



# MINUTES

## ORDINARY COUNCIL MEETING

16 December 2025

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

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## 1 DECLARATION OF OPENING

The President Cr. S Jacobs opened the meeting at 4:04pm and acknowledged the Noongar people as the traditional custodians of the land and paid respects to elders past and present as well as the pioneering families who shaped the Corrigin area into the thriving community we enjoy today.

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

## 2 ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE

Shire President  
Deputy President

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

Chief Executive Officer  
Deputy Chief Executive Officer  
Executive Support Officer

N A Manton  
M T Henry  
J M Filinski

Two members of the public

## 3 DECLARATIONS OF INTEREST

Cr Jacobs declared a financial interest in Items 8.2.1 and 8.2.2  
Cr. M Leach declared a financial interest in Items 8.2.1 and 8.2.2  
Cr. D Hickey declared a financial interest in Items 8.2.1 and 8.2.2  
Cr. H Talbot declared an indirect financial interest in items 8.2.1 and 8.2.2  
Cr. W Dyer declared an impartiality interest in items 8.2.1 and 8.2.2  
CEO N Manton declared a financial interest in Items 8.2.1 and 8.2.2

Cr. Jacobs declared an impartiality interest in item 8.2.9  
Cr. Leach declared an impartiality interest in item 8.2.9  
Cr. Hickey declared an impartiality interest in item 8.2.9  
Cr. Dickinson declared an impartiality interest in item 8.2.9  
Cr. Smith declared an impartiality interest in item 8.2.9  
Cr. Dyer declared an impartiality interest in item 8.2.9  
Cr. Talbot declared an impartiality interest in item 8.2.9

Cr. S Jacobs declared an impartiality interest in item 8.2.11  
Cr. H Talbot declared an impartiality interest in item 8.2.11

## 4 PUBLIC QUESTION TIME

NIL

## 5 MEMORIALS

The Shire of Corrigin acknowledges the passing of Mark Mudie, Shire Deputy President of Ravensthorpe and send condolences to his family and friends.

The Shire of Corrigin acknowledges the passing of Mrs Hilary Job and Mrs Cynthia Matthews, Cr Hickey's mother in law, who have passed away since the last Council meeting.

## **6 PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS**

K Baldwin addressed Council and discussed some of the history behind the locomotive that is currently at the Community Resource Centre. The Museum would like to take care of the locomotive and keep it in the shed where it will be well looked after.

K Baldwin also discussed the Dusty Boots Festival due to be held over the Easter period in 2026.

Cr. Leach asked what the \$15 entry fee was funding

K Baldwin explained the intention is to not have an entry fee if possible. The entry fee will only be charged if insufficient funding is obtained to cover the cost of holding the event and it is not intended to be a fundraiser for the Museum.

Cr. Talbot asked if the Gayfer family had been consulted with regarding the move of the locomotive as it was originally donated by them to the Corrigin Community.

K Baldwin agreed to consult the Gayfer family to ensure they are happy with the idea of moving the locomotive.

UNCONFIRMED

## **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).

##### **COUNCIL RESOLUTION**

**131/2025 Moved: Cr. Hickey                      Seconded: Cr. Dyer**

*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.*

**Carried 7/0**

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

### **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).

##### **COUNCIL RESOLUTION**

**132/2025 Moved: Cr. Talbot                      Seconded: Cr. Leach**

*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).*

**Carried 7/0**

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

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

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

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

Applicant:	Shire of Corrigin
Date:	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

### COUNCIL RESOLUTION

**133/2025 Moved: Cr. Hickey**

**Seconded: Cr. Smith**

*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
<b>Total Municipal Account Payments</b>		<b>\$573,441.90</b>

#### **Trust Account**

EFT Payments	EFT22000 – EFT22001	\$49.10
<b>Total Trust Account Payments</b>		<b>\$49.10</b>

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

EFT Payments	EFT22038	\$2,802.20
<b>Total Edna Stevenson Trust Account Payments</b>		<b>\$2,802.20</b>

#### **Licensing Trust Account**

Direct Debit Payments		\$51,559.45
<b>Total Licensing Trust Account Payments</b>		<b>\$51,559.45</b>

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

**\$627,852.65**

**Carried 7/0**

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

*Against: Nil*

## 8.1.2 MONTHLY FINANCIAL REPORT

Applicant:	Shire of Corrigin
Date:	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
<b>Cash at Bank</b> 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
<b>Capital Acquisitions</b> 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
<b>Receivables</b> 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
<b>Closing Funding Surplus/(Deficit)</b> 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

### COUNCIL RESOLUTION

**134/2025 Moved: Cr. Leach**

**Seconded: Cr. Talbot**

*That Council accepts the Statement of Financial Activity for the month ending 30 November 2025 as presented, along with notes of any material variances.*

**Carried 7/0**

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

*Against: Nil*

## 8.2 GOVERNANCE AND COMPLIANCE

*Items 8.2.1 Development Application – New Covered Washdown Bay and 8.2.2 Development Application – Proposed Alterations and Additions to CBH Bulyee were deferred to later in the meeting pending approval from the Minister for a Councillor with a declared financial interest to remain in the meeting to maintain a quorum.*

### 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

### COUNCIL RESOLUTION

**135/2025 Moved: Cr. Leach**

**Seconded: Cr. Dickinson**

*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.*

**Carried 7/0**

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

*Against: Nil*

#### 8.2.4 CARAVAN PARK LEASE EXTENSION

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

### COUNCIL RESOLUTION

**136/2025 Moved: Cr. Hickey**

**Seconded: Cr. Dickinson**

*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.*

**Carried 7/0**

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

*Against: Nil*

### 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 to 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

### COUNCIL RESOLUTION

**137/2025 Moved: Cr. Talbot**

**Seconded: Cr. Smith**

*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.*

**Carried 7/0**

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

*Against: Nil*

### 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

### COUNCIL RESOLUTION

**138/2025 Moved: Cr. Hickey**

**Seconded: Cr. Leach**

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

**Carried 7/0**

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

*Against: Nil*



### 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

## COUNCIL RESOLUTION

**139/2025 Moved: Cr. Dyer**

**Seconded: Cr. Leach**

*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 6.00pm 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.*

**Carried by Absolute Majority 7/0**

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

*Against: Nil*

### 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

## COUNCIL RESOLUTION

**140/2025 Moved: Cr. Hickey**

**Seconded: Cr. Smith**

*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.*

**Carried 7/0**

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

*Against: Nil*



### 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

*Cr. Jacobs, Cr. Leach, Cr. Hickey, Cr. Dickinson, Cr. Smith, Cr. Dyer and Cr. Talbot declared an Impartiality Interest.*

#### 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

## COUNCIL RESOLUTION

**141/2025 Moved: Cr. Talbot**

**Seconded: Cr. Dickinson**

*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.*

**Carried 7/0**

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

*Against: Nil*

### 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

## COUNCIL RESOLUTION

**142/2025 Moved: Cr. Leach**

**Seconded: Cr. Talbot**

*That Council:*

- 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.*
- 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.*

***Carried by Absolute Majority 7/0***

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

*Against: Nil*

### 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 Citizen of the Year Award Nominations (Under Separate Cover)

*Cr. Talbot declared an impartiality interest.*

*Cr. Jacobs declared an impartiality interest.*

#### COUNCIL RESOLUTION

**143/2025 Moved: Cr Hickey**

**Seconded: Cr. Dickinson**

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

**Carried 7/0**

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

*Two members of the public left the room at 4:38pm and did not return.*

#### COUNCIL RESOLUTION

**144/2025 Moved: Cr Leach**

**Seconded: Cr. Dyer**

*That Council suspend Standing Orders to allow an open discussion.*

**Carried 7/0**

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

#### 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

### COUNCIL RESOLUTION

**145/2025 Moved: Cr Dyer**

**Seconded: Cr. Hickey**

*That Council resume Standing Orders*

**Carried 7/0**

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

*Against: Nil*

### COUNCIL RESOLUTION

**146/2025 Moved: Cr. Leach**

**Seconded: Cr. Dyer**

*That Council:*

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

**Carried 7/0**

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

*Against: Nil*

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

**COUNCIL RESOLUTION**

**147/2025 Moved: Cr. Dyer**

**Seconded: Cr. Talbot**

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

**Carried 7/0**

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

*Against: Nil*

UNCONFIRMED

### 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

*Cr. Jacobs, Cr. Leach and Cr. Hickey declared a financial interest and left the room at 5:01pm*

*CEO N Manton declared a financial interest in the item.*

*Cr. H Talbot declared an indirect financial interest in the item.*

*Cr. W Dyer declared an impartiality interest in the item*

*CEO N Manton received advice from the Acting Director of the Department of Local Government, Industry Regulation and Safety, Suleila Felton that in accordance with the authority delegated by the Minister for Local Government, the application, under section 5.69(3) of the Local Government Act 1995 (the Act) is approved.*

*Approval has been granted under section 5.69(3)(a) of the Act to allow disclosing member Councillor Heather Talbot to participate and vote on the following items at the Shire's Ordinary Council Meeting on 16 December 2025.*

#### 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 96m<sup>2</sup> 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

**COUNCIL RESOLUTION**

**148/2025 Moved: Cr. Dyer**

**Seconded: Cr. Smith**

*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 96m<sup>2</sup> 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.*

**Carried 4/0**

For: Cr. Dickinson, Cr. Smith, Cr. Dyer & Cr. Talbot  
Against: Nil

## 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

*Cr. Jacobs, Cr. Leach and Cr. Hickey declared a financial interest and left the room at 5:01pm*

*CEO N Manton declared a financial interest in the item.*

*Cr. H Talbot declared an indirect financial interest in the item.*

*Cr. W Dyer declared an impartiality interest in the item*

*CEO N Manton received advice from the Acting Director of the Department of Local Government, Industry Regulation and Safety, Suleila Felton that in accordance with the authority delegated by the Minister for Local Government, the application, under section 5.69(3) of the Local Government Act 1995 (the Act) is approved.*

*Approval has been granted under section 5.69(3)(a) of the Act to allow disclosing member Councillor Heather Talbot to participate and vote on the following items at the Shire's Ordinary Council Meeting on 16 December 2025.*

### 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 outload 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.

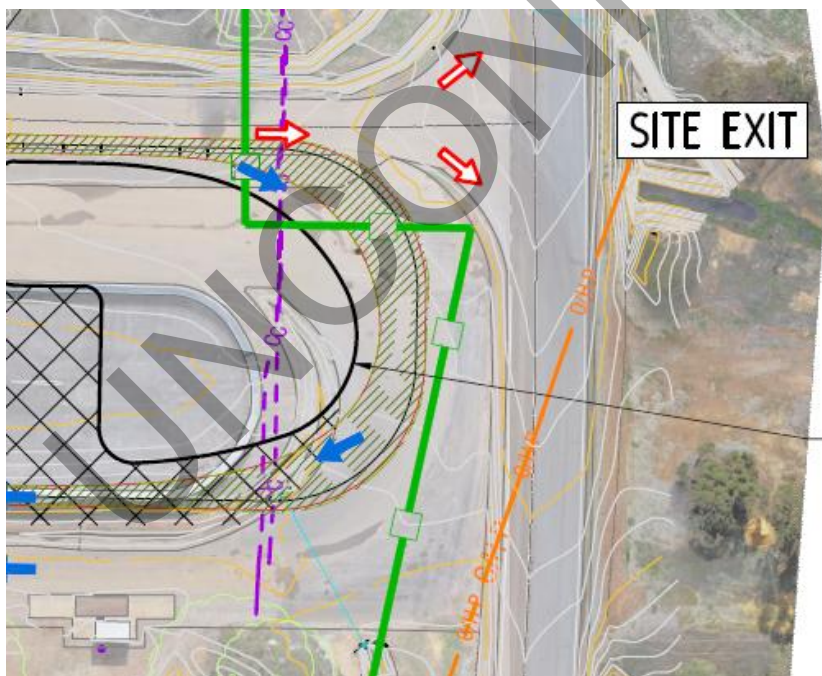
Assessment of the application in the context of the specific objectives and standards of the Shire's local planning framework including Local Planning Scheme No.2 (LPS2), the Deemed Provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015*, all relevant State Planning Policies 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

