliance with a number of conditions; and
- iii) Ellett Construction Services and Cooperative Bulk Handling Limited are legally obliged to address/satisfy all other statutory and regulatory requirements applicable to the proposal.

STATUTORY ENVIRONMENT

Planning and Development Act 2005 (as amended)

Planning and Development (Local Planning Schemes) Regulations 2015

Shire of Corrigin Local Planning Scheme No.2

POLICY IMPLICATIONS

State Planning Policy 2 – *Environment and Natural Resources Policy*

State Planning Policy 2.9 – *Water Resources*

State Planning Policy 4.1 – *State Industrial Buffer*

PUBLIC CONSULTATION

Public consultation was undertaken for the minimum required period of 28 days in accordance with the specific requirements of the Deemed Provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015*. At the conclusion of public advertising no submissions had been received from the local community. In accordance with the procedural requirements of LPS2 the application was also referred to the Water Corporation for review and comment with no concerns or objections raised by this agency in response.

FINANCIAL IMPLICATIONS

All administrative costs associated with processing the application are provided for in Council's annual budget and have been offset in part by the development application fee paid by the applicant.

All costs associated with the proposed development will be met by the landowner.

It is significant to note should the applicant and/or landowner be aggrieved by Council's final decision in this matter they have the right seek a formal review of that decision by the State Administrative Tribunal. Should this occur for whatever reason the Shire would need to respond. The cost to respond to an appeal cannot be determined at this preliminary stage but could be expected, based on the recent experience of other local government authorities in Western Australia, to range anywhere from \$5,000 to \$60,000 excluding GST depending upon how far the matter proceeds through the review process.

COMMUNITY AND STRATEGIC OBJECTIVES

The proposed development is consistent with the following elements of the *Shire of Corrigin Council Plan 2025-2035*:

Objective: Economy - A strong, diverse local economy; and

Objective: Environment - Preservation of the natural environment for the benefit of current and future generations.

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

*That Council **APPROVE** the development application submitted by Ellett Construction Services on behalf of Cooperative Bulk Handling Limited (Landowner) for the construction and use of a proposed new covered washdown bay and associated infrastructure on Lot 500 on Deposited Plan 190194 Corrigin South Road, Corrigin subject to the following conditions and advice notes:*

Conditions

- 1. The proposed development shall be undertaken strictly in accordance with the information and plans submitted in support of the application subject to any modifications required as a consequence of any condition/s of this approval or otherwise approved by the local government.*
- 2. Any additional development which is not in accordance with the application the subject of this approval or any condition of approval will require the further approval of the local government.*
- 3. The proposed development shall be substantially commenced within a period of two (2) years from the date of this approval. If the development is not substantially commenced within this period it shall not be carried out without the further approval of the local government having first being sought and obtained.*
- 4. The applicant/landowner shall ensure suitable water supply and effluent disposal infrastructure are installed prior to occupation and use of the proposed development and maintained thereafter for the life of the development.*
- 5. The proposed washdown bay must be constructed in accordance with the standards and requirements prescribed in the Water Corporation's plan number HX33-12-20 as it applies specifically to external mechanical washdown areas with silt sumps and maintained thereafter for the life of the development including the regular disposal at a licensed landfill facility of all solid and oil waste generated.*

6. *The proposed 96m² steel framed, zincalume clad cover structure shall comprise new materials only unless otherwise approved by the local government.*
7. *All stormwater drainage from the roof of the proposed cover structure shall be managed and disposed on-site to the satisfaction of the local government for the life of the development.*
8. *All non-recyclable waste generated through the construction process as well as any excess soil/gravel shall be removed from the land and disposed at a licensed landfill facility. The stockpiling of any waste and/or soil on the land is not permitted unless otherwise approved by the local government.*

Advice Notes

1. *This approval is not an authority to ignore any constraint to development on the land which may exist through contract or on title, such as an easement or restrictive covenant. It is the responsibility of the applicant/landowner and not the local government to investigate any such constraints before commencing development. This approval will not necessarily have regard to any such constraint to development, regardless of whether or not it has been drawn to the local government's attention.*
2. *This is a development approval of the Shire of Corrigin under its Local Planning Scheme No.2. It is not a building permit or an approval to commence or carry out development under any other law. It is the responsibility of the applicant/landowner to obtain any other necessary approvals, consents, permits and licenses required under any other law, and to commence and carry out development in accordance with all relevant laws.*
3. *An 'Application to Construct or Install an Apparatus for the Treatment of Sewage' prepared pursuant to the specific requirements of the Health (Treatment of Sewage and Disposal of Effluent and Liquid Waste) Regulations 1974 must be prepared and submitted to the local government or the Executive Director of Public Health for consideration and determination prior to preparation and lodgement of a building permit application for the proposed new cover structure.*
4. *In accordance with the Building Act 2011 and Building Regulations 2012 a building permit application for the proposed cover structure must be submitted to and approved by the local government's Building Surveyor prior to the commencement of any earthworks or construction on the land.*
5. *The proposed cover structure is required to comply in all respects with the National Construction Code of Australia. Plans and specifications which reflect these requirements are required to be submitted with the building permit application.*
6. *The proponent is responsible for ensuring the correct siting of all improvements on the land the subject of this approval. An identification survey demonstrating correct siting and setbacks of the proposed improvements may be requested of the applicant/landowner by the local government to ensure compliance with this determination notice and all applicable provisions.*
7. *Failure to comply with any of the conditions of this development approval constitutes an offence under the provisions of the Planning and Development Act 2005 and the Shire of Corrigin Local Planning Scheme No.2 and may result in legal action being initiated by the local government.*
8. *If the applicant/landowner is aggrieved by this determination there is a right of review by the State Administrative Tribunal in accordance with the Planning and Development Act 2005 Part 14. An application must be submitted directly to the State Administrative Tribunal within 28 days of the local government's determination.*

8.2.2 DEVELOPMENT APPLICATION – PROPOSED ALTERATIONS AND ADDITIONS TO CBH BULYEE

Applicant:	Cooperative Bulk Handling Limited
Landowner:	As above
Location:	Lot 3 on Deposited Plan 47662 & Lot 22 (No.120) Bulyee Road, Bulyee
Date:	8/12/2025
Reporting Officer:	Mr Joe Douglas – Town Planner
Disclosure of Interest:	NIL
File Ref:	PA10-2025
Attachment Ref:	Attachment 8.2.2 – Development Application, 120 Bulyee Road

SUMMARY

This report recommends that Council grant conditional approval to a development application submitted by Cooperative Bulk Handling Limited (Landowner) for various proposed alterations and additions to its existing grain handling and storage facility on Lot 3 on DP47662 and Lot 22 (No.120) Bulyee Road, Bulyee.

BACKGROUND

Cooperative Bulk Handling Limited (CBH) have submitted a development application requesting Council's approval for various proposed alterations and additions to its existing grain handling and storage facility on Lot 3 on DP47662 and Lot 22 (No.120) Bulyee Road, Bulyee.

A copy of the development application, including various supporting information and plans, is provided in Attachment 8.2.2.

Under the terms of the application the following works are proposed:

- i) Removal of two (2) existing steel framed grain storage bulkheads from Lot 22 and associated infrastructure (i.e. grain pits and stackers);
- ii) Construction of one (1) new temporary replacement steel framed grain storage bulkhead on Lot 22 including all associated earthworks and infrastructure (i.e. grain stackers);
- iii) Upgrades to three (3) existing steel framed grain storage bulkheads on Lot 3 to increase their current storage capacity;
- iv) Construction of three (3) new heavy vehicle stacking lanes (i.e. accessways) immediately south of the proposed new grain storage bulkhead on Lot 22;
- v) Reconfiguration of the existing heavy vehicle accessway at the eastern end of the proposed new grain storage bulkhead on Lot 22 adjacent to the site exit to Bulyee Road including line marking for directional purposes; and
- vi) Minor modifications to existing stormwater drainage infrastructure adjacent to the proposed new works and improvements on Lot 22.

Council should note the proposed development will result in a 40,676 tonne or 29% increase to the total grain storage capacity on the land. CBH and its traffic consultants have advised in supporting documentation that the proposed development will lead to a reduction in heavy vehicle movements to/from the facility during the annual harvest period by reducing the need to unload grain when local grain production exceeds the existing available on-site storage capacity thereby improving traffic safety for all motorists. They also confirmed that out loading outside of the harvest period to remove all grain from site for export will be undertaken at the same rate that currently occurs (approximately 2,000 tonnes per day) although over a longer period proportional to the increase in storage.

COMMENT

Lot 3 is classified 'Rural' zone under the Shire of Corrigin Local Planning Scheme No.2 (LPS2). Given Council has previously approved the development of grain storage bulkheads and associated infrastructure on this lot, there is no need to address the requirements of clause 18(4) of LPS2 as it applies specifically to uses not listed in the Zoning Table of the Scheme (i.e. the use class 'warehouse/storage' has previously been determined by Council as being consistent with the objectives of the 'Rural' zone and is therefore a use that may be permitted on the land subject to conditions).