## COUNCIL RESOLUTION

**149/2025 Moved: Cr. Dyer**

**Seconded: Cr. Smith**

*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.*

**Carried 4/0**

*For: Cr. Dickinson, Cr. Smith, Cr. Dyer & Cr. Talbot*

*Against: Nil*

*Cr. Jacobs, Cr. Leach & Cr. Hickey re-entered the meeting at 5:10pm*



## 8.3 WORKS AND SERVICES

### 8.3.1 PROPOSED A CLASS RESERVE

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

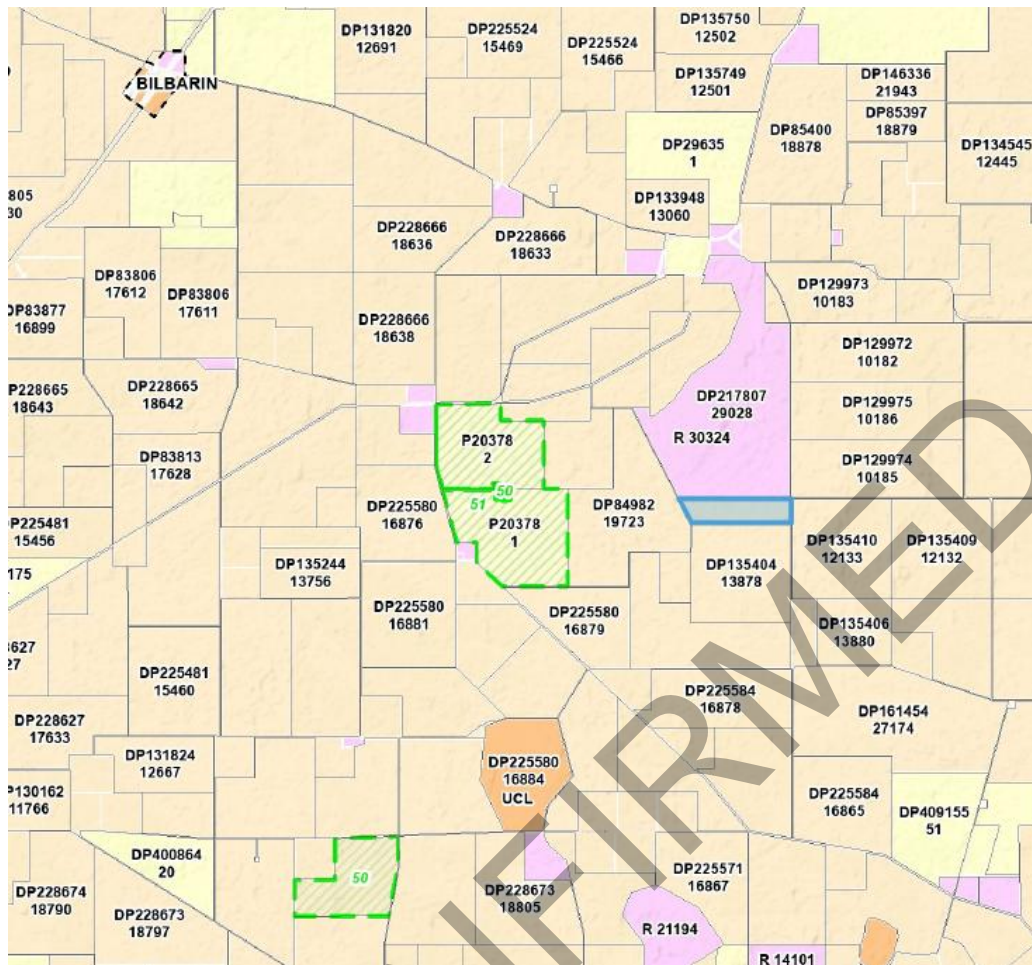
#### BACKGROUND

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 Narembreen 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

**COUNCIL RESOLUTION**

**150/2025 Moved: Cr. Hickey**

**Seconded: Cr. Leach**

*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.*

**Carried 7/0**

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

*Against: Nil*

**9 CHIEF EXECUTIVE OFFICER REPORT**

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

**10 PRESIDENT'S REPORT**

Cr. Jacobs gave a report on meetings and events attended.

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

Cr. Leach gave a report on events attended.

**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**

The President Cr. S Jacobs closed the meeting at 5:19pm.



# Agenda Attachments

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DECEMBER 2025

**ATTACHMENT 7.1.1 - COUNCIL MINUTES – 18 NOVEMBER 2025**

**ATTACHMENT 7.2.1 - AUDIT COMMITTEE MINUTES – 9 DECEMBER 2025**

**ATTACHMENT 8.1.1 - ACCOUNTS FOR PAYMENT – NOVEMBER 2025**

**ATTACHMENT 8.1.2 - MONTHLY FINANCIAL REPORT FOR PERIOD ENDING 30 NOVEMBER 2025**

**ATTACHMENT 8.2.1 - DEVELOPMENT APPLICATION LOT 500 WALTON STREET**

**ATTACHMENT 8.2.2 - DEVELOPMENT APPLICATION 120 BULYEE ROAD**

**ATTACHMENT 8.2.3 - SOCR IT STRATEGIC PLAN 2025-2026**

**ATTACHMENT 8.2.5 - AUTHORISATION TO PURCHASE GOODS AND SERVICES POLICY**

**ATTACHMENT 8.2.6 - CUSTOMER SERVICE CHARTER – REVIEW 2025**

**ATTACHMENT 8.2.7.1 - ANNUAL REPORT 2024/2025**

**ATTACHMENT 8.2.7.2 - INDEPENDENT AUDITORS REPORT**

**ATTACHMENT 8.2.7.3 - TRANSMITTAL LETTER**

**ATTACHMENT 8.2.7.4 - AUDIT COMPLETION REPORT**

**ATTACHMENT 8.2.7.5 - OAG EXIT MEETING**

**ATTACHMENT 8.2.7.6 - INTERIM MANAGEMENT LETTER**

**ATTACHMENT 8.2.9 - MEDICAL SERVICES REPORT (CONFIDENTIAL)**

**ATTACHMENT 8.2.10 - 2025/2026 COMMUNITY ASSISTANCE PROGRAM – REQUEST FOR ASSISTANCE**

**ATTACHMENT 8.2.11 - COMMUNITY CITIZEN OF THE YEAR NOMINATIONS (CONFIDENTIAL)**



# MINUTES

## ORDINARY COUNCIL MEETING

18 November 2025

The Ordinary Council Meeting for the Shire of Corrigin held on Tuesday 18 November 2025 in the Council Chambers, 9 Lynch Street, Corrigin commencing at 4.00pm.

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## **1 DECLARATION OF OPENING**

The Chairperson, President Cr. S Jacobs opened the meeting at 4:00pm and acknowledged the Noongar people as the traditional custodians of the land and paid her respects to their elders past and present as well as the pioneering families who shaped the Corrigin area into the thriving community we enjoy today.

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

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

Shire President  
Deputy President

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

Chief Executive Officer  
Deputy Chief Executive Officer  
Executive Support Officer

N A Manton  
M T Henry  
J M Filinski

One member of the public

## **3 DECLARATIONS OF INTEREST**

Cr. S Jacobs declared an impartiality interest for item 8.2.1 – Corrigin Golf Club Project Variation, as she is on the Corrigin Golf Club Committee.

Cr. H Talbot declared an impartiality interest for item 8.2.1 – Corrigin Golf Club Project Variation, as she is member of the Corrigin Golf Club, sourced funding and submitted the grant application on behalf of the club.

## **4 PUBLIC QUESTION TIME**

NIL

## **5 MEMORIALS**

The Shire has been notified that Brodie Swithenbank and Val Button have passed away since the last meeting.

## **6 PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS**

NIL



## **7 CONFIRMATION OF MINUTES**

### **7.1 PREVIOUS COUNCIL MEETING**

#### **7.1.1 ORDINARY COUNCIL MEETING**

Minutes of the Shire of Corrigin Ordinary Council meeting held on Tuesday 21 October 2025 (Attachment 7.1.1).

##### **COUNCIL RESOLUTION**

**123/2025 Moved: Cr. Dyer**

**Seconded: Cr. Talbot**

*That the Minutes of the Shire of Corrigin Ordinary Council meeting held on Tuesday 21 October 2025 (Attachment 7.1.1) be confirmed as a true and correct record.*

**Carried 7/0**

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

### **7.2 COMMITTEE MEETINGS**

#### **7.2.1 EDNA STEVENSON COMMITTEE MEETING**

Minutes of the Shire of Corrigin Edna Stevenson Trust Committee Meeting held on Monday 10 November 2025 (Attachment 7.2.1).

##### **COUNCIL RESOLUTION**

**124/2025 Moved: Cr. Dickinson**

**Seconded: Cr. Leach**

*That Council receives and notes the minutes of the Shire of Corrigin Edna Stevenson Trust Committee Meeting held on Monday 10 November 2025 (Attachment 7.2.1).*

**Carried 7/0**

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

#### **7.2.2 LOCAL EMERGENCY MANAGEMENT COMMITTEE**

Minutes of the Local Emergency Management Committee meeting held on Monday 10 November 2025 (Attachment 7.2.2).

##### **COUNCIL RESOLUTION**

**125/2025 Moved: Cr. Smith**

**Seconded: Cr. Dickinson**

*That Council receives and notes the Minutes of the Local Emergency Management Committee meeting held on Monday 10 November 2025 (Attachment 7.2.2).*

**Carried 7/0**

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

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

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

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

Applicant:	Shire of Corrigin
Date:	11/11/2025
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 – October 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 October 2025.

#### **BACKGROUND**

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

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

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

#### **COMMENT**

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

#### **STATUTORY ENVIRONMENT**

*S6.4 Local Government Act 1995, Part 6 – Financial Management*

*R34 Local Government (Financial Management) Regulations 1996*

#### **POLICY IMPLICATIONS**

Policy 2.1 – Purchasing Policy

Policy 2.14 - Corporate Credit Cards

#### **FINANCIAL IMPLICATIONS**

Expenditure in accordance with the 2025/2026 Annual Budget.

## COMMUNITY AND STRATEGIC OBJECTIVES

Shire of Corrigin Council Plan 2025-2035:

### Objective: Civic Leadership

#### Strong Governance and Leadership

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

### VOTING REQUIREMENT

Simple Majority

### COUNCIL RESOLUTION

**126/2025 Moved: Cr. Hickey**

**Seconded: Cr. Leach**

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

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

EFT Payments	EFT21849 – EFT21999	\$899,653.54
Direct Debit Payments		\$77,053.16
EFT Payroll Payments		\$208,871.22

**Total Municipal Account Payments \$1,185,577.92**

#### **Trust Account**

EFT Payments	EFT21878 – EFT21879	\$48.45
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**Total Trust Account Payments \$48.45**

#### **Licensing Trust Account**

Direct Debit Payments		\$41,231.00
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**Total Licensing Trust Account Payments \$41,231.00**

**Total of all Accounts \$1,226,857.37**

**Carried 7/0**

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

*Against: Nil*

### 8.1.2 MONTHLY FINANCIAL REPORT

Applicant:	Shire of Corrigin
Date:	13/11/2025
Reporting Officer:	Myra Henry, Deputy Chief Executive Officer
Disclosure of Interest:	NIL
File Number:	FM.0037
Attachment Ref:	Attachment 8.1.2 – Monthly Financial Report for the period ending 31 October 2025

#### SUMMARY

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

#### BACKGROUND

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

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

#### COMMENT

The Shire is required to prepare the Statement of Financial Activity as per *Local Government (Financial Management) Regulation 34* but can resolve to have supplementary information included as required. All mandatory information is provided, and the closing surplus balances to the net current assets at 31 October 2025. Whilst October Financials have been prepared to date, they may be subject to change with the finalisation of the Audit and Annual Financial Report.