Lot 22 is classified 'Local Road' reserve in LPS2, the stated objective for which is to set aside land required for local road purposes. Notwithstanding the land's reserve classification in LPS2, it has also historically been developed and used by CBH for grain handling and storage purposes pursuant to previous approvals granted by the Shire. As such Council has scope to consider and approve any further development on this lot under the non-conforming use provisions in clause 22 of LPS2 subject to public advertising and any conditions Council considers appropriate.

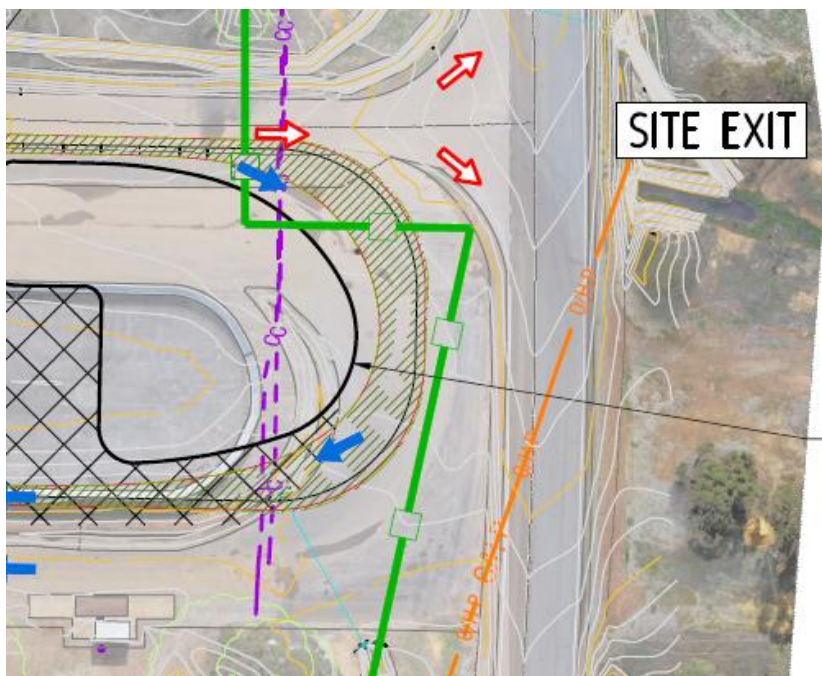
Assessment of the application in the context of the specific objectives and standards of the Shire's local planning framework including Local Planning Scheme No.2 (LPS2), the Deemed Provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015*, all relevant State Planning Policies as well as the outcomes from public advertising has confirmed the proposal is compliant or capable of compliance with the following relevant requirements:

- Land capability and suitability;
- Land use compatibility including buffer separation distances to sensitive land uses;
- Lot boundary setbacks;
- Amenity of the locality including potential environmental, visual and social impacts;
- Protection of the natural environment including environmental offset measures, water resources and cultural heritage significance;
- Vehicle access and parking including traffic management and safety;
- The provision of key essential services; and
- Flood, stormwater drainage and bushfire risk management.

Notwithstanding the above conclusion Council should not the following key points when considering and finally determining the application:

1. It was noted during assessment of the application that there have been significant ongoing encroachments by heavy vehicles in the Bulyee Road road reserve immediately adjacent to the site exit for quite some time as can be seen by the Landgate aerial photo extract below:

In recognition of this potential safety issue CBH is proposing to reconfigure the internal driveway access near the site exit, including line marking, to contain all heavy vehicle movements within the land's designated boundaries insofar as possible. Council should however note the proposed new driveway access will still encroach partially within the Bulyee Road road reserve, the desirability and suitability of which is questionable:



The reporting officer can see no justification for the proposed encroachment given there appears to be considerable scope to design the new driveway access to ensure all heavy vehicles travelling through this part of the facility do so within the land's designated boundaries. As such it is recommend a condition be imposed on any development approval

that may ultimately be granted by Council requiring CBH to amend the site development plan accordingly for consideration of endorsement by the Shire's Chief Executive Officer prior to the commencement of development.

2. Whilst the proposed development will lead to a reduction in heavy vehicle movements to/from the facility during annual harvest periods, it will generate an additional 740 heavy vehicle movements per annum for grain deliveries based on an average payload of 55 tonnes per vehicle and the same number of vehicle movements for out loading purposes. Given Bulyee-Kweda Road has only been constructed to an unsealed gravel standard, aside from a 300 metre long section from its intersection with Bulyee Road which is bitumen sealed, there is a risk the 600 metre unsealed long portion of Bulyee-Kweda Road to the site entry may suffer extraordinary wear and tear once the proposed development has been completed and is in use due to increased heavy vehicle traffic volumes and therefore lead to higher road maintenance costs for the Shire. Despite this concern the reporting office has formed the view there is no need to impose a condition on any development approval that may ultimately be granted by Council in this particular instance requiring the relevant portion of Bulyee-Kweda Road to be permanently sealed and that an alternative condition could be imposed requiring CBH to fund the cost of any road repair works that may be required as a direct result of the proposed development and the associated increase in heavy vehicle movements. Should CBH seek to develop the land further in the future by constructing additional grain storage capacity it is recommended Council consider requiring CBH to make a proportionate financial contribution towards the cost of sealing the relevant portion of Bulyee-Kweda Road as a condition of approval at that time.
3. The application is supported by a Stormwater Management Plan prepared by a suitably qualified consultant. Whilst this plan appears to be acceptable, due to the low permeability of soils on the land, their susceptibility to flooding and erosion and the fact the plan is based upon modelling and a number of associated assumptions that have not been tested it is recommended Council adopt a precautionary approach to all proposed stormwater drainage management arrangements. This can be achieved by imposing a condition on any development approval that may ultimately be granted requiring a further report to be prepared by a suitably qualified consultant for submission to the Shire within twelve (12) months of completion of the proposed development, unless otherwise agreed, confirming all stormwater drainage management measures have been implemented, including ongoing maintenance requirements, as well as details of any additional works that may be required to minimise the risk of flooding and erosion during extreme storm events.

In light of the above findings it is concluded the proposal for Lots 3 and 22 is acceptable and unlikely to have any negative impacts on the general amenity, character, functionality and safety of the immediate locality subject to compliance with a number of conditions. As such, it is recommended Council exercise its discretion and grant conditional approval to the application to ensure the development proceeds in a proper and orderly manner.

An alternative to the recommendation for conditional development approval provided below is not considered necessary for the following reasons:

- i) The proposal is well founded, permissible and has scope to be lawfully approved;
- ii) The proposal is capable of being implemented in a proper and orderly manner without any negative impacts subject to compliance with a number of conditions; and
- iii) Cooperative Bulk Handling Limited is legally obliged to address/satisfy all other statutory and regulatory requirements applicable to the proposal.

STATUTORY ENVIRONMENT

Planning and Development Act 2005 (as amended)

Planning and Development (Local Planning Schemes) Regulations 2015

Shire of Corrigin Local Planning Scheme No.2

POLICY IMPLICATIONS

State Planning Policy 2 – *Environment and Natural Resources Policy*

State Planning Policy 2.5 – *Rural Planning*

State Planning Policy 2.9 – *Water Resources*

State Planning Policy 4.1 – *State Industrial Buffer*

PUBLIC CONSULTATION

Public consultation was undertaken for a period of 28 days in accordance with the procedural requirements of the Deemed Provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015*. At the conclusion of public advertising no submissions had been received which indicates the local community has no objections to and is generally supportive of the proposed development.

FINANCIAL IMPLICATIONS

All administrative costs associated with processing the application are provided for in Council's annual budget and have been offset in full by the development application fee paid by the applicant. All costs associated with the proposed development will be met by the applicant.

It is significant to note should the applicant be aggrieved by Council's final decision in this matter they have the right seek a formal review of that decision by the State Administrative Tribunal. Should this occur for whatever reason the Shire would need to respond. The cost to respond to an appeal cannot be determined at this preliminary stage but could be expected, based on the recent experience of other local government authorities in Western Australia, to range anywhere from \$5,000 to \$60,000 excluding GST depending upon how far the matter proceeds through the review process.

COMMUNITY AND STRATEGIC OBJECTIVES

The proposed development is consistent with the following elements of the *Shire of Corrigin Council Plan 2025-2035*:

Objective: Economy - A strong, diverse local economy; and

Objective: Environment - Preservation of the natural environment for the benefit of current and future generations.

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

*That Council **APPROVE** the development application submitted by Cooperative Bulk Handling Limited (Landowner) for various proposed alterations and additions to its existing grain handling and storage facility on Lot 3 on DP47662 and Lot 22 (No.120) Bulyee Road, Bulyee subject to the following conditions and advice notes:*

Conditions

- 1. The proposed development shall be undertaken strictly in accordance with the information and plans submitted in support of the application subject to any modifications required as a consequence of any condition/s of this approval or otherwise approved by the local government.*
- 2. Any additional development which is not in accordance with the application the subject of this*

approval or any condition of approval will require the further approval of the local government.

- 3. The proposed development shall be substantially commenced within a period of two (2) years from the date of this approval. If the development is not substantially commenced within this period it shall not be carried out without the further approval of the local government having first being sought and obtained.*
- 4. Prior to the commencement of development the applicant/landowner shall prepare and submit a revised site development plan for consideration of endorsement by the local government's Chief Executive Officer. The revised site development plan required by this condition must ensure the proposed new internal driveway access near the site exit does not encroach upon any portion of the Bulyee Road road reserve located immediately east.*
- 5. The applicant/landowner shall, at its own cost, arrange for the immediate repair of any damage and/or extraordinary wear and tear on the unsealed portion of Bulyee-Kweda Road abutting the southern boundary of Lot 22 arising from the proposed development in accordance with any written directive and specifications issued by the for consideration of endorsement by the local government's Chief Executive Officer.*
- 6. Prior to occupation and use of the development all proposed stormwater drainage works shall be completed in accordance with the revised site development required by Condition 4 of this approval and the Stormwater Management Plan submitted in support of the application (i.e. Shawmac Document No.2506012-REP-001 dated 27 June 2025) and maintained thereafter for the life of the development in accordance with the local government's requirements.*
- 7. The applicant/landowner shall, at its own cost, arrange for the preparation of a further report by a suitably qualified consultant for submission to the local government within twelve (12) months of completion of the proposed development, unless otherwise agreed, confirming all stormwater drainage management measures have been implemented, including ongoing maintenance requirements as well as details of any additional works that may be required to minimise the risk of flooding and erosion during extreme storm events.*
- 8. All non-recyclable waste generated through the construction process as well as any excess soil/gravel shall be removed from the land and disposed at a licensed landfill facility. The stockpiling of any waste and/or soil on the land is not permitted unless otherwise approved by the local government.*

Advice Notes

- 1. This approval is not an authority to ignore any constraint to development on the land which may exist through contract or on title, such as an easement or restrictive covenant. It is the responsibility of the applicant/landowner and not the local government to investigate any such constraints before commencing development. This approval will not necessarily have regard to any such constraint to development, regardless of whether or not it has been drawn to the local government's attention.*
- 2. This is a development approval of the Shire of Corrigin under its Local Planning Scheme No.2. It is not a building permit or an approval to commence or carry out development under any other law. It is the responsibility of the applicant/landowner to obtain any other necessary approvals, consents, permits and licenses required under any other law, and to commence and carry out development in accordance with all relevant laws.*
- 3. In accordance with the Building Act 2011 and Building Regulations 2012, demolition and/or building permit application/s may need be submitted to and approved by the local government prior to the commencement of any demolition, construction or earthworks on the land. It is recommended the applicant/landowner contact the Shire's Building Surveyor Mr Peter Hulme to confirm the relevant requirements in this regard (Tel: 9257 9941 / Email: regional@kalamunda.wa.gov.au).*
- 4. If a building permit application is required all proposed buildings to be constructed and/or*

placed on the land are required to comply in all respects with the National Construction Code of Australia. Plans and specifications which reflect these requirements are required to be submitted with the building permit application/s.

- 5. No construction works shall commence on the land prior to 7am without the local government's written approval. No construction works are permitted on Sundays or Public Holidays.*
- 6. The applicant/landowner is reminded of their obligation to ensure compliance with the specific standards and requirements of the Shire of Corrigin Annual Fire Break Notice.*
- 7. The applicant/landowner is responsible for ensuring the correct siting of all structures and associated improvements on the land the subject of this approval. An identification survey demonstrating correct siting and setbacks of all structures and associated improvements may be requested of the applicant/landowner by the local government to ensure compliance with this determination notice and all applicable provisions.*
- 8. Failure to comply with any of the conditions of this development approval constitutes an offence under the provisions of the Planning and Development Act 2005 and the Shire of Corrigin Local Planning Scheme No.2 and may result in legal action being initiated by the local government.*
- 9. If the applicant/landowner is aggrieved by this determination there is a right of review by the State Administrative Tribunal in accordance with the Planning and Development Act 2005 Part 14. An application must be submitted directly to the State Administrative Tribunal within 28 days of the local government's determination.*

8.2.3 INFORMATION AND COMMUNICATION STRATEGIC PLAN 2025-2030

Applicant:	Shire of Corrigin
Date:	5/12/2025
Reporting Officer:	Myra Henry – Deputy Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	IT.0001
Attachment Ref:	Attachment 8.2.3 – ICT Strategic Plan 2025–2030

SUMMARY

This item seeks Council endorsement of the Shire of Corrigin Information and Communication Technology (ICT) Strategic Plan 2025–2030 as part of the Integrated Planning and Reporting (IPR) Framework.

BACKGROUND

The Shire of Corrigin has recently reviewed the strategic planning framework. What was previously known as the Community Strategic Plan and Corporate Business Plan is now consolidated into the Council Plan. This plan guides how the Shire will operate and deliver projects and services over the medium to long term.

To ensure the Council Plan remains current and reflects community priorities, a minor review is undertaken every two years and a full review every four years. Supporting the Council Plan are a series of strategic and business plans that deliver short-, medium-, and long-term objectives. The ICT Strategic Plan is one of these key documents within the Integrated Planning and Reporting (IPR) Framework.

The need for an ICT Strategic Plan was highlighted in the 2023/24 audit findings, which noted that the Shire of Corrigin Strategic Plan did not include information technology. Adoption of this plan addresses that finding and aligns with best practice under the WA IPR Framework, which recommends ICT planning to support governance, risk management, and service delivery.

The Office of the Auditor General (OAG) also recommends that local governments maintain robust ICT governance and cybersecurity measures to mitigate risks and ensure compliance with legislative obligations. This plan responds to those recommendations by providing a structured approach to ICT governance, risk management, and digital transformation.

COMMENT

The ICT Strategic Plan 2025–2030 establishes a clear framework for guiding investment, maintenance, and innovation in the Shire's ICT systems. It ensures the digital environment supports efficient service delivery, meets regulatory obligations, and aligns with the Western Australian Local Government ICT and Cyber Security Framework.

The primary objectives of the plan include:

- Modernising technology infrastructure
- Improving cybersecurity resilience
- Supporting reliable and secure operations
- Transitioning to cloud-first digital services by 2030

The key objectives of the plan are to:

- Maintain a resilient and secure ICT infrastructure aligned to Essential Eight Maturity Level 2+. The Essential Eight is a set of strategies recommended by the Australian Cyber Security Centre (ACSC) to protect against cyber threats. Maturity Level 2+ means these strategies are applied consistently and effectively—for example, timely patching, strict control of admin access, and tested backups. This ensures systems remain secure and resilient to prevent, detect, and recover from cyber incidents.
- Ensure ICT investments deliver measurable value for the community
- Modernise the Shire’s ERP system and business applications to enable data-driven decision-making.
 - An ERP system (Enterprise Resource Planning) is software that brings together all the main parts of an organisation—like finance, payroll, HR, assets, and customer services—into one system. Instead of having separate programs that don’t talk to each other, ERP makes everything connected and easier to manage.
- Strengthen ICT governance and align policies with Department of Local Government, Industry Regulation and Safety (LGIRS) frameworks
- Support staff with reliable technology tools and remote access capability

Cybersecurity Risks

Cybersecurity remains a critical risk area for local governments, as highlighted by the Office of the Auditor General (OAG) in its reports on ICT governance and security. The increasing frequency and sophistication of cyber threats pose risks to service continuity, data integrity, and community trust.

The ICT Strategic Plan addresses these risks by:

- Aligning with the Australian Cyber Security Centre (ACSC) Essential Eight framework to achieve Maturity Level 2+
- Implementing multi-factor authentication and privileged access management
- Regular patching of applications and operating systems
- Reviewing and updating current Cybersecurity Policy and Incident Response Plan
- Conducting annual disaster recovery and penetration testing exercises

These measures will reduce the likelihood and impact of cyber incidents, ensuring compliance with OAG recommendations and best practice standards.

STATUTORY ENVIRONMENT

Local Government Act 1995 – s5.56 Planning for the Future

Local Government (Administration) Regulations 1996

The Local Government Act 1995, section 5.41, specifies the functions of the CEO.- s5.41.
Functions of CEO

POLICY IMPLICATIONS

4.8 – Change Management Policy

FINANCIAL IMPLICATIONS

The ICT Strategic Plan will be integrated with the Long-Term Financial Plan, future Annual Budgets and includes projected costs for hardware, software, cybersecurity, and ERP implementation.