Item	Reference
<b>Cash at Bank</b> The total cash as at 31 October 2025 was \$9,844,653 This is composed of \$701,180 municipal funds (Municipal Bank Account and various till floats), \$4,876,017 in short term investment, and \$4,267,455 in reserve funds.	Page 10 – Cash and Financial Assets Page 11 – Reserve Accounts
<b>Capital Acquisitions</b> The capital budget is approximately 9% complete at 31 October 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
<b>Receivables</b> Rates outstanding is \$343,207 with 89.6% of rates collected for the year compared to 86.4% in October 2024. Current receivables of \$35,868.	Page 15 – Receivables
<b>Closing Funding Surplus/(Deficit)</b> Year to date (YTD) actual closing balance is \$6,202,389 which is composed of \$10,785,486 Current Assets less \$650,276 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 October 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

### COUNCIL RESOLUTION

**127/2025 Moved: Cr. Talbot**

**Seconded: Cr. Dyer**

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

**Carried 7/0**

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

*Against: Nil*

Cr. S Jacobs declared an impartiality interest for item 8.2.1 – Corrigin Golf Club Project Variation, as she is on the Corrigin Golf Club Committee. Cr. S Jacobs confirmed she could consider the matter and make a decision in an unbiased manner.

Cr. H Talbot declared an impartiality interest for item 8.2.1 – Corrigin Golf Club Project Variation, as she is member of the Corrigin Golf Club, sourced funding and submitted the grant application on behalf of the club. Cr. H Talbot confirmed she could consider the matter and make a decision in an unbiased manner.

## 8.2 GOVERNANCE AND COMPLIANCE

### 8.2.1 CORRIGIN GOLF CLUB PROJECT VARIATION

Applicant:	Corrigin Golf Club
Date:	10/11/2025
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Number:	FM.0057 CP.0097
Attachments:	Attachment 8.2.1 – Letter from Corrigin Golf Club – Shire Grant Variation

#### SUMMARY

Council is asked to consider supporting a variation to the previously endorsed Corrigin Golf Club Community Sporting and Recreation Facilities Fund (CSRFF) project.

#### BACKGROUND

In March 2025, Council endorsed an application from the Corrigin Golf Club for CSRFF funding and a Shire contribution of \$4,545.45 (GST exclusive) towards an upgrade of the female changerooms and installation of a universal access toilet. The total project cost at that time was estimated at \$24,307.50 (including GST).

Following approval from both the Shire of Corrigin and the Department of Creative Industries, Tourism and Sport, the Golf Club sought updated quotations for the works. Subsequent investigations identified significant underlying damage to walls and pipework and found that the existing shower area was too small to meet Australian Standards for conversion to a universal access toilet. The revised cost estimate for the original scope increased substantially to between \$60,000 and \$70,000, rendering the project unviable for the Club.

The Corrigin Golf Club has therefore sought and received approval from the Department to vary the project scope. The revised works will now include:

- Installation of grab rails in both the shower and one toilet
- Installation of a raised toilet to improve accessibility
- Removal of a modesty wall containing asbestos, and
- Rehanging of the changeroom door to enable wheelchair access

The revised project continues to align with the original purpose of upgrading the changerooms and improving accessibility for members with mobility issues.

#### COMMENT

The Department of Creative Industries, Tourism and Sport has confirmed its acceptance of the project variation, noting that the intent of the project to upgrade the ageing changerooms and improve access for all users remains unchanged.

The Corrigin Golf Club now requests Council approval for the same variation of shire funding allocation to ensure consistency to allow them to proceed with the project.

The revised works will allow the Club to deliver accessibility improvements within its financial capacity, while ensuring the safety and usability of the facility for all members.

#### STATUTORY ENVIRONMENT

NIL

#### POLICY IMPLICATIONS

Policy 3.9 Community Assistance Program

### FINANCIAL IMPLICATIONS

There is no change to the previously approved Shire contribution of \$4,545.45 (GST exclusive) included in the 2025/26 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.	1.3.6	Promote and deliver the Shire's Community Grant Scheme.

### VOTING REQUIREMENT

Simple Majority

### COUNCIL RESOLUTION

**128/2025 Moved: Cr. Hickey**

**Seconded: Cr. Leach**

*That Council support the Corrigin Golf Club request to vary the scope of the previously approved Community Sporting and Recreation Facilities Fund (CSRFF) changeroom upgrade project to exclude the universal access toilet and include other modifications to assist members with mobility issues to continue their involvement with the game for as long as possible*

**Carried 7/0**

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

*Against: Nil*

## 8.2.2 APPOINTMENT OF COMMUNITY AND EMERGENCY SERVICES MANAGER AS FIRE CONTROL OFFICER

Applicant:	Shire of Corrigin
Date:	11/11/2025
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Number:	ES.0033
Attachments:	Attachment 8.2.2 – Community and Emergency Services Memorandum of Understanding

### SUMMARY

Council is requested to appoint the casual Community and Emergency Services Manager (CESM) as a Fire Control Officer (FCO) for the Shire of Corrigin, in accordance with Section 5.2 of the CESM Memorandum of Understanding between the Shire of Corrigin, Shire of Brookton, Shire of Pingelly, and the Department of Fire and Emergency Services (DFES).

### BACKGROUND

The Shire of Corrigin participates in a joint CESM program established through a Memorandum of Understanding (MOU) with the Shire of Corrigin, Shire of Brookton, Shire of Pingelly, and DFES.

The CESM role provides shared emergency management, preparedness, and volunteer support across the participating local governments.

Under the Bush Fires Act 1954, each local government is required to appoint FCO's who are authorised to carry out duties relating to fire prevention, response, and enforcement of firebreak requirements within the district.

The appointment of the CESM as FCO for the Shire of Corrigin is consistent clause 5.2 of the MOU and ensures appropriate delegation and operational capacity for fire preparedness and response activities across the region.

### COMMENT

Appointing the CESM as a FCO formalises the existing operational role the position holds in supporting local bushfire brigades, coordinating training and preparedness activities, and assisting with incident management and recovery when required.

The appointment of FCO's for 2025 was made at the Ordinary Council meeting in April 2025 based on recommendations from the Bush Fire Advisory Committee. Jason Carrall, CESM was appointed as a Shire of Corrigin FCO at that time. As his appointment to the CESM role has come to an end it is recommended that his FCO status be revoked.

Roger Northey was appointed as a casual CESM in July 2025 and has completed the required training for the role. It is recommended that he be appointed by Council as an FCO for the 2025/26 season.

### STATUTORY ENVIRONMENT

*Bush Fires Act 1954 s 38 Local government may appoint bush fire control officer*  
*Bush Fires Regulations 1954*

### POLICY IMPLICATIONS

Policy 9.2 Bush Fire Control



### FINANCIAL IMPLICATIONS

The costs associated with the CESM program are paid by DFES (60%) and the shires of Brookton, Corrigin and Pingelly (40%).

### COMMUNITY AND STRATEGIC OBJECTIVES

Shire of Corrigin Council Plan 2025-2035:

#### Objective: Environment

#### Preservation of the natural environment for the benefit of current and future generations

Council Plan			
Outcome	Strategies	Action No.	Actions
3.2	Protect and use natural resources sustainably	3.2.1	Prepare the community and Shire assets for more frequent natural events
		3.2.2	Manage weeds and pests, verge side vegetation and firebreaks

### VOTING REQUIREMENT

Simple Majority

### COUNCIL RESOLUTION

**129/2025 Moved: Cr. Smith**

**Seconded: Cr. Dyer**

*That Council*

- 1. appoint Roger Northey, casual Community and Emergency Services Manager, as a Fire Control Officer for the Shire of Corrigin in accordance with section 38 of the Bush Fires Act 1954 and in line with clause 5.2 of the Memorandum of Understanding (MOU) for the Provision of Local Government Community Emergency services Manager 2024.*
- 2. remove Jason Carrall as a Fire Control Officer for the Shire of Corrigin as he is no longer employed in the Community Emergency Services Manager role.*

**Carried 7/0**

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

*Against: Nil*

### 8.2.3 ROE ROC KEY WORKER HOUSING PROJECT CONTRIBUTION

Applicant:	Shire of Corrigin
Date:	11/11/2025
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Number:	GR.0030
Attachments:	Attachment 8.2.3 Revised Key Worker Housing Project Budget (Circulated to Councillors Prior to Meeting)

#### SUMMARY

Council is requested to consider in-principle support and a financial contribution to enable the submission of a joint Roe ROC application to the Regional Housing Support Fund (RHSF).

#### BACKGROUND

The Roe Regional Organisation of Councils (Roe ROC) comprising the shires of Corrigin, Kondinin, Kulin and Narembeen commenced a joint project to address the critical shortage of key worker housing in the region.

In June 2024 an agreement was signed with the Wheatbelt Development Commission to undertake a Workforce Housing Demand Analysis and preparation of a Business Case. The background research identified workforce housing shortages as a major barrier to attracting and retaining essential workers, impacting local government operations, businesses, and community services.

A survey of the businesses in Corrigin showed a need for approximately 124 more workers to meet the current demand, requiring a conservative estimate of 80 additional houses by 2031. The report predicted that government agencies, local government and businesses would need to build approximately 11-18 houses each year over the next six to seven years to meet the current demand. The report recommended a range of housing options for single workers and families.

Council passed the following resolution at the Ordinary Council Meeting on 18 March 2025:

That Council:

1. Endorse the Roe ROC Key Worker Housing Investment Cost-Benefit Analysis and Preliminary Business Case.
2. Notes the findings and recommendations contained in the report.
3. Supports continued collaboration with Roe ROC member councils to explore funding and delivery options for the key worker housing initiative.
4. Requests the CEO to engage with relevant stakeholders, including government agencies and potential funding partners, to progress discussions on investment opportunities.

Following a Request for Quote (RFQ) process, Whitney Consulting was engaged as the preferred consultant to assist the shires, with each member Shire allocating \$9,000 in the 2025/2026 budget to support the engagement. The Shire of Narembeen, as lead Shire, coordinated the appointment in collaboration with the Roe ROC Executive Officer.

The State Government's recent announcement of the Regional Housing Support Fund (RHSF) provides an unexpected and valuable opportunity to progress the project ahead of schedule. The fund supports the construction of key worker and community housing across regional WA, offering grants of up to \$5 million (ex GST) per application for projects capable of timely delivery.

The four shires have obtained letters of support from local businesses, Members of Parliament, real estate agents and other agencies to support the funding application. A meeting with Whitney Consulting is scheduled for 14 November 2025 to discuss key items including the combined project costs, in-principle Shire co-contributions; staging of the project and overall project timelines.

The preliminary budget for the construction of six units in Corrigin is outlined in the table below.

<b>Building Project Budget</b>	<b>2026/27</b>	<b>2027/28</b>	<b>2028/29</b>	<b>Total</b>
Project Co-ordination	43,472	59,432	59,432	162,336
Land assembly, pre-construction and site costs in kind	307,000	-	-	307,000
Building Costs	-	702,380	1,328,855	2,031,235
Driveway, Fencing, Landscape	-	5,000	128,285	133,285
Contingency budget	70,094	141,476	291,428	498,651
Total Building Project Budget	420,566	908,288	1,808,000	3,132,507
Vacant Land Value independent valuation 2024	50,000			50,000
				<b>3,182,507</b>

#### **COMMENT**

Working with partners to increase residential housing options and industrial land development is a key element of the Shire of Corrigin Council Plan. Collaborating with local groups and Roe ROC to seek opportunities, funding and partnerships for the delivery of new housing options is identified as a priority economic action in the Council Plan.