COMMUNITY AND STRATEGIC OBJECTIVES

Shire of Corrigin Council Plan 2025-2035:

Objective: Civic Leadership

Strong Governance and Leadership

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

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council:

- 1. Endorse the ICT Strategic Plan 2025–2030 as part of the Shire of Corrigin Integrated Planning and Reporting Framework.*
- 2. Note that implementation will occur progressively in line with the Long-Term Financial Plan and annual budget processes.*

8.2.4 CARAVAN PARK LEASE EXTENSION

Applicant:	Shire of Corrigin
Date:	8/12/2025
Reporting Officer:	Regan Chester, Administration Officer
Disclosure of Interest:	NIL
File Ref:	CP.0065
Attachment Ref:	NIL

SUMMARY

Council is asked to consider authorising the Chief Executive Officer to extend the current lease of the Corrigin Caravan Park with Rick Button and Rhys Walsh.

BACKGROUND

Council entered into a lease agreement with Rick Button and Rhys Walsh in March 2023 for the operation of the Corrigin Caravan Park. The current lease commenced on 1 March 2023 for a three-year term, with an option to extend for an additional five years.

The lessee has provided notice in writing to the CEO that they wish to extend the lease for the further five year term as outlined in the current lease.

The caravan park land and ablution block are owned by the Shire of Corrigin on a freehold basis. The current lessee owns the office and other minor infrastructure in the park.

COMMENT

A new ablution and amenities building was installed at the caravan park in 2021 which slightly increased the market value and market rental value of the property. The lease value has been adopted into the 2025/2026 budget and a patio upgrade around the amenities building is currently being organised.

Extending the lease provides Council with an opportunity to continue supporting regional tourism and encourages the lessees to participate in local, regional, and state tourism initiatives, benefiting the Corrigin economy.

STATUTORY ENVIRONMENT

Local Government Act 1995

3.58. *Disposing of property*

Local Government (Functions and General) Regulations

30. *Dispositions of property excluded from Act s. 3.58*

Caravan Parks and Camping Grounds Act 1995

Caravan Parks and Camping Grounds Regulations 1997

POLICY IMPLICATIONS

NIL

FINANCIAL IMPLICATIONS

Income from the lease of the Corrigin Caravan Park was adopted in the 2025/2026 Annual Budget.

COMMUNITY AND STRATEGIC OBJECTIVES

Shire of Corrigin - Council Plan 2025-2035

Objective: Economic

A strong, diverse local economy

Council Plan			
Outcome	Strategies	Action No.	Priority Action
2.3	Promote the visitor experience, particularly nature based tourism	2.3.1	Aesthetic improvements to each of the town entry areas

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council authorise the Chief Executive Officer to exercise the option to extend the lease agreement for the Corrigin Caravan Park for a further five-year term from the current lease expiry date.

8.2.5 POLICY UPDATE AUTHORISATION TO PURCHASE GOODS AND SERVICES

Applicant:	Shire of Corrigin
Date:	3/12/2025
Reporting Officer:	Jarrad Filinski, Executive Support Officer
Disclosure of Interest:	NIL
File Ref:	CM.0059
Attachment Ref:	Attachment 8.2.5 – Authorisation to Purchase Goods and Services Policy

SUMMARY

Council is requested to endorse the updated Policy 3.2 – Authorisation to Purchase Goods and Services. The revised policy incorporates new segregation-of-duties requirements for high-value purchases and clarifies authorisation thresholds, addressing recommendations arising from the Regulation 5 and Regulation 17 reviews.

BACKGROUND

The *Local Government (Audit) Regulations 1996* Regulation 17 and *Local Government (Financial Management) Regulations 1996* Regulation 5 require the CEO to review the integrity of the Shire of Corrigin financial and risk management systems to confirm the appropriateness and effectiveness of the systems and processes. The most recent Regulation 5 and Regulation 17 reviews identified opportunities to strengthen internal controls in the Shire's purchasing and payment processes.

In particular, the review recommended establishing a threshold at which the ordering and authorising functions must be separated, ensuring clear segregation of duties for higher risk or higher value transactions.

Management has reviewed existing purchasing and creditor processes, resulting in the inclusion of a new requirement in Policy 3.2 mandating that the Ordering Officer and Authorising Officer be different individuals for purchases above specified thresholds. Minor clarifications have also been incorporated to ensure the policy accurately reflects current practices.

A track changed version of the updated Policy 3.2 - Authorisation to Purchase Goods and Services is provided in Attachment 8.2.5.

COMMENT

The revised policy further strengthens the Shire's existing internal control environment by formalising segregation of duties requirements for:

- all purchases exceeding \$50,000 (including GST), and
- minor plant, equipment and tyre purchases exceeding \$1,000.

These measures respond directly to recommendations from the Regulation 5 and Regulation 17 reviews and improve control over procurement and payment processes.

The amendments enhance transparency, strengthen risk management, and support improved governance practices across the organisation.

STATUTORY ENVIRONMENT

Local Government (Audit) Regulations 1996 Regulation 17

Local Government (Financial Management) Regulations 1996 Regulation 5

POLICY IMPLICATIONS

3.2 Authorisation to Purchase Goods and Services

FINANCIAL IMPLICATIONS

NIL

COMMUNITY AND STRATEGIC OBJECTIVES

Shire of Corrigin Council Plan 2025-2035:

Objective: Civic Leadership

Strong Governance and Leadership

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

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council adopts the amendments to Policy 3.2 – Authorisation to Purchase Goods and Services as provided in attachment 8.2.5, to address recommendations from the Local Government (Audit) Regulations 1996 Regulation 17 and Local Government (Financial Management) Regulations 1996 Regulation 5 reviews and strengthen segregation of duties controls within the Shire's procurement processes.

8.2.6 CUSTOMER SERVICE CHARTER REVIEW

Applicant:	Shire of Corrigin
Date:	1/12/2025
Reporting Officer:	Myra Henry, Deputy Chief Executive Officer
Disclosure of Interest:	NIL
File Number:	CUS.0010
Attachment Ref:	Attachment 8.2.6 – Customer Service Charter – Review 2025

SUMMARY

This report seeks Council endorsement for the reviewed Customer Service Charter (Charter).

BACKGROUND

Customer service is an integral aspect of every local government function. It is important that the expectation of the level of service the Shire will provide is clearly communicated to community members and officers.

A Charter sets the standard for the community's experience with the services provided by the Shire of Corrigin.

COMMENT

The current Charter was reviewed and endorsed by Council at the Ordinary Meeting of Council on 17 December 2024.

As part of this year's review, several updates were made to ensure the Charter remains accurate and aligned with current practices and legislative structures. Key changes include updating the contact details for the Department of Local Government to reflect the department's recent name and structural changes. In addition, the information relating to how community members can report breaches of conduct has been revised to provide clearer guidance and ensure consistency with current reporting pathways.

During the review process, the Shire also identified an opportunity to reassess the timeframes associated with works requests. These timeframes have been reconsidered to better reflect realistic expectations of the Shire's operational capacity and the resources required to complete works requests in a timely and efficient manner.

The Charter continues to provide a realistic agreed level of service and a framework for which all community interactions will conform. It is expected that the reviewed Charter will continue to have a positive impact on the Shire of Corrigin's future service delivery, consultation outcomes and overall community confidence.

STATUTORY ENVIRONMENT

NIL

POLICY IMPLICATIONS

NIL

FINANCIAL IMPLICATIONS

The staff costs of providing services to the Corrigin Community in line with the Customer Service Charter are included in the 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
4.2	Keep the community informed and seek their feedback	4.2.1	Improve regular communications and expand channels to inform our community of decisions, actions and opportunities for feedback

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council endorse the reviewed Shire of Corrigin Customer Service Charter as provided in Attachment 8.2.6.

8.2.7 ANNUAL REPORT FOR YEAR ENDING 30 JUNE 2025

Applicant:	Shire of Corrigin
Date:	09/12/2025
Reporting Officer:	Myra Henry, Deputy Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	FM.0381
Attachment Ref:	Attachment 8.2.7.1 – Annual Report 2024/25 Attachment 8.2.7.2 – Independent Auditor's Report Attachment 8.2.7.3 – Transmittal Letters Attachment 8.2.7.4 – Audit Completion Report Attachment 8.2.7.5 – OAG Exit Meeting Minutes Attachment 8.2.7.6 – Interim Management Letter

SUMMARY

The Shire of Corrigin Council (Council) is requested to adopt the 2024/2025 Annual Report, which includes the Audited Annual Financial Report and the Auditor's Report (Auditor General's Audit Opinion), and to adopt the Annual Report.

BACKGROUND

As per the Terms of Reference endorsed at the Ordinary Council Meeting on 18 March 2025, the Audit, Risk and Improvement Committee (the Committee) is responsible for reviewing the Annual Financial Report and external audit outcomes. Specifically, item 4.1(e) requires the Committee to evaluate and make recommendations to Council on internal and external audit reports prior to their presentation to Council.

One of the Committee's principal objectives is to accept responsibility for the annual external audit and liaise with the Auditor so that Council can be satisfied with the performance of the Local Government in managing its financial affairs.

An Audit, Risk and Improvement Committee meeting was held on 09 December 2025, where the Annual Report was endorsed through a formal committee resolution. This endorsement followed a thorough review of the audited financial statements and audit findings and is now presented to Council for adoption.

Audit Process

The *Local Government Act 1995* requires the annual audit to be completed by 31 December following the close of the financial year. The interim audit was conducted by AMD Chartered Accountants (AMD) on behalf of the Office of the Auditor General (OAG) from 31 March to 2 April 2025, with findings presented to the Committee in June 2025. The final audit was conducted onsite from 20 to 23 October 2025. Shire staff provided extensive information throughout the audit process.

The auditors provided feedback on two findings from the interim audit requiring attention for compliance and continuous improvement. The final exit interview was held on 20 November 2025 with the following attendees:

- Cr Sharon Jacobs, Shire President
- Janeane Mason, Committee Chair (via Teams)
- Lynette Baker, Deputy Chair
- Natalie Manton, Chief Executive Officer
- Myra Henry, Deputy Chief Executive Officer
- Maria Cavallo, Director - AMD Chartered Accountants (via Teams)
- Suraj Karki, Acting Director, Financial Audit - Office of the Auditor General (via Teams)

The Annual Report, together with the Audited Financial Statements, Independent Auditor's Report, Interim Management Letter, Transmittal Letter, 2025 Audit Completion Report, and minutes from the exit interview, is now presented to Council for adoption.

Annual Financial Statements

The Shire's Finance Team has finalised the 2024/2025 accounts and prepared the Annual Financial Statements, which have been audited by AMD on behalf of the OAG. The audit's primary objective is to express an opinion on whether the Shire's Financial Statements are free from material misstatement and comply with Australian Accounting Standards, *the Local Government Act 1995*, and *the Local Government (Financial Management) Regulations 1996*.

Annual Report Requirements

Under section 5.53 of the *Local Government Act 1995*, the Annual Report must include:

- President's Report
- CEO Report
- Overview of the plan for the future
- Financial report
- Employee payment information
- Auditor's report
- *Disability Services Act 1993* report
- Details of complaints received

Section 5.27 requires the Annual General Meeting of Electors to be held within 56 days of Council accepting the Annual Report. It is anticipated that Council will adopt the Annual Report at its Ordinary Meeting on 16 December 2025, with the Electors Meeting proposed for Tuesday, 3 February 2026 at 6.00 pm.

COMMENT

The 2024/2025 Annual Report has been completed and is attached for consideration. It includes the Annual Financial Statements and reports on the Shire's progress and achievements during the year. The report serves both as a statutory requirement under the *Local Government Act 1995* and as a communication tool highlighting projects and initiatives aligned with the Council Plan. It will be made available to the public prior to the Annual Electors Meeting, subject to Council's acceptance.

Audit Completion and Findings

The Office of the Auditor General (OAG), through AMD Chartered Accountants, completed the audit of the Shire's financial statements for the year ended 30 June 2025. The Independent Auditor's Report and audited Annual Financial Statements were received on 25 November 2025 and are attached for review.

The final audit findings identified no significant issues, no management concerns, and no audit adjustments. However, two areas for improvement were noted during the interim audit:

- Month-end reconciliations
- Information technology practices

Month-end reconciliations, primarily bank reconciliations, were rated significant at the time but have since been addressed. Management has implemented enhanced reconciliation processes, including improved documentation, cut-off procedures, and oversight. IT improvements are ongoing; with a draft ICT Strategic Plan prepared and work underway on the Disaster Recovery Plan.

Management Response

Management acknowledges the issues raised and has taken proactive steps to strengthen internal controls. Enhancements implemented include:

- Attaching general ledger reports to all reconciliations.
- Improved month-end cut-off processes.
- Cross-checking unrepresented items against reconciliations.
- Oversight by the Deputy CEO on all reconciliations.

These changes were fully implemented from May 2025, and monitoring will continue to ensure compliance. IT security and governance improvements are being progressed within available resources.

Section 7.12A Compliance

As no significant matters were raised in the Independent Auditor's Report, Council is not required to prepare a report under section 7.12A of the *Local Government Act 1995*. Audit management letters are not considered audit reports under the Act.

Financial Position Summary

The audited financial statements confirm the Shire's financial position for the year, as outlined below. These should be read in conjunction with the accompanying notes:

- Statement of Comprehensive Income
- Statement of Financial Position
- Statement of Changes in Equity
- Statement of Cash Flows
- Statement of Financial Activity

Statement of Comprehensive Income

The Statement of Comprehensive Income (page 3) shows a net result of \$(795,944) for the financial year 2024/2025. This reflects operating expenditure exceeding operating revenue; however, this apparent loss does not account for carried-forward funds such as Federal Assistance Grants paid in advance or underspends in various areas. The statement also includes depreciation. For the foreseeable future, the Shire is expected to report a negative net result due to reliance on grant funding for capital works. As a small local government, generating additional revenue streams remains challenging. No asset revaluations were undertaken during this financial year.

Statement of Financial Position

The Statement of Financial Position (page 4) shows a net worth of \$214,378,156 for 2024/2025, a slight decrease from 2023/2024 due to no changes in asset revaluation.

Statement of Changes in Equity

This statement reflects the movement in equity, incorporating the net result of \$(795,944) from the Statement of Comprehensive Income.

Statement of Cash Flows

The Statement of Cash Flows (page 6) shows a net decrease in cash flow of \$189,825 over the financial year, leaving a closing balance of \$3,915,716 in cash and cash equivalents. Of this, \$3,724,398 is unrestricted, and \$191,318 is held in reserves. Additional reserves are held at amortised cost in long-term term deposits totalling \$4,259,215. The decrease in cash is primarily due to expenditure of carried-over grant funding allocated to capital works projects, compared to \$4,105,541 held as cash and cash equivalents in 2023/2024. This statement should be read in conjunction with Note 3 (page 12).

Statement of Financial Activity

The Statement of Financial Activity (page 7) shows a total surplus carried forward to 2024/2025 of \$3,555,752. The financial year ended 30 June 2025 resulted in:

- \$3,688,258 – Estimated 2024/2025 net operating surplus (budgeted as 2025/2026 opening surplus)
- \$3,555,752 – Actual 2024/2025 net operating surplus after year-end audit processing

The variance of \$132,506 is due to factors such as recognition of capital Local Roads and Community Infrastructure (LRCI) grant funding and accrual of various invoices. This adjustment will be addressed in the Shire's Budget Review.

On the whole, the Shire is in a sound financial position and will be issued an unqualified audit opinion in relation to the financial statements.

A draft Annual Report 2024/2025 is provided at Attachment 8.2.7.1.

STATUTORY ENVIRONMENT

Local Government Act 1995

Local Government (Audit Regulations) 1996

Local Government (Administration Regulations) 1996

Local Government (Financial Management) Regulations 1996

Local Government Act 1995

5.27. *Electors' general meetings*

- (1) *A general meeting of the electors of a district is to be held once every financial year.*
- (2) *A general meeting is to be held on a day selected by the local government but not more than 56 days after the local government accepts the annual report for the previous financial year.*
- (3) *The matters to be discussed at general electors' meetings are to be those prescribed.*

5.54. *Acceptance of annual reports*

- (1) *Subject to subsection (2), the annual report for a financial year is to be accepted* by the local government no later than 31 December after that financial year.*
** Absolute majority required.*
- (2) *If the auditor's report is not available in time for the annual report for a financial year to be accepted by 31 December after that financial year, the annual report is to be accepted by the local government no later than 2 months after the auditor's report becomes available*

7.12A. *Duties of local government with respect to audits*

- (1) *A local government is to do everything in its power to —*
 - (a) *assist the auditor of the local government to conduct an audit and carry out his or her other duties under this Act in respect of the local government; and*
 - (b) *ensure that audits are conducted successfully and expeditiously.*
- (2) *Without limiting the generality of subsection (1), a local government is to meet with the auditor of the local government at least once in every year.*
- (3) *A local government must —*
 - (aa) *examine an audit report received by the local government; and*
 - (a) *determine if any matters raised by the audit report, require action to be taken by the local government; and*
 - (b) *ensure that appropriate action is taken in respect of those matters*
- (4) *A local government must —*

- (a) prepare a report addressing any matters identified as significant by the auditor in the audit report, and stating what action the local government has taken or intends to take with respect to each of those matters; and
- (b) give a copy of that report to the Minister within 3 months after the audit report is received by the local government.
- (5) Within 14 days after a local government gives a report to the Minister under subsection (4)(b), the CEO must publish a copy of the report on the local government's official website.