The announcement of the Regional Housing Support Fund represents a major opportunity to advance the Roe ROC Key Worker Housing Project through a coordinated, regional approach. The project has already been the subject of significant planning, including completion of the Grant Funding Strategy, endorsement of the project scope, and development of an advocacy plan.

Endorsing an in-principle financial contribution at this stage will not bind Council to a final funding amount but will enable Roe ROC to demonstrate collective commitment and project readiness—both critical factors in the State Government’s assessment process. An in-principle motion from each member Shire will also meet the mandatory requirement for evidence of local government support and co-contribution.

The Roe ROC collaboration presents a strong regional case, highlighting the shared workforce housing challenges across the Roe ROC region and demonstrating an efficient model for pooled resources and regional delivery. The joint application approach ensures consistency, strengthens the business case, and maximises the potential to attract State funding compared to individual Shire applications.

If the application is successful, Roe ROC member Councils will have the opportunity to finalise specific funding arrangements, governance, and delivery structures prior to entering any binding commitments.

It is recommended that Council commit to participating in the joint Roe ROC funding application for key worker housing and provide the necessary in-principle support to allow the business case and grant submission to proceed within the required timeframe.

#### **STATUTORY ENVIRONMENT**

NIL

#### **POLICY IMPLICATIONS**

NIL

## FINANCIAL IMPLICATIONS

The initial budget estimate to construct six, two bedroom one bathroom units on the preferred location at 24 Lynch Street is \$3.2million with an indicative shire contribution of just over \$600,000.

The vacant land at 24 Lynch Street is valued at \$50,000 and will form part of the shire's in kind contribution to the project.

The 2025/26 budget includes provision for a contribution to the housing reserve with the projected closing balance of \$507,154 at the end of the financial year.

The Long Term Financial Plan (LTFP) endorsed by Council in September 2025 does not include a specific amount for the construction of new housing, however Council plans to review the LTFP in early 2026 in line with the outcomes and actions identified in the 2025-2035 Council Plan.

The projected shire contribution of \$602,621 over three years could be funded from a combination of housing reserve funds, municipal funds or a small loan if required.

**Note** a revised budget was circulated to councillors prior to the meeting based on updated calculations following the Roe ROC CEO meeting on 17 November 2025 (Attachment 8.2.3). The CEO advised that the total project budget had been revised down from \$3.2million to \$2.7million and the indicative shire contribution revised down from \$600,000 to \$530,000.

## COMMUNITY AND STRATEGIC OBJECTIVES

Shire of Corrigin Council Plan 2025-2035:

### Objective: Economy

#### A Strong, diverse local economy

Council Plan			
Outcome	Strategies	Action No.	Actions
2.2	Improve the town central business district and housing options	2.2.3	Collaborate with local groups and Roe ROC to seek opportunities, funding and partnerships for the delivery of new housing options.

## **VOTING REQUIREMENT**

Simple Majority

## **OFFICER'S RECOMMENDATION**

*That Council:*

- 1. agrees to support Roe ROC progressing with the preparation and submission of a joint application to the State Government's Regional Housing Support Fund (RHSF) for the Roe ROC Key Worker Housing Project.*
- 2. endorses, in principle, a financial contribution of \$600,000 and in kind \$50,000 towards the Roe ROC Key Worker Housing Project to support the preparation of the business case and funding application.*
- 3. authorises the Chief Executive Officer to provide a letter to Roe ROC confirming the Shire of Corrigin in-principle support for the project.*

## **COUNCIL RESOLUTION**

**130/2025 Moved: Cr. Dickinson**

**Seconded: Cr. Leach**

*That Council:*

- 1. agrees to support Roe ROC progressing with the preparation and submission of a joint application to the State Government's Regional Housing Support Fund (RHSF) for the Roe ROC Key Worker Housing Project.*
- 2. endorses, in principle, a financial contribution of up to \$600,000 and in kind \$50,000 towards the Roe ROC Key Worker Housing Project to support the preparation of the business case and funding application.*
- 3. authorises the Chief Executive Officer to provide a letter to Roe ROC confirming the Shire of Corrigin in-principle support for the project.*

**Carried 7/0**

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

*Against: Nil*

*The resolution differs from the officer's recommendation in that councillors resolved to endorse in principle financial contribution of up to \$600,000 in light of the revised budget which was lower than the budget circulated with the Council Agenda.*

### **8.3 WORKS AND SERVICES**

#### **9 CHIEF EXECUTIVE OFFICER REPORT**

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

#### **10 PRESIDENT'S REPORT**

The President Cr. S Jacobs gave a report of recent meetings attended and issues raised.

#### **11 COUNCILLORS' QUESTIONS, REPORTS AND INFORMATION ITEMS**

Cr. H Talbot gave a report of recent meetings attended.

The Deputy President Cr. M Leach gave a report of recent meetings attended and issues raised.

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

#### **13 INFORMATION BULLETIN**

#### **14 WALGA AND CENTRAL ZONE MOTIONS**

#### **15 NEXT MEETING**

Ordinary Council Meeting on 16 December 2025 at 4pm.

#### **16 MEETING CLOSURE**

The President Cr. S Jacobs closed the meeting at 4:25pm.



# MINUTES

## AUDIT, RISK AND IMPROVEMENT COMMITTEE MEETING

**Tuesday 9 December 2025**

**6:00pm**

**Council Chambers**

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

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

## **TERMS OF REFERENCE**

### **1.0 INTRODUCTION**

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

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

### **2.0 NAME**

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

### **3.0 ROLE**

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

### **4.0 OBJECTIVES OF THE COMMITTEE**

4.1 To provide guidance and assistance to the Council in:

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

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

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

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



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

## **5.0 MEMBERSHIP**

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

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

## **6.0 PRESIDING MEMBER**

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

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

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

## **7.0 CONDUCT OF MEETINGS**

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

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

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

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

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

## **8.0 QUORUM**

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

## **9.0 DELEGATED POWERS**

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

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

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

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

### **9.1 External Audit**

The Committee shall:

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

### **9.2 Co-ordination of Auditors**

The Committee shall:

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

### **9.3 Duties and Responsibilities**

The following duties and responsibilities of the Committee will include:

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

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

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

#### **9.4 Reporting Powers**

The Committee:

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

#### **10.0 TERMINATION OF COMMITTEE**

Termination of the Committee shall be:

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

#### **11.0 AMENDMENT TO THE INSTRUMENT OF APPOINTMENT AND DELEGATION**

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

#### **12.0 COMMITTEE DECISIONS**

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

#### **13.0 CONFLICTS OF INTEREST**

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

#### **14.0 CONFIDENTIALITY**

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

#### **15.0 REMUNERATION**

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

The Presiding Member Janeane Mason requested that the Deputy Presiding Member, Lyn Baker, chair the meeting from the Council Chambers.

## **1 DECLARATION OF OPENING**

The Deputy Presiding member, L Baker opened the meeting at 6:00pm

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

Presiding Member	J Mason (Via Teams)
Deputy Presiding Member	L Baker
Shire President	Cr. S Jacobs
Deputy President	Cr. M Leach
Councillors	Cr. D Hickey
	Cr. M Talbot
	Cr. M Smith
	Cr. W Dyer
Chief Executive Officer	N Manton (Via Teams)
Deputy Chief Executive Officer	M Henry

## **APOLOGIES**

Cr. M Dickinson

## **3 DECLARATIONS OF INTEREST**

NIL

## **4 CONFIRMATION AND RECEIPT OF MINUTES**

### **4.1 CONFIRMATION AUDIT AND RISK MANAGEMENT COMMITTEE MEETING**

**Moved: Cr Leach**

**Seconded: Cr Hickey**

That the Minutes of the Audit, Risk and Improvement Committee meeting held on Tuesday 10 June 2025 (Attachment 4.1) be confirmed as a true and correct record.

***Carried 8/0***

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

## **5 REPORTS**

## **6 MATTERS REQUIRING A COMMITTEE DECISION**

### **6.1 AUDIT, RISK AND IMPROVEMENT COMMITTEE MEETING DATES 2026**

Applicant:	Shire of Corrigin
Date:	21/11/2025
Reporting Officer:	Jarrad Filinski, Executive Support Officer
Disclosure of Interest:	NIL
File Ref:	FM.0015
Attachment Ref:	NIL

#### **SUMMARY**

The Audit, Risk and Improvement Committee are asked to note dates for Audit, Risk and Improvement Committee Meetings for 2026.

#### **BACKGROUND**

The terms of reference stipulate that that the Audit, Risk and Improvement Committee shall meet at least three times per year. A schedule of meetings will be developed and agreed to by the members.

#### **COMMENT**

Audit, Risk and Improvement Committee is asked to consider and approve the following dates for meetings to be held the week prior to Ordinary Council Meetings for 2026. This will allow time for officer's and elected members to consider issues raised prior to them being taken to Ordinary Council meetings for approval.

The committee is required to meet in March to receive the Compliance Audit Return prior to submitting to the Council for endorsement.

The following Audit Committee Meeting dates for 2026 are recommended:

Tuesday 10 March 2026

Tuesday 9 June 2026

Tuesday 8 September 2026

Tuesday 8 December 2026

#### **STATUTORY ENVIRONMENT**

*Local Government (Audit) Regulations 1996*

Regulation 16

An audit committee —

- a) is to provide guidance and assistance to the local government —
  - i. as to the carrying out of its functions in relation to audits carried out under Part 7 of the Act; and
  - ii. as to the development of a process to be used to select and appoint a person to be an auditor; and
- b) may provide guidance and assistance to the local government as to —
  - i. matters to be audited; and
  - ii. the scope of audits; and
  - iii. its functions under Part 6 of the Act; and
  - iv. the carrying out of its functions relating to other audits and other matters related to financial management; and
- c) is to review a report given to it by the CEO under regulation 17(3) and is to —
  - i. report to the council the results of that review; and
  - ii. give a copy of the CEO's report to the council.

## **POLICY IMPLICATIONS**

NIL

## **FINANCIAL IMPLICATIONS**

Councillor meeting fees 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
4.1	Deliver a high standard of governance and administration	4.1.5	Continue to implement, monitor and report against the Integrated Planning and Reporting milestones

## **VOTING REQUIREMENT**

Simple Majority

## **OFFICER'S RECOMMENDATION**

**Moved: Cr Talbot**

**Seconded: Cr Jacobs**

*That the Audit, Risk and Improvement Committee note the following meeting schedule for 2026, commencing at 6.00pm in the Shire of Corrigin Council Chambers, 9 Lynch Street.*

*Tuesday 10 March 2026*

*Tuesday 9 June 2026*

*Tuesday 8 September 2026*

*Tuesday 8 December 2026*

**Carried 8/0**

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

*Against: Nil*



## **6.2 FINANCIAL AND RISK MANAGEMENT REVIEWS**

Applicant:	Shire of Corrigin
Date:	1/12/2025
Reporting Officer:	Myra Henry, Deputy Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	FM.0047
Attachment Ref:	Attachment 6.2 – Regulation 5 and Regulation 17 Table of Actions

### **SUMMARY**

The Audit, Risk and Improvement Committee is requested to receive an updated status report on the recommendations arising from the independent reviews conducted under Regulation 5 of the *Local Government (Financial Management) Regulations 1996* and Regulation 17 of the *Local Government (Audit) Regulations 1996*.

### **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's financial and risk management systems to confirm the appropriateness and effectiveness of the systems and processes.