POLICY IMPLICATIONS

4.1 Risk Management Policy

FINANCIAL IMPLICATIONS

The costs associated with the 2024/2025 audit have been provided for in both the 2024/2025 and 2025/2026 budgets.

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	4.1.3	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
4.2	Keep the community informed and seek their feedback	4.2.1	Improve regular communication and expand channels to inform our community of decisions, actions and opportunities for feedback

VOTING REQUIREMENT

Absolute Majority

COMMITTEE AND OFFICER'S RECOMMENDATION

That Council resolve as recommended by the Audit, Risk and Improvement Committee as follows:

- 1. Pursuant to section 5.54 of the Local Government Act 1995, adopt the 2024/2025 Annual Report incorporating the Annual Financial Statements and the Auditor's Report (Auditor General's Audit Opinion).*
- 2. Authorise the Chief Executive Officer to oversee the final presentation and publication of the 2024/2025 Annual Report.*
- 3. Pursuant to section 5.55 of the Local Government Act 1995, give local public notice of the availability of the 2024/2025 Annual Report (Attachment 8.2.7.1).*
- 4. Pursuant to section 5.27 of the Local Government Act 1995, convene the Annual General Meeting of Electors on Tuesday, 3 February 2026 at 6.00 pm at the Council Chambers, Corrigin.*
- 5. Advertise the Annual Electors Meeting in accordance with section 5.29 of the Local Government Act 1995.*
- 6. Receive correspondence to and from the Auditor General as attached (Attachments 8.2.7.2 – 8.2.7.5).*
- 7. Receive the Management Letter and responses as attached (Attachment 8.2.7.6).*
- 8. Pursuant to section 7.12A of the Local Government Act 1995, acknowledge that no significant matters were raised in the Independent Auditor's Report, and as a result, the Chief Executive Officer is not required to:*
 - a. Prepare a report for endorsement by the Audit Committee and Council upon completion.*
 - b. Submit the report to the Minister within three months and publish it on the website within 14 days.*

8.2.8 2026/2027 CULTURAL EVENT

Applicant:	Shire of Corrigin
Date:	16/12/2025
Reporting Officer:	Caris Negri, CRC Coordinator
Disclosure of Interest:	NIL
File Ref:	RCS 0018
Attachment Ref:	NIL

SUMMARY

An Expression of Interest (EOI) has been submitted to host a performance of the touring production 'Naughties'. For financial planning, Council is asked to endorse the inclusion of this activity in the 2026/27 Annual Budget.

BACKGROUND

Circuit West is a Western Australian performing arts industry not-for-profit organisation, that receives State Government funding to, along with other key activities, deliver touring performing arts to regional, rural, and remote Western Australia through their 'Shows on the Go' program. The program selects proven crowd-pleasing shows that can perform in any venue and can be delivered at minimal cost with assistance from the State Government funding.

Hosts are able to set their own ticket prices and are liable for a set performance fee and in some cases a royalties percentage of income from ticket sales. Circuit West provides assistance from the touring team, on-road support from the tour manager, and marketing collateral.

The 2026/27 touring shows EOIs were called for in late November 2025, and the Shire of Corrigin submitted an EOI for YUCK Circus' show, 'Naughties' on 5 December 2025. The EOI is not a firm commitment to hosting a show.

YUCK Circus are a Western Australian all-female circus company, who deliver shows that combine acrobatics and comedy. They have regularly performed at various Australian Fringe Festivals, and received several awards for their productions.

'Naughties' is a 55 minute show that can be delivered with or without an intermission. The touring company includes an option for a post-show Q&A at no additional cost, and has delivered youth circus workshops in rural and remote towns. The Circuit West touring dates are in October and November 2026. Given the closeness to our community's harvest period, the EOI requested a date as early in October as possible. The recommended audience is 15 years and older.

The cost of the performance is \$3,000 ex GST. If the event is free to the community, no royalties apply. If ticket fees are charged, 5% of revenue is payable to the production company.

COMMENT

The Shire of Corrigin Annual Budget typically includes around \$4,000 ex GST for community activities such as theatre productions.

As EOIs are called for before the 2026/27 Annual Budget is drafted or adopted by Council, Council are asked to endorse the inclusion of the cultural event in the 2026/27 Annual Budget.

STATUTORY ENVIRONMENT

NIL

POLICY IMPLICATIONS

3.1 Purchasing Policy

FINANCIAL IMPLICATIONS

If endorsed, an allocation would need to be included in the 2026-2027 Annual Budget.

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
1.3	High standard of community and recreation activities and facilities	1.3.2	Deliver targeted initiatives to teenagers and young adults (through the CRC)
		1.3.7	Support local arts and culture initiatives

Objective: Civic Leadership

Strong Governance and Leadership

Council Plan			
Outcome	Strategies	Action No.	Actions
4.1	Deliver a high standard of governance and administration	4.1.3	Implement and monitor the annual budget to support timely progress toward strategic goals

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council consider the inclusion of \$3,000 ex GST plus 5% of ticket sale revenue, if applicable, for hosting a performance of YUCK Circus' 'Naughties', in the 2026-2027 Annual Budget.

8.2.9 CONTRACT EXTENSION MEDICAL SERVICES

Applicant:	Shire of Corrigin
Date:	8/12/2025
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	CS.0035, CS.0047
Attachment Ref:	Confidential Attachment 8.2.9 – Medical Services Report

SUMMARY

This item seeks Councils support for the renewal of contracts with Dr Ramakrishna and First Health for the provision of general practitioner medical and support services.

BACKGROUND

The Shire of Corrigin first entered into an agreement with Dr Ramakrishna (Dr Raj) in 2014 to provide general practitioner medical services to the Corrigin community. Over the past 11 years, Dr Raj has provided a dedicated service and continuous care, supported by First Health, which provides essential practice management and operational services.

The original and ongoing arrangement is based on the shire's commitment to provide the doctor with free use of the medical centre, house, utilities, vehicle, furniture and equipment as well as ongoing maintenance. The agreement initially provided a cash incentive for the first two years to make up for the Medicare rebate freeze at the time. The annual cash subsidy plus CPI has continued over the life of the contract

Both Dr Raj and First Health have expressed interest in renewing their contracts for a further term when the current agreements expire in March 2026. The former Shire President and CEO met with Dr Raj in June 2025. The CEO has held further discussions with Dr Raj and First Health over the past few months to clarify contract expectations for all parties.

COMMENT

The services provided by both Dr Raj and First Health are highly valued by the Shire of Corrigin and community members. Having a long term doctor in Corrigin provides continuity of service and enables residents to feel safe and stay healthy so that they can continue to live in Corrigin and contribute to the local community and economy. The medical service is well used and provides an excellent service.

First Health currently provides the following general practice support services to the doctor:

- Practice and Human Resource Management
- Chronic Disease and Clinical Support
- Financial and IT Management
- Third-Party Relationship Management and Negotiation

Since the original contract was entered in 2020 there has been an amendment to the *Functions and General Regulations* and local governments are no longer required to tender for the renewal of extension of the term of a contract for medical services. This change was largely due to advocacy from the Shire of Corrigin and the WALGA Central Country Zone and recognises the unique challenges rural communities face in attracting and retaining doctors.

The proposed contract renewal falls under the exempt tender provisions of Regulation 11(2)(jb) of the *Local Government Act 1995*, which states that contracts for medical or dental services are exempt from standard tender requirements, even if ancillary services are included.

The Shire of Corrigin has continued its advocacy for changes to funding arrangements for medical services and at the October 2025 Ordinary Council Meeting, Council resolved to support WALGA and the Rural Local Government Alliance in advocating for:

1. Increased Federal Assistance Grant funding and adjustments to the Medical Facilities Cost Adjuster component of Financial Assistance Grants; and
2. Recalculation of funding distributions to local governments that provide direct financial incentives to attract and retain GPs, enabling ratepayer funds to be redirected to core local government services.

Renewing the contracts for medical services aligns with the Shire's strategic objectives to maintain access to essential health services, reduce financial risk, and continue lobbying for sustainable funding models that alleviate the burden on rural ratepayers.

It is recommended that Council support the renewal of contracts with Dr Raj and First Health on similar terms to the current agreement with the specific contract arrangements to be negotiated by the CEO.

STATUTORY ENVIRONMENT

Local Government Act 1995

s.3.57 Tenders for providing goods or services

Local Government (Functions and General) Regulations 1996

r.11 When tenders have to be publicly invited

*(2) Tenders do not have to be publicly invited according to the requirements of this Division if —
(jb) the contract is a renewal or extension of the term of a contract (the original contract) for the supply of dental or medical services by a person registered under the Health Practitioner Regulation National Law (Western Australia) in the dental profession or medical profession.*

(5) For the purposes of subregulation (2)(jb), it is immaterial that the supplier also supplies services under the original contract that are not dental or medical services.

r 30. Dispositions of property excluded from Act s. 3.58

(1) A disposition that is described in this regulation as an exempt disposition is excluded from the application of section 3.58 of the Act.