The Shire engaged Hammond Woodhouse Advisory to:

- Review current risk management policies, procedures and plans
- Evaluate financial and operational internal control systems
- Assess systems and processes for maintaining legislative compliance
- Identify improvements and provide recommendations to assist the CEO in assessing the effectiveness of these systems

The reviews were completed in March 2025, reported to the Audit, Risk and Improvement Committee in June 2025 where a Committee resolution was passed, and subsequently presented to Council at its Ordinary Meeting in June 2025 (Resolution 59/2025), where Council formally received and noted the Financial and Risk Management Review Report in accordance with Regulations 5 and 17.

Since June, management has:

- Reviewed all recommendations and determined appropriate actions
- Implemented several actions, with others ongoing
- Incorporated relevant items into the Risk Dashboard for monitoring

A consolidated table of recommendations, responses and actions is attached for the Committee's information.

### **COMMENT**

At the June 2025 Audit, Risk and Improvement Committee meeting, it was noted that recommendations would be reviewed by management, actioned as required, and reported back to Council in relation to the Reg 5 and Reg 17.

Management has now completed this review and prepared a consolidated table of recommendations, responses, and actions. Where appropriate, these actions have also been incorporated into the Shire's Risk Dashboard for ongoing monitoring.

Key areas addressed include Information and Communication Technology (ICT) contract oversight, trust fund governance, payment authorisation thresholds, risk reporting and framework publication, fraud management improvements, contract and project management

procedures, procurement and conflict-of-interest directives, and legislative compliance processes.

<b>Summary of Key Recommendations and Actions</b>	
<b>Recommendation Area</b>	<b>Management Response / Status</b>
ICT contract oversight	DCEO overseeing ICT contract – Complete
Trust fund governance	Independent review of Edna Stevenson Trust – Ongoing
Payment authorisation thresholds	Policy updates to include segregation and thresholds – Ongoing
Risk reporting & framework	Risk Management Framework published on website – Complete
Fraud management improvements	Align processes with Auditor General's Report No.5 – Ongoing
Contract & project management	Develop formal procedure for accountability and reporting – Ongoing
Procurement & conflict of interest	CEO directive for declarations during tender evaluations – Ongoing
Legislative compliance processes	Review Policy 4.6 and formalise accountability – Ongoing

The attached detailed table provides further information on all recommendations and actions.

## **STATUTORY ENVIRONMENT**

*Local Government (Audit) Regulations 1996 Regulation 17*

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

## **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**

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

**Moved: Cr Hickey**

**Seconded: Cr Smith**

*That the Audit, Risk and Improvement Committee receives and notes the updated status report on recommendations arising from the Regulation 5 and Regulation 17 reviews, including management responses and actions, and acknowledges that relevant items have been incorporated into the Risk Dashboard.*

**Carried 8/0**

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

*Against: Nil*

### **6.3 INTERNAL AUDIT – RISK MANAGEMENT REVIEW**

Applicant:	Shire of Corrigin
Date:	28/11/2025
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	RM.0006
Attachment Ref:	Attachment 6.3 – Risk Dashboard

#### **SUMMARY**

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

#### **BACKGROUND**

The latest review of the Risk Management Framework policies and procedures was adopted by Council on 18 March 2025. The policy and procedures document outlines the commitment and objectives regarding managing risk that may impact the Shire's strategies, goals or objectives.

The Risk Management Review Dashboard summaries the following risks:

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

#### **COMMENT**

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

#### **STATUTORY ENVIRONMENT**

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

#### **POLICY IMPLICATIONS**

4.1 Risk Management Policy

#### **FINANCIAL IMPLICATIONS**

NIL

## **COMMUNITY AND STRATEGIC OBJECTIVES**

Shire of Corrigin Council Plan 2025-2035:

### **Objective: Civic Leadership**

#### **Strong Governance and Leadership**

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

## **VOTING REQUIREMENT**

Simple Majority

## **OFFICER'S RECOMMENDATION**

**Moved: Cr Leach**

**Seconded: Cr Dyer**

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

***Carried 8/0***

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

*Against: Nil*

## **6.4 ANNUAL REPORT FOR YEAR ENDING 30 JUNE 2025**

Applicant:	Shire of Corrigin
Date:	28/11/2025
Reporting Officer:	Myra Henry, Deputy Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	FM.0381
Attachment Ref:	Attachment 6.4.1 - Annual Report 2024/25 Attachment 6.4.2 – Independent Auditor’s Report Attachment 6.4.3 – Transmittal Letters Attachment 6.4.4 – Audit Completion Report Attachment 6.4.5 – OAG Exit Meeting Minutes Attachment 6.4.6 – Interim Management Letter

### **SUMMARY**

The Shire of Corrigin Audit, Risk and Improvement Committee (the Committee) is requested to consider and accept the 2024/2025 Annual Report, which includes the Audited Annual Financial Report and the Auditor’s Report (Auditor General’s Audit Opinion), and to recommend its adoption by Council.

### **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.

### **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 the Committee for consideration.

### **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 6.4.1.

### **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**

<b>Council Plan</b>			
<b>Outcome</b>	<b>Strategies</b>	<b>Action No.</b>	<b>Actions</b>
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

## **OFFICER'S RECOMMENDATION**

**Moved: Cr Hickey**

**Seconded: Cr Talbot**

*That the Audit, Risk and Improvement Committee recommend to Council:*

- 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 6.4.1).*
- 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 6.4.2 – 6.4.5).*
- 7. Receive the Management Letter and responses as attached (Attachment 6.4.6).*
- 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.*

**Carried by Absolute Majority 8/0**

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

## **7 NEXT MEETING**

The next Audit, Risk and Improvement Committee meeting is to be held on 10 March 2026 at 6.00pm

## **8 MEETING CLOSURE**

The Deputy Presiding Member, L Baker closed the meeting at 6:12pm.

## SCHEDULE OF ACCOUNTS PAID FOR THE MONTH OF NOVEMBER 2025

### MUNICIPAL ACCOUNT

#### EFT PAYMENTS

EFT #	DATE	NAME	DESCRIPTION	AMOUNT
EFT22002	12/11/2025	AUSTRALIA POST	POSTAGE CHARGES FOR OCTOBER 2025	\$ 152.01
EFT22003	12/11/2025	AVON WASTE	RUBBISH COLLECTION FOR OCTOBER 2025	\$ 26,156.51
EFT22004	12/11/2025	BEST OFFICE SYSTEMS	PRINTING CHARGES - ADMIN OFFICE, RESOURCE CENTRE, WORKS DEPOT	\$ 659.26
EFT22005	12/11/2025	BROWNLEY'S PLUMBING & GAS	PLUMBING SERVICES - 36C JOSE STREET	\$ 2,240.70
EFT22006	12/11/2025	CJS AGRI-MECHANICS	PLANT REPAIRS - ROLLER, PRIME MOVER, MINI EXCAVATOR, BULYEE FIRE TRUCK	\$ 11,225.08
EFT22007	12/11/2025	CTI LOGISTICS	FREIGHT CHARGES FOR OCTOBER 2025	\$ 3,244.84
EFT22008	12/11/2025	CONNELLY IMAGES	WHITEBOARD MARKINGS FOR NEW BOARD AT DEPOT	\$ 352.00
EFT22009	12/11/2025	CORRIGIN AGRICULTURAL SOCIETY (INC)	CONTRIBUTION TOWARDS CORRIGIN SHOW FOR FIREWORKS, ENTERTAINMENT	\$ 7,180.00
EFT22010	12/11/2025	CORRIGIN ENGINEERING PTY LTD	PLANT PARTS - BOBCAT TRAILER, SIGN TRAILER, BIN TRAILERS	\$ 1,472.28
EFT22011	12/11/2025	CORRIGIN OFFICE SUPPLIES	STATIONERY SUPPLIES FOR OCTOBER 2025	\$ 732.93
EFT22012	12/11/2025	CORSIGN WA PTY LTD	BIODIRECTIONAL HAZARD BOARDS, A-STRUTS	\$ 1,298.00
EFT22013	12/11/2025	DAVEY, PIPPA	STAFF REIMBURSEMENT	\$ 61.60
EFT22014	12/11/2025	DEPARTMENT OF FIRE & EMERGENCY SERVICES	2025/2026 ESL PAYMENT FOR SHIRE PROPERTIES	\$ 8,056.56
EFT22015	12/11/2025	DRY KIRKNESS (AUDIT) PTY LTD	AUDIT SERVICES FOR YEAR ENDED 30 JUNE 2025 (LRCIP AND ROADS TO RECOVERY)	\$ 1,980.00
EFT22016	12/11/2025	FIRST HEALTH SERVICES	MEDICAL SUPPORT SERVICE FEE FOR NOVEMBER 2025	\$ 14,497.79
EFT22017	12/11/2025	GWT POWER MUSIC PTY LTD T/AS POWER AUDIO VISUAL	INSPECT AND REPAIR SOUND SYSTEM AT SWIMMING POOL	\$ 1,060.40
EFT22018	12/11/2025	HERSEY'S SAFETY PTY LTD	HARDWARE AND SAFETY SUPPLIES	\$ 3,574.05
EFT22019	12/11/2025	ITR PACIFIC PTY LTD	PLANT PARTS - GRADERS	\$ 4,950.00
EFT22020	12/11/2025	KATEMS SUPERMARKET	REFRESHMENTS AND CATERING SUPPLIES FOR OCTOBER 2025	\$ 575.43
EFT22021	12/11/2025	KOMPAN AUSTRALIA PTY LTD	BABY SWING SEAT FOR ROTARY PARK	\$ 335.06
EFT22022	12/11/2025	LANDGATE	GROSS RENTAL VALUATIONS, RURAL UV INTERIM VALUATIONS	\$ 355.36
EFT22023	12/11/2025	MARKETFORCE - OMNICOM MEDIA	ADVERTISING - BUILDING OFFICER POSITION	\$ 2,251.77
EFT22024	12/11/2025	MALLEE TREE CAFE & GALLERY	REFRESHMENTS AND CATERING	\$ 474.00
EFT22025	12/11/2025	NEU-TECH AUTO ELECTRICS, TYRES & MECHANICAL	PLANT SERVICE - FORD RANGER UTE	\$ 355.01
EFT22026	12/11/2025	NUTRIEN AG SOLUTIONS LIMITED	110 LITRES ROUNDUP, 10 LITRES TERRAIN FLOW, 20 LITRES TRICLOPYR	\$ 4,206.40
EFT22027	12/11/2025	POOL & PUMP SERVICE & REPAIRS PTY LTD	REPLACEMENT PUMP FOR HYDRO POOL	\$ 3,734.50
EFT22028	12/11/2025	RURAL TREES SERVICES	TREE PRUNING AND REMOVAL WITHIN CORRIGIN TOWNSITE	\$ 3,836.80
EFT22029	12/11/2025	SCAVENGER FIRE & SAFETY	BUSHFIRE UNIFORM ORDER	\$ 899.80
EFT22030	12/11/2025	SUPAGAS PTY LIMITED	GAS EQUIPMENT SERVICE CHARGE FOR CREC	\$ 895.40
EFT22031	12/11/2025	TEAM GLOBAL EXPRESS - TOLL GLOBAL	FREIGHT CHARGES	\$ 133.71
EFT22032	12/11/2025	TREMAR CONTRACTING	REPAIR POOL FENCE, PUMP OUT DRAIN, RV DUMP POINT, PORTALOOS	\$ 5,962.00
EFT22033	12/11/2025	WALLIS COMPUTER SOLUTIONS	VULNERABILITY AND PENTEST	\$ 3,245.00
EFT22034	12/11/2025	WARDA KADAK TRAFFIC SERVICES PTY LTD	TRAFFIC MANAGEMENT SERVICES	\$ 6,462.50

# SCHEDULE OF ACCOUNTS PAID FOR THE MONTH OF NOVEMBER 2025

EFT22035	12/11/2025	WESTERN IRRIGATION	DESIGN AND SPECIFICATION FOR MAIN OVAL IRRIGATION AND PUMP SYSTEM	\$	4,400.00
EFT22036	13/11/2025	CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS	\$	67.77
EFT22037	13/11/2025	SALARY PACKAGING AUSTRALIA	SALARY PACKAGING PAYROLL DEDUCTION	\$	409.63
EFT22039	19/11/2025	BOC LIMITED	CONTAINER SERVICE FEE FOR SWIMMING POOL - MEDICAL OXYGEN	\$	29.28
EFT22040	19/11/2025	BROWNLEY'S PLUMBING & GAS	PLUMBING SERVICES - WALTON STREET TOILETS	\$	253.00
EFT22041	19/11/2025	CHESTER, REGAN LOUISE	STAFF REIMBURSEMENT	\$	60.00
EFT22042	19/11/2025	COMITO, STEVEN JOSEPH	STAFF REIMBURSEMENT	\$	452.92
EFT22043	19/11/2025	CONNELLY IMAGES	REPLACEMENT SIGNAGE FOR DEPOT	\$	105.00
EFT22044	19/11/2025	CONNOR DAWSON	CUSTOMER REFUND	\$	42.27
EFT22045	19/11/2025	CORRIGIN BOWLING CLUB	VENUE HIRE FOR 2025 STAFF CHRISTMAS PARTY	\$	200.00
EFT22046	19/11/2025	CORRIGIN HARDWARE	HARDWARE SUPPLIES FOR OCTOBER 2025	\$	1,932.75
EFT22047	19/11/2025	CORRIGIN NETBALL CLUB	BOND REFUND	\$	450.00
EFT22048	19/11/2025	D&L STUDIO PTY LTD T/AS - METAL ARTWORK CREATIONS	COUNCILLOR NAME BADGES	\$	39.49
EFT22049	19/11/2025	DRY KIRKNESS (AUDIT) PTY LTD	AUDIT SERVICES FOR YEAR ENDED 30 JUNE 2025 (LRCIP AND ROADS TO RECOVERY)	\$	1,980.00
EFT22050	19/11/2025	ELDERS RURAL SERVICES AUSTRALIA LIMITED	FENCE DROPPER BUNDLES	\$	511.51
EFT22051	19/11/2025	EXURBAN PTY LTD	TOWN PLANNING CONSULTANCY SERVICES FOR OCTOBER 2025	\$	4,209.67
EFT22052	19/11/2025	FAWKES, JOELENE JOY	STAFF REIMBURSEMENT	\$	187.00
EFT22053	19/11/2025	GWT POWER MUSIC PTY LTD T/AS POWER AUDIO VISUAL	SPEAKER REPLACEMENT AT SWIMMING POOL	\$	4,211.59
EFT22054	19/11/2025	GREAT SOUTHERN FUEL SUPPLIES	FUEL SUPPLIES FOR OCTOBER 2025 INCLUSIVE OF FUEL CARD PURCHASES	\$	22,133.35
EFT22055	19/11/2025	HADDEO INFRASTRUCTURE AGRICULTURE PTY LTD	CONSULTANCY SERVICES - VARIOUS ROAD PROJECTS	\$	2,585.00
EFT22056	19/11/2025	INTELIFE - TWINKARRI	VERGE CLEARING - BILBARIN-QUAIRADING ROAD	\$	5,544.00
EFT22057	19/11/2025	LOCAL COMMUNITY INSURANCE SERVICES	2025/2026 PUBLIC AND PRODUCTS LIABILITY INSURANCE	\$	753.50
EFT22058	19/11/2025	MALLEE TREE CAFE & GALLERY	REFRESHMENTS AND CATERING	\$	220.00
EFT22059	19/11/2025	NARROGIN BETTA HOME LIVING	NEW DISHWASHER FOR 14 COURBOULES CRESCENT	\$	749.00
EFT22060	19/11/2025	NEGRI, CARIS	STAFF REIMBURSEMENT	\$	104.25
EFT22061	19/11/2025	NEU-TECH AUTO ELECTRICS, TYRES & MECHANICAL	PLANT PARTS - PATCHING TRUCK	\$	245.34
EFT22062	19/11/2025	PATHWEST LABORATORY MEDICINE W.A.	PRE-EMPLOYMENT DRUG AND ALCOHOL SCREENING	\$	49.50
EFT22063	19/11/2025	PORTER CONSULTING ENGINEERS	SURVEY AND DESIGN - BULLARING GORGE ROCK ROAD INTERSECTION	\$	2,722.50
EFT22064	19/11/2025	SCAVENGER FIRE & SAFETY	BUSHFIRE UNIFORM ORDER	\$	6,875.00
EFT22065	19/11/2025	SHERRIN RENTALS	PLANT HIRE - PADFOOT ROLLER	\$	7,526.20
EFT22066	19/11/2025	TEAM GLOBAL EXPRESS - TOLL GLOBAL	FREIGHT CHARGES	\$	159.80
EFT22067	19/11/2025	THOR EARTH PLANT HIRE	PLANT HIRE - WATER TRUCK	\$	11,440.00
EFT22068	19/11/2025	TREMAR CONTRACTING	PUMP OUT GORGE ROCK TOILETS	\$	495.00
EFT22069	19/11/2025	WA CONTRACT RANGER SERVICES	RANGER SERVICES - ANIMAL CONTROL, FIREBREAK INSPECTIONS	\$	866.25
EFT22070	19/11/2025	WARDA KADAK TRAFFIC SERVICES PTY LTD	TRAFFIC MANAGEMENT SERVICES	\$	10,323.50
EFT22071	19/11/2025	WESTERN MECHANICAL CORRIGIN	PLANT PARTS - TIPPER TRUCK	\$	212.76
EFT22072	27/11/2025	ALLSTRONG OUTDOOR GARAGE DOORS	GARAGE DOOR SERVICE AND REPAIR - 11 COURBOULES CRESCENT	\$	242.00

# **SCHEDULE OF ACCOUNTS PAID FOR THE MONTH OF NOVEMBER 2025**

EFT22073	27/11/2025	AMPAC DEBT RECOVERY (WA) PTY LTD	DEBT RECOVERY AND ASSOCIATED LEGAL FEES	\$	99.00
EFT22074	27/11/2025	AREA SAFE PRODUCTS PTY LTD	ALUMINIUM BENCH FOR DOG PARK	\$	1,367.30
EFT22075	27/11/2025	CARRAMAR RESOURCE INDUSTRIES	42 TONNES OF SAND	\$	2,772.00
EFT22076	27/11/2025	CORRIGIN CLEANING SERVICE	CLEANING SERVICES - 32 CAMM STREET, WINDMILL BUILDING	\$	638.00
EFT22077	27/11/2025	CORRIGIN COMBINED WINTER SPORTS COMMITTEE	BOND REFUND	\$	200.00
EFT22078	27/11/2025	CORRIGIN ENGINEERING PTY LTD	PLANT PARTS - BOBCAT TRAILER	\$	748.28
EFT22079	27/11/2025	CORRIGIN ROADHOUSE	REFRESHMENTS AND CATERING	\$	185.98
EFT22080	27/11/2025	CORRIGIN TYREPOWER	PLANT REPAIRS - CREW CAB TRUCK, TRACTOR	\$	1,915.00
EFT22081	27/11/2025	CORSIGN WA PTY LTD	ASSORTED STREET SIGNS	\$	812.35
EFT22082	27/11/2025	DARIAN LESLIE SMITH	REFUND OF 2025 COUNCIL NOMINATION FEE	\$	100.00
EFT22083	27/11/2025	DAWNELLA FREEMAN	STAFF REIMBURSEMENT	\$	64.90
EFT22084	27/11/2025	DESMOND LAURENCE HICKEY	REFUND OF 2025 COUNCIL NOMINATION FEE	\$	100.00
EFT22085	27/11/2025	DR THYAGARAJ RAMAKRISHNA (PERSONAL ACCOUNT)	HOME INTERNET REIMBURSEMENT - APRIL TO DECEMBER 2025	\$	680.00
EFT22086	27/11/2025	ELDERS RURAL SERVICES AUSTRALIA LIMITED	8 TONNES OF CEMENT	\$	5,104.00
EFT22087	27/11/2025	EUROFINS ARL PTY LTD	ASBESTOS ANALYSIS ON BULK SAMPLES	\$	390.50
EFT22088	27/11/2025	F M SURVEYS PTY LTD	SURVEY AND AMALGAMATION APPLICATION AND FEES - LOT 446/447 MURPHY STREET	\$	3,266.72
EFT22089	27/11/2025	G & W SURVEYS	SURVEY GORGE ROCK BULLARING ROAD INTERSECTION	\$	1,430.00
EFT22090	27/11/2025	GWT POWER MUSIC PTY LTD T/AS POWER AUDIO VISUAL	PORTABLE PA SPEAKER WITH WIRELESS MICROPHONES AND SPEAKER STAND	\$	762.91
EFT22091	27/11/2025	GLYNIS ROBINSON UPHOLSTERY SUPPLIES	CANVAS COVER FOR CEMENT BATCHING PLANT	\$	300.00
EFT22092	27/11/2025	HEATHER VICTORIA TALBOT	REFUND OF 2025 COUNCIL NOMINATION FEE	\$	100.00
EFT22093	27/11/2025	HERSEY'S SAFETY PTY LTD	LITTER PICKERS	\$	429.00
EFT22094	27/11/2025	INSTANT WEIGHING	CALIBRATION OF SCALES - CEMENT BATCHING PLANT, LOADERS	\$	6,328.11
EFT22095	27/11/2025	LANDGATE	GROSS RENTAL VALUATIONS	\$	25.84
EFT22096	27/11/2025	M2 TECHNOLOGY GROUP PTY LTD (M2 ON HOLD)	ON HOLD TELEPHONE SUBSCRIPTION FOR NOVEMBER 2025	\$	110.00
EFT22097	27/11/2025	MATTHEW BEN DICKINSON	REFUND OF 2025 COUNCIL NOMINATION FEE	\$	100.00
EFT22098	27/11/2025	MEGAN BAZLEY	FACE PAINTING AT 2025 PARK PARTY	\$	600.00
EFT22099	27/11/2025	NEU-TECH AUTO ELECTRICS, TYRES & MECHANICAL	PLANT SERVICE AND REPAIRS - DOCTOR VEHICLE, LOMOS FIRE TRUCK	\$	991.31
EFT22100	27/11/2025	PORTER CONSULTING ENGINEERS	DETAIL DESIGN FOR BRUCE ROCK-CORRIGIN ROAD	\$	6,276.88
EFT22101	27/11/2025	RAY WHITE SOUTH COAST RURAL	ANNUAL PROPERTY INSPECTIONS - VARIOUS SHIRE PROPERTIES	\$	1,300.80
EFT22102	27/11/2025	REAC SYSTEMS	NEW HOT WATER SYSTEM FOR HYDRO POOL, AIR-CON SERVICE AND REPAIRS	\$	33,764.50
EFT22103	27/11/2025	ROADSHOW FILMS PTY LTD	2026 BLANKET LICENCE AGREEMENT	\$	440.00
EFT22104	27/11/2025	SEEK LIMITED	BUILDING OFFICER, CRC CUSTOMER SERVICE OFFICER, FINANCE ADMIN OFFICER ADVERTS	\$	2,079.00
EFT22105	27/11/2025	SHIRE OF KULIN	BENDERING WASTE SITE - NEW PIT SITE WORKS	\$	8,072.04
EFT22106	27/11/2025	SIGMA TELFORD GROUP	SWIMMING POOL CHEMGEM DOSER REPAIRS	\$	1,185.84
EFT22107	27/11/2025	ST JOHN AMBULANCE WESTERN AUSTRALIA LTD	DEFIBRILLATOR PADS FOR CREC AND CARAVAN PARK	\$	174.20
EFT22108	27/11/2025	STEPHEN CARRICK ARCHITECTS	FINAL PAYMENT - BILBARIN HALL CONCEPT PLAN	\$	1,980.00
EFT22109	27/11/2025	SWAN MATERIALS PTY LTD	53.34 TONNES OF 5MM WASHED GRANITE	\$	4,999.61