(2) A disposition of land is an exempt disposition if —

(f) it is the leasing of land to a person registered under the Health Practitioner Regulation National Law (Western Australia) in the dental profession or medical profession to be used for carrying on the person's dental practice or medical practice.

POLICY IMPLICATIONS

Policy 3.1 Purchasing Policy

Policy 10.1 Doctor and Dentist Residence Garden Maintenance

FINANCIAL IMPLICATIONS

In 2024/25, Council spent \$302,628 on providing medical services to the Corrigin community plus an additional \$220,652 on capital upgrades to the Corrigin Medical Centre roof, doctor's car and replacement of the server.

The 2025/26 budget includes provision of \$357,310 for the continued support of the doctor and operation of the Corrigin Medical Centre.

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	1.1.1	Continued provision of local GP services

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council:

Delegates authority to the Chief Executive Officer to:

- a. negotiate the renewal of the contracts with Dr Ramakrishna and First Health for the provision of general practitioner medical and support services for a term of up to six years commencing on 1 April 2026 with option to renew for a further term.*
- b. exercise the contract extension options as approved in Part (a) above, in accordance with Regulations 11(2)(j) and 21A of the Local Government (Functions and General) Regulations 1996.*

8.2.10 2025/2026 COMMUNITY ASSISTANCE PROGRAM – REQUEST FOR ASSISTANCE

Applicant:	Shire of Corrigin
Date:	10/11/2025
Reporting Officer:	Myra Henry, Deputy Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	FM.0057
Attachment Ref:	Attachment 8.2.10 – Dusty Boots Festival Request

SUMMARY

Council is asked to consider a request from the Corrigin Historical Society for a financial contribution of up to \$2,000 and in-kind support to assist with the delivery of the Dusty Boots Heritage Festival, scheduled for Saturday, 4 April 2026.

BACKGROUND

As part of the 2025/2026 Adopted Budget, Council approved assistance for eight community groups under the Community Assistance Program (CAP). To provide flexibility for emerging requests throughout the financial year, Council also allocated an additional \$2,000 for applications not included in the original budget.

Council reviewed the CAP applications during a budget workshop on 16 April 2025. The program, guided by Council Policy 2.9, provides financial and in-kind support to not-for-profit organisations and community groups for projects, events, sponsorships, and awards.

Eight applications were initially received, with one later withdrawn, leaving seven applications requesting a combined total of \$33,941.35. At the May 2025 Ordinary Council Meeting, Council endorsed six applications for inclusion in the draft 2025/2026 Budget (Resolution 49/2025) and sought additional information from the Corrigin Triathlon Committee, which subsequently resubmitted its revised application. A further submission was also received from the Corrigin Tidy Town Committee.

The Corrigin Historical Society is proposing to host the Dusty Boots Heritage Festival at the Corrigin Pioneer Museum precinct and surrounding areas. The event aims to showcase local heritage, activate the town centre, and provide an accessible, family-friendly experience for residents and visitors.

The Society has secured \$3,000 in external funding (CBH Grass Roots and Collgar Community Fund) and is seeking a Shire cash contribution of up to \$2,000 to support essential services including children's activities, portable toilets, and waste management. Additional income is expected through ticket sales, sponsorship, and fundraising.

The event aligns with Shire strategic objectives relating to community wellbeing, cultural engagement, tourism activation, and town centre vibrancy. Attendance is estimated to exceed 200 people and will include live music, heritage displays, market stalls, food vendors, children's rides, and an Easter egg hunt.

Requested Shire support includes:

- Cash contribution: up to \$2,000
- In-kind support: event bins, waste disposal, post-event clean-up, and a pre-event tidy-up of Rotary Park.

COMMENT

The Corrigin Historical Society was previously approved for a \$2,835.45 CAP grant for the purchase of a goat mower and \$300 of in-kind bus hire. The Society did not request funding for a festival at that time, as the initiative arose after the CAP program had closed. Under CAP guidelines, eligible organisations may apply for one grant per financial year of up to \$5,000, including a required co-contribution. Based on funding already awarded, the Historical Society could have been eligible for a further \$1,864.55 had the festival formed part of their original CAP submission.

The Historical Society has demonstrated strong organisational capability, with its May 2025 Open Day attracting approximately 250 attendees. Insurance and risk management arrangements are covered under the Museum's existing public liability policy.

Overall, the request is consistent with the objectives of the Community Assistance Program and supports a volunteer-run organisation delivering a significant community event that contributes to local pride, cultural engagement, and economic activity. Clear funding options exist within the current budget framework to support Council decision-making at a sustainable level of support.

STATUTORY ENVIRONMENT

Local Government Act 1995

Local Government (Financial Management) Regulations 1996

POLICY IMPLICATIONS

Policy 3.9 Community Assistance Program

FINANCIAL IMPLICATIONS

Funding for this request may be supported through the remaining \$763.70 available within the Community Assistance Program (CAP) allocation for applications not adopted in the original 2025/2026 Budget.

Council also has the option to consider the separate \$8,000 allocation for theatre, events, and programs, of which \$3,270 has been spent. Up to \$1,000 from the remaining balance could be applied to the Dusty Boots Heritage Festival should Council wish to supplement or partially offset the requested cash contribution.

The Shire's Easter event budget could also accommodate the proposed \$200 expenditure for Easter egg purchases associated with the festival's Easter Egg Hunt component.

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.

Objective: Economy

Desired Outcome: A strong, diverse local economy

Council Plan			
Outcome	Strategies	Action No.	Actions
2.3	Promote the visitor experience, particularly nature based tourism	2.3.2	Active participation in Roe Tourism Association to promote our attractions

VOTING REQUIREMENT

Absolute Majority

OFFICER'S RECOMMENDATION

That Council:

1. Approves a cash contribution of up to \$2,000 to the Corrigin Historical Society to support the Dusty Boots Heritage Festival on 4 April 2026, with funding to be allocated from the 2025/2026 Community Assistance Program provision for additional requests not included in the original budget.
2. Approves in-kind support including the provision of event bins, waste disposal, post-event clean-up around the Museum precinct, and pre-event tidy-up of Rotary Park.

8.2.11 AUSTRALIA DAY AWARDS

Applicant:	Shire of Corrigin
Date:	9/12/2025
Reporting Officer:	Caris Negri, Community Resource Centre Coordinator
Disclosure of Interest:	NIL
File Ref:	CR.0002
Attachment Ref:	Confidential Attachment 8.2.11 – Community Citizens of the Year Award Nominations (Under Separate Cover)

OFFICER'S RECOMMENDATION

That Council in accordance with Clause 15.10 of the Standing Orders close the meeting to the public.

SUMMARY

This item seeks endorsement of the annual Australia Day Awards including Community, Youth, and Senior Citizen of the Year, and Active Citizenship Awards to be presented at the Australia Day Breakfast.

BACKGROUND

The Community Citizen of the Year Awards reward and recognise individuals and organisations making a notable contribution during the current year, and/or to those who have given outstanding service over a number of years. In past years these awards have been run in conjunction with Auspire, however following a change in membership level the awards are now an independent Shire of Corrigin initiative.

Outstanding contribution and community service includes areas such as education, health, fund-raising, charitable and voluntary services, business, sport, arts, the environment, social inclusion, or any other area that contributes to the advancement and wellbeing of the community.

The Shire of Corrigin provides four awards being:

- Community Citizen of the Year
- Community Citizen of the Year – Youth (under 25 years)
- Community Citizen of the Year – Senior (65 years or over)
- Active Citizenship Awards (for community group or event).

In choosing the recipients of the Community Citizen of the Year Awards, regard is given to the nominee's achievements in the year immediately prior to receiving the award, as well as their past achievements and ongoing contribution to the community.

A nominee need only be nominated once to be considered and the number of nominations received per nominee bears no weight in their selection.

The recipients are judged on the following selection criteria:

- Made a significant contribution to the local community over and above what is normally expected from their paid employment/business.
- Demonstrated leadership on a community issue resulting in the enhancement of community life.
- A significant initiative which has brought about positive change and added value to community life.
- Inspiring qualities as a role model for the community.

The following eligibility criteria applies to the awards:

- Nominees should reside or work principally within the local authority making the award.
- Awards may be granted posthumously in recognition of recent achievements.
- Groups of people or couples will not normally be eligible except when meeting the criteria for a community group. Though a couple or pair working together on a joint initiative may be considered in an individual category at the discretion of the local selection committee,
- A person may receive an award on more than one occasion in recognition of their particularly outstanding community contribution or involvement in an alternative initiative.
- Unsuccessful nominees may be nominated in future years.
- Nominations must be apolitical in their nature and should not in any way bring the awards program or local government area into disrepute.
- Sitting members of State, Federal and Local Government are not eligible.