### SCHEDULE OF ACCOUNTS PAID FOR THE MONTH OF NOVEMBER 2025

EFT22110	27/11/2025	TEAM GLOBAL EXPRESS - TOLL GLOBAL	FREIGHT CHARGES	\$ 58.10
EFT22111	27/11/2025	TELSTRA LIMITED	PHONE AND INTERNET CHARGES	\$ 740.84
EFT22112	27/11/2025	THOR EARTH PLANT HIRE	PLANT HIRE - WATER TRUCK	\$ 2,200.00
EFT22113	27/11/2025	TREMAR CONTRACTING	GUTTER AND DOWNPIPE REPLACEMENT AT 23B SEIMONS AVENUE	\$ 4,730.00
EFT22114	27/11/2025	VALLEY AIRCON & REFRIGERATION	ANNUAL AIRCON SERVICING - VARIOUS SHIRE PROPERTIES	\$ 5,102.72
EFT22115	27/11/2025	VISIMAX SAFETY PRODUCTS	INFRINGEMENT NOTICE BOOKS - DOG ACT, BUSH FIRES ACT	\$ 107.69
EFT22116	27/11/2025	WA LOCAL GOVERNMENT ASSOCIATION (WALGA)	COUNCILLOR TRAINING REGISTRATIONS	\$ 1,452.00
EFT22117	27/11/2025	WALLIS COMPUTER SOLUTIONS	NEW LAPTOP FOR RESOURCE CENTRE	\$ 3,047.00
EFT22118	27/11/2025	WARDA KADAK TRAFFIC SERVICES PTY LTD	TRAFFIC MANAGEMENT SERVICES	\$ 12,237.50
EFT22119	27/11/2025	WEST COAST TURF	KIKUYU LAWN FOR 23 SEIMONS AVENUE	\$ 858.00
EFT22120	27/11/2025	WESTERN HYDRAULICS CORRIGIN	PLANT REPAIRS - MINI EXCAVATOR	\$ 1,006.37
EFT22121	27/11/2025	WESTERN IRRIGATION	PLANT PARTS - CEMENT BATCHING PLANT	\$ 48.51
EFT22122	27/11/2025	WESTERN TYRES CORRIGIN	PLANT REPAIRS - TORO MOWER	\$ 56.00
EFT22123	27/11/2025	WILLIAM THOMAS ERIC DYER	REFUND OF 2025 COUNCIL NOMINATION FEE	\$ 100.00
EFT22124	27/11/2025	CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS	\$ 169.19
EFT22125	27/11/2025	CORRIGIN SHIRE WORKERS SOCIAL CLUB	PAYROLL DEDUCTIONS	\$ 135.00
EFT22126	27/11/2025	SALARY PACKAGING AUSTRALIA	SALARY PACKAGING PAYROLL DEDUCTION	\$ 409.63
<b>TOTAL EFT PAYMENTS</b>				<b>\$ 337,758.20</b>

### DIRECT DEBIT PAYMENTS

DD #	DATE	NAME	DESCRIPTION	AMOUNT
DD18122.1	03/11/2025	NATIONAL AUSTRALIA BANK	CREDIT CARD PAYMENT	\$ 2,771.77
DD18070.1	12/11/2025	SYNERGY	ELECTRICITY CHARGES	\$ 79.46
DD18104.1	12/11/2025	AWARE SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 14,509.25
DD18104.2	12/11/2025	HOSTPLUS SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	\$ 664.51
DD18104.3	12/11/2025	CATHOLIC SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 1,714.52
DD18104.4	12/11/2025	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 2,920.60
DD18104.5	12/11/2025	REST SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	\$ 595.81
DD18104.6	12/11/2025	TELSTRA SUPERANNUATION SCHEME	SUPERANNUATION CONTRIBUTIONS	\$ 456.42
DD18091.1	20/11/2025	WATER CORPORATION OF WA	WATER CHARGES	\$ 3,333.63
DD18093.1	21/11/2025	WATER CORPORATION OF WA	WATER CHARGES	\$ 1,717.55
DD18089.1	24/11/2025	SYNERGY	ELECTRICITY CHARGES	\$ 4,421.75
DD18176.1	24/11/2025	WATER CORPORATION OF WA	WATER CHARGES	\$ 88.24
DD18094.1	25/11/2025	WATER CORPORATION OF WA	WATER CHARGES	\$ 8,193.02
DD18151.1	25/11/2025	THE BOND ADMINISTRATOR	THE BOND ADMINISTRATOR DEBIT - 23A SEIMONS AVENUE	\$ 780.00
DD18095.1	26/11/2025	WATER CORPORATION OF WA	WATER CHARGES	\$ 2,499.74
DD18164.1	26/11/2025	AWARE SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 11,040.73



# SCHEDULE OF ACCOUNTS PAID FOR THE MONTH OF NOVEMBER 2025

DD18164.2	26/11/2025	HOSTPLUS SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	\$	466.00
DD18164.3	26/11/2025	CATHOLIC SUPER	SUPERANNUATION CONTRIBUTIONS	\$	1,581.30
DD18164.4	26/11/2025	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	\$	1,998.25
DD18164.5	26/11/2025	REST SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	\$	451.82
DD18164.6	26/11/2025	TELSTRA SUPERANNUATION SCHEME	SUPERANNUATION CONTRIBUTIONS	\$	309.74
DD18096.1	27/11/2025	WATER CORPORATION OF WA	WATER CHARGES	\$	4,734.00
				<b>TOTAL DIRECT DEBIT PAYMENTS</b>	<b>\$ 65,328.11</b>

## EFT PAYROLL PAYMENTS

PPE #	DATE	NAME	DESCRIPTION	AMOUNT
PPE121125	13/11/2025	PAYROLL	FORTNIGHTLY PAYROLL PAYMENT TO EMPLOYEES	\$ 93,936.78
PPE261125	27/11/2025	PAYROLL	FORTNIGHTLY PAYROLL PAYMENT TO EMPLOYEES	\$ 76,418.81
TOTAL EFT PAYROLL PAYMENTS				\$ 170,355.59

**MUNICIPAL ACCOUNT - TOTAL PAYMENTS** \$ 573,441.90

## TRUST ACCOUNT

### EFT PAYMENTS

EFT #	DATE	NAME	DESCRIPTION	AMOUNT
EFT22000	12/11/2025	PUBLIC TRANSPORT AUTHORITY	TRANSWA TICKET SALES FOR OCTOBER 2025	\$ 33.58
EFT22001	12/11/2025	SHIRE OF CORRIGIN - MUNICIPAL	TRANSWA TICKET COMMISSIONS FOR OCTOBER 2025	\$ 15.52
TOTAL EFT PAYMENTS				\$ 49.10

**TRUST ACCOUNT - TOTAL PAYMENTS** \$ 49.10

## EDNA STEVENSON TRUST ACCOUNT

### EFT PAYMENTS

EFT #	DATE	NAME	DESCRIPTION	AMOUNT
EFT22038	19/11/2025	KAILEY LOUISE COPPEN	2025 EDNA STEVENSON SCHOLARSHIP REIMBURSEMENT	\$ 2,802.20
TOTAL EFT PAYMENTS				\$ 2,802.20

**EDNA STEVENSON TRUST ACCOUNT - TOTAL PAYMENTS** \$ 2,802.20

## SCHEDULE OF ACCOUNTS PAID FOR THE MONTH OF NOVEMBER 2025

### LICENSING TRUST ACCOUNT

#### DIRECT DEBIT PAYMENTS

DD #	DATE	NAME	DESCRIPTION	AMOUNT
DD18068.1	03/11/2025	DEPT OF TRANSPORT AND MAJOR INFRASTRUCTURE	DOT DIRECT DEBIT FOR LICENSING TRANSACTIONS	\$ 3,482.50
DD18072.1	04/11/2025	DEPT OF TRANSPORT AND MAJOR INFRASTRUCTURE	DOT DIRECT DEBIT FOR LICENSING TRANSACTIONS	\$ 9,842.05
DD18079.1	05/11/2025	DEPT OF TRANSPORT AND MAJOR INFRASTRUCTURE	DOT DIRECT DEBIT FOR LICENSING TRANSACTIONS	\$ 544.40
DD18084.1	06/11/2025	DEPT OF TRANSPORT AND MAJOR INFRASTRUCTURE	DOT DIRECT DEBIT FOR LICENSING TRANSACTIONS	\$ 2,906.35
DD18086.1	07/11/2025	DEPT OF TRANSPORT AND MAJOR INFRASTRUCTURE	DOT DIRECT DEBIT FOR LICENSING TRANSACTIONS	\$ 201.25
DD18088.1	10/11/2025	DEPT OF TRANSPORT AND MAJOR INFRASTRUCTURE	DOT DIRECT DEBIT FOR LICENSING TRANSACTIONS	\$ 1,461.35
DD18100.1	11/11/2025	DEPT OF TRANSPORT AND MAJOR INFRASTRUCTURE	DOT DIRECT DEBIT FOR LICENSING TRANSACTIONS	\$ 2,757.35
DD18102.1	12/11/2025	DEPT OF TRANSPORT AND MAJOR INFRASTRUCTURE	DOT DIRECT DEBIT FOR LICENSING TRANSACTIONS	\$ 754.15
DD18109.1	13/11/2025	DEPT OF TRANSPORT AND MAJOR INFRASTRUCTURE	DOT DIRECT DEBIT FOR LICENSING TRANSACTIONS	\$ 7,539.25
DD18112.1	14/11/2025	DEPT OF TRANSPORT AND MAJOR INFRASTRUCTURE	DOT DIRECT DEBIT FOR LICENSING TRANSACTIONS	\$ 857.40
DD18114.1	17/11/2025	DEPT OF TRANSPORT AND MAJOR INFRASTRUCTURE	DOT DIRECT DEBIT FOR LICENSING TRANSACTIONS	\$ 613.30
DD18120.1	18/11/2025	DEPT OF TRANSPORT AND MAJOR INFRASTRUCTURE	DOT DIRECT DEBIT FOR LICENSING TRANSACTIONS	\$ 503.85
DD18134.1	19/11/2025	DEPT OF TRANSPORT AND MAJOR INFRASTRUCTURE	DOT DIRECT DEBIT FOR LICENSING TRANSACTIONS	\$ 842.50
DD18142.1	20/11/2025	DEPT OF TRANSPORT AND MAJOR INFRASTRUCTURE	DOT DIRECT DEBIT FOR LICENSING TRANSACTIONS	\$ 1,367.50
DD18144.1	21/11/2025	DEPT OF TRANSPORT AND MAJOR INFRASTRUCTURE	DOT DIRECT DEBIT FOR LICENSING TRANSACTIONS	\$ 117.80
DD18146.1	24/11/2025	DEPT OF TRANSPORT AND MAJOR INFRASTRUCTURE	DOT DIRECT DEBIT FOR LICENSING TRANSACTIONS	\$ 12,108.70
DD18149.1	25/11/2025	DEPT OF TRANSPORT AND MAJOR INFRASTRUCTURE	DOT DIRECT DEBIT FOR LICENSING TRANSACTIONS	\$ 3,570.75
DD18156.1	26/11/2025	DEPT OF TRANSPORT AND MAJOR INFRASTRUCTURE	DOT DIRECT DEBIT FOR LICENSING TRANSACTIONS	\$ 1,386.85
DD18170.1	27/11/2025	DEPT OF TRANSPORT AND MAJOR INFRASTRUCTURE	DOT DIRECT DEBIT FOR LICENSING TRANSACTIONS	\$ 395.05
DD18172.1	28/11/2025	DEPT OF TRANSPORT AND MAJOR INFRASTRUCTURE	DOT DIRECT DEBIT FOR LICENSING TRANSACTIONS	\$ 307.10
TOTAL DIRECT DEBIT PAYMENTS				\$ 51,559.45