COMMENT

The Community Citizen of the Year Awards were actively promoted in print and social media throughout the year. Nominations closed on 5 December 2025. No nominations were received for the youth category.

The awards are to be presented at the annual Australia Day breakfast on 26 January 2026.

The Shire of Corrigin encourage all nominators to recognise and acknowledge those in their community displaying ideals of social justice, cultural diversity, and social inclusion. The importance that the reconciliation process plays in enabling people to feel valued and contribute more positively towards society is recognised in the awards process.

Copies of the nominations are provided under separate cover.

The award winners will be recorded in the official minutes however in order to maintain confidentiality the names will not be published in public minutes until after the presentation of the awards.

STATUTORY ENVIRONMENT

NIL

POLICY IMPLICATIONS

NIL

FINANCIAL IMPLICATIONS

The cost of the annual Australia Day Breakfast is included in the 2025/26 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
4.2	Keep the community informed and seek their feedback	4.2.1	Improve regular communication and expand channels to inform our community of decisions, actions and opportunities for feedback

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council:

1. Award the 2025 Community Citizen of the Year Award to _____ at the Australia Day Breakfast on 26 January 2026.
2. Award the 2025 Senior Community Citizen of the Year Award to _____ at the Australia Day Breakfast on 26 January 2026.
3. Award the 2025 Community Group or Event Award to _____ at the Australia Day Breakfast on 26 January 2026.

In order to maintain confidentiality, the names will not be published in the public minutes until after the presentation of the awards.

OFFICER'S RECOMMENDATION

That Council in accordance with Clause 15.10 of the Standing Orders re-open the meeting to the public.

8.3 WORKS AND SERVICES

8.3.1 PROPOSED A CLASS RESERVE

Applicant:	Department Planning, Lands and Heritage
Date:	11/12/2025
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	PR.0015
Attachment Ref:	NIL

SUMMARY

Council is asked to provide comment on the request from the Department Planning, Lands and Heritage on the proposed A Class Reserve at Kurrenkutten in the Shire of Corrigin.

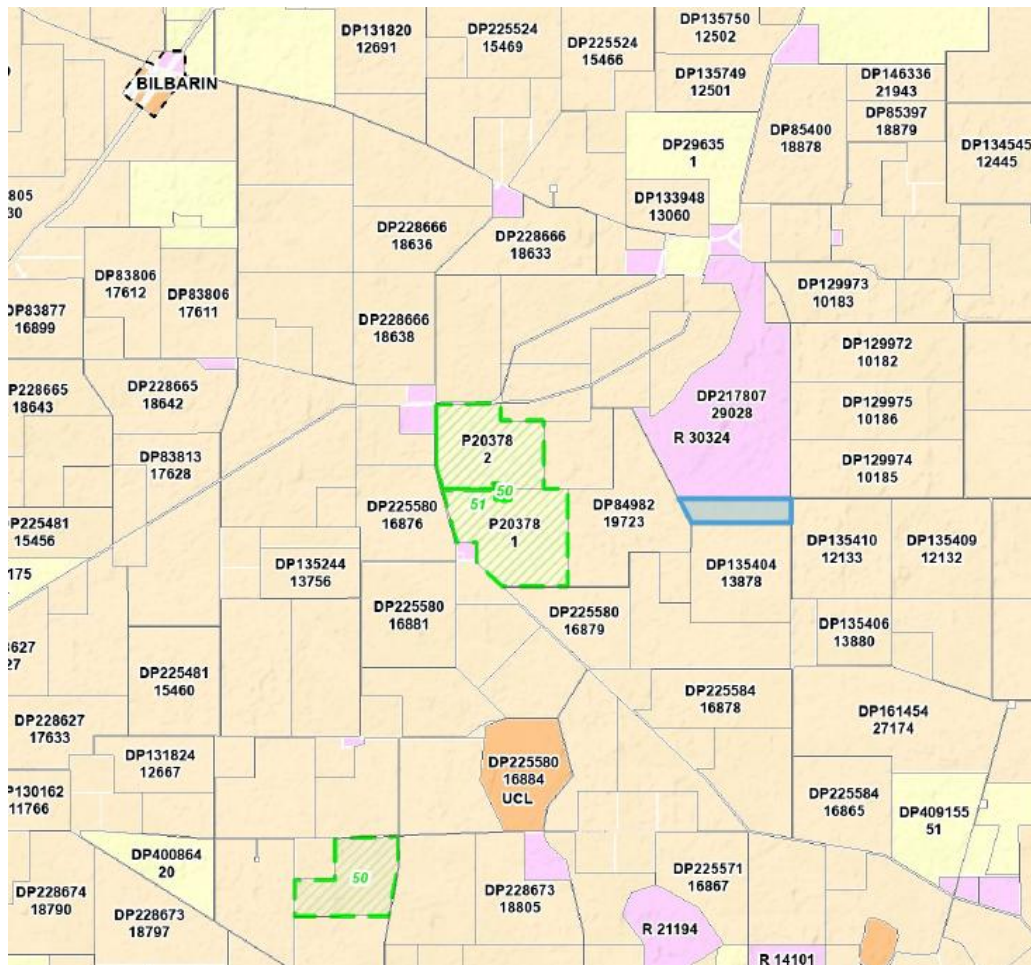
BACKGROUND

The Department of Planning, Lands and Heritage (DPLH) received a request from the Department of Biodiversity, Conservation and Attractions (DBCA) for the creation of a Class A Reserve over State Freehold Lot 16875 on DP138534 (CT 1983/246), pursuant to sections 41 and 42 of the *Land Administration Act 1997*. The new reserve is to be set aside for the purpose of Conservation of Flora and Fauna and contain a Management Order to the Conservation and Parks Commission pursuant to section 46 of the *Land Administration Act 1997*.

The proposed new nature reserve is for the protection of Carnaby's cockatoos, Malleefowls, the Threatened Ecological Community Eucalypt woodlands of the Western Australian wheatbelt and the southern portion of Lake Kurrenkutten and surrounding vegetation.

The following images show the land parcel and the surrounding area for context.





The proposed reserve is located approximately three (3) kilometres from the intersection of Nambadilling and Pontifex Road Kurrenkutten along an unmade road reserve. There is no road access to the site. Pontifex Road only extends one (1) kilometre north of the intersection of Nambadilling Road and Pontifex Road as per the following Council Resolution (15/2025) passed in February 2025.

That Council

1. Support the request from the owner of DP135404 to extend Pontifex Road by 1km to the north of intersection with Nambadilling Road to allow access to the landlocked parcel of land.
2. Request Landgate extend the existing section of Pontifex Road (land ID 3677821) by 1 kilometre to the north of intersection with Nambadilling Road to include a portion of existing road reserve 3677823.
3. Add 1 km section north of Nambadilling Road to Pontifex Road in the Shire of Corrigin Road inventory and asset management plan for future maintenance and valuation.
4. Install a *No Through Road* sign at the intersection of Pontifex Road and Nambadilling Road to advise road users that there is no access through to Corrigin Naremben Road.

COMMENT

The proposed A Class Reserve is intended to connect to existing Reserve 30324 which is vested with DBCA for the purpose of Conversation of Flora and Fauna.

The proposed reserve has no greater impact on the current usage of the land and will not impact on shire managed reserves, roads or infrastructure assets adjacent to the reserve.

The CEO contacted the adjoining landholder who advised that he has not been contacted by DBCA in relation to the proposed creation of a Class A Reserve and that the land is not adequately fenced off from his property.

To facilitate progress of the proposal, the Shire of Corrigin is asked to provide any comments within 42 calendar days of receiving the email from DPLH pursuant to section 14 of the *Land Administration Act 1997*.

STATUTORY ENVIRONMENT

Land Administration Act 1997

POLICY IMPLICATIONS

NIL

FINANCIAL IMPLICATIONS

NIL

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
3.2	Protect and use natural resources sustainably	3.2.2	Manage weeds and pests, verge side vegetation and firebreaks

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council:

1. *advise the Department Planning, Lands and Heritage that the Shire of Corrigin has no objections to the proposed creation of a Class A Reserve over State Freehold Lot 16875 on DP138534 (Certificate of Title 1983/246).*
2. *notes that the proposed nature reserve does not seem to be representative of the typical habitat for Carnaby's cockatoos, Malleefowls and the Threatened Ecological Community Eucalypt woodlands of the Western Australian wheatbelt.*
3. *advise that road access to the site is limited to 1 kilometre north of the intersection of Pontifex Road and Nambadilling Road.*
4. *recommend that the Department of Biodiversity Conservation and Attractions contact the*

adjoining landholder to negotiate arrangements for fencing of the reserve.

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 17 February 2026 at 4pm.

16 MEETING CLOSURE