LICENSING TRUST ACCOUNT - TOTAL PAYMENTS \$ 51,559.45

TOTAL MUNICIPAL ACCOUNT PAYMENTS \$ 573,441.90

TOTAL TRUST ACCOUNT PAYMENTS \$ 49.10

TOTAL EDNA STEVENSON TRUST ACCOUNT PAYMENTS \$ 2,802.20

TOTAL LICENSING TRUST ACCOUNT PAYMENTS \$ 51,559.45

TOTAL OF ALL ACCOUNT PAYMENTS \$ 627,852.65

## SCHEDULE OF ACCOUNTS PAID FOR THE MONTH OF NOVEMBER 2025

### CREDIT CARD PURCHASES

DATE	NAME	DESCRIPTION	AMOUNT
13/10/2025	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA	ANNUAL STATE CONFERENCE REGISTRATION - CEO	\$ 1,860.00
14/10/2025	INK STATION	INKJET CARTRIDGES FOR RESOURCE CENTRE	\$ 31.93
14/10/2025	BIG W ONLINE	SENIORS WEEK ACTIVITY SUPPLIES	\$ 71.93
16/10/2025	SHIRE OF CORRIGIN LICENSING	PLATE REMAKE FEE FOR TORO MOWER	\$ 52.10
20/10/2025	AUSTRALIA POST CORRIGIN	FAREWELL GIFT CARDS FOR COUNCILLORS	\$ 611.90
20/10/2025	CALTEX KARRAGULLEN	FUEL FOR DCEO VEHICLE	\$ 69.15
27/10/2025	CALTEX KARRAGULLEN	FUEL FOR DCEO VEHICLE	\$ 74.76
TOTAL CREDIT CARD PURCHASES			<u><u>\$ 2,771.77</u></u>

### FUEL CARD PURCHASES

DATE	NAME	DESCRIPTION	AMOUNT
31/10/2025	ADMINISTRATION VEHICLE - CR1	FUEL CARD PURCHASES FOR OCTOBER 2025	\$ 670.23
31/10/2025	ADMINISTRATION VEHICLE - 2CR	FUEL CARD PURCHASES FOR OCTOBER 2025	\$ 291.43
31/10/2025	WORKS AND SERVICES VEHICLE - 1CR	FUEL CARD PURCHASES FOR OCTOBER 2025	\$ 516.07
31/10/2025	MEDICAL SERVICES VEHICLE - CR1000	FUEL CARD PURCHASES FOR OCTOBER 2025	\$ 450.07
31/10/2025	ROE HEALTH VEHICLE - 4CR	FUEL CARD PURCHASES FOR OCTOBER 2025	\$ 1,514.08
31/10/2025	BUSHFIRE BRIGADE VEHICLE - BULYEE	FUEL CARD PURCHASES FOR OCTOBER 2025	\$ 43.07
TOTAL FUEL CARD PURCHASES			<u><u>\$ 3,484.95</u></u>



## **MONTHLY FINANCIAL REPORT**

**(Containing the required statement of financial activity and statement of financial position)**

**For the period ended 30 November 2025**

***LOCAL GOVERNMENT ACT 1995***

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

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**SHIRE OF CORRIGIN**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 30 NOVEMBER 2025**

	Adopted Budget Estimates	YTD Budget Estimates	YTD Actual	Variance* \$	Variance* %	Var.
Note	(a) \$	(b) \$	(c) \$	(c) - (b) \$	((c) - (b))/(b) %	
<b>OPERATING ACTIVITIES</b>						
<b>Revenue from operating activities</b>						
General rates	3,185,550	3,182,630	3,179,755	(2,875)	(0.09%)	
Rates excluding general rates	98,446	98,446	98,446	0	0.00%	
Grants, subsidies and contributions	1,543,011	893,506	961,488	67,982	7.61%	
Fees and charges	843,808	500,203	465,041	(35,162)	(7.03%)	
Interest revenue	283,990	26,145	28,249	2,104	8.05%	
Other revenue	261,461	68,665	533,541	464,876	677.02%	▲
Profit on asset disposals	218,867	47,264	0	(47,264)	(100.00%)	▼
	<b>6,435,133</b>	<b>4,816,859</b>	<b>5,266,520</b>	<b>449,661</b>	<b>9.34%</b>	
<b>Expenditure from operating activities</b>						
Employee costs	(3,045,931)	(1,269,181)	(1,134,670)	134,511	10.60%	▲
Materials and contracts	(2,500,851)	(1,034,549)	(987,203)	47,346	4.58%	
Utility charges	(374,880)	(156,025)	(110,709)	45,316	29.04%	▲
Depreciation	(4,714,278)	(1,964,040)	0	1,964,040	100.00%	▲
Finance costs	(51,087)	0	0	0	0.00%	
Insurance	(346,106)	(346,076)	(314,681)	31,395	9.07%	
Other expenditure	(216,439)	(48,997)	(68,815)	(19,818)	(40.45%)	▼
Loss on asset disposals	(235,609)	(137,331)	0	137,331	100.00%	▲
	<b>(11,485,181)</b>	<b>(4,956,199)</b>	<b>(2,616,078)</b>	<b>2,340,121</b>	<b>47.22%</b>	
Non cash amounts excluded from operating activities	2(c) 4,714,322	2,054,107	0	(2,054,107)	(100.00%)	▼
<b>Amount attributable to operating activities</b>	<b>(335,726)</b>	<b>1,914,767</b>	<b>2,650,442</b>	<b>735,675</b>	<b>38.42%</b>	
<b>INVESTING ACTIVITIES</b>						
<b>Inflows from investing activities</b>						
Proceeds from capital grants, subsidies and contributions	1,545,354	100,000	500	(99,500)	(99.50%)	▼
Proceeds from disposal of assets	547,000	0	0	0	0.00%	
Proceeds on disposal of financial assets at fair values through other comprehensive income	167,080	0	0	0	0.00%	
	<b>2,259,434</b>	<b>100,000</b>	<b>500</b>	<b>(99,500)</b>	<b>(99.50%)</b>	
<b>Outflows from investing activities</b>						
Acquisition of property, plant and equipment	(2,252,500)	(385,500)	(395,908)	(10,408)	(2.70%)	
Acquisition of infrastructure	(3,061,509)	(650,000)	(302,569)	347,431	53.45%	▲
	<b>(5,314,009)</b>	<b>(1,035,500)</b>	<b>(698,477)</b>	<b>337,023</b>	<b>32.55%</b>	
Non-cash amounts excluded from investing activities	2(d) (1,444)	0	0	0	0.00%	
<b>Amount attributable to investing activities</b>	<b>(3,056,019)</b>	<b>(935,500)</b>	<b>(697,977)</b>	<b>237,523</b>	<b>25.39%</b>	
<b>FINANCING ACTIVITIES</b>						
<b>Inflows from financing activities</b>						
Transfer from reserves	234,660	0	183,078	183,078	0.00%	
	<b>234,660</b>	<b>0</b>	<b>183,078</b>	<b>183,078</b>	<b>0.00%</b>	
<b>Outflows from financing activities</b>						
Repayment of borrowings	(103,465)	0	0	0	0.00%	
Transfer to reserves	(427,708)	0	0	0	0.00%	
	<b>(531,173)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>	
<b>Amount attributable to financing activities</b>	<b>(296,513)</b>	<b>0</b>	<b>183,078</b>	<b>183,078</b>	<b>0.00%</b>	
<b>MOVEMENT IN SURPLUS OR DEFICIT</b>						
<b>Surplus or deficit at the start of the financial year</b>	2(a) 3,688,258	3,688,258	3,886,924	198,666	5.39%	
Amount attributable to operating activities	(335,726)	1,914,767	2,650,442	735,675	38.42%	▲
Amount attributable to investing activities	(3,056,019)	(935,500)	(697,977)	237,523	25.39%	▲
Amount attributable to financing activities	(296,513)	0	183,078	183,078	0.00%	
<b>Surplus or deficit after imposition of general rates</b>	<b>0</b>	<b>4,667,525</b>	<b>6,022,467</b>	<b>1,354,942</b>	<b>29.03%</b>	<b>▲</b>

**KEY INFORMATION**

▲▼ Indicates a variance between Year to Date (YTD) Budget and YTD Actual data outside the adopted materiality threshold.

▲ Indicates a variance with a positive impact on the financial position.

▼ Indicates a variance with a negative impact on the financial position.

Refer to Note 3 for an explanation of the reasons for the variance.

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

**SHIRE OF CORRIGIN**  
**STATEMENT OF FINANCIAL POSITION**  
**FOR THE PERIOD ENDED 30 NOVEMBER 2025**

	Actual 30 June 2025	Actual as at 30 November 2025
	\$	\$
<b>CURRENT ASSETS</b>		
Cash and cash equivalents	3,915,716	5,491,744
Trade and other receivables	194,271	373,547
Other financial assets	4,259,215	4,259,215
Inventories	167,803	154,567
Contract assets	297,762	297,762
Other assets	1,272	18,025
<b>TOTAL CURRENT ASSETS</b>	<b>8,836,039</b>	<b>10,594,860</b>
<b>NON-CURRENT ASSETS</b>		
Trade and other receivables	17,197	17,197
Other financial assets	79,620	79,620
Inventories	1,045,000	1,045,000
Investment in associate	41,554	41,554
Property, plant and equipment	34,553,917	34,949,824
Infrastructure	171,715,780	172,018,350
<b>TOTAL NON-CURRENT ASSETS</b>	<b>207,453,068</b>	<b>208,151,545</b>
<b>TOTAL ASSETS</b>	<b>216,289,107</b>	<b>218,746,405</b>
<b>CURRENT LIABILITIES</b>		
Trade and other payables	319,963	138,929
Other liabilities	35,706	23,096
Borrowings	103,466	103,466
Employee related provisions	374,081	374,081
<b>TOTAL CURRENT LIABILITIES</b>	<b>833,216</b>	<b>639,572</b>
<b>NON-CURRENT LIABILITIES</b>		
Borrowings	1,023,119	1,023,119
Employee related provisions	54,612	54,612
<b>TOTAL NON-CURRENT LIABILITIES</b>	<b>1,077,731</b>	<b>1,077,731</b>
<b>TOTAL LIABILITIES</b>	<b>1,910,947</b>	<b>1,717,303</b>
<b>NET ASSETS</b>	<b>214,378,160</b>	<b>217,029,102</b>
<b>EQUITY</b>		
Retained surplus	34,343,148	37,177,168
Reserve accounts	4,450,533	4,267,455
Revaluation surplus	175,584,479	175,584,479
<b>TOTAL EQUITY</b>	<b>214,378,160</b>	<b>217,029,102</b>

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

SHIRE OF CORRIGIN  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 NOVEMBER 2025

1 BASIS OF PREPARATION AND MATERIAL ACCOUNTING POLICIES

BASIS OF PREPARATION

This prescribed financial report has been prepared in accordance with the *Local Government Act 1995* and accompanying regulations.

**Local Government Act 1995 requirements**

Section 6.4(2) of the *Local Government Act 1995* read with the *Local Government (Financial Management) Regulations 1996*, prescribe that the financial report be prepared in accordance with the *Local Government Act 1995* and, to the extent that they are not inconsistent with the Act, the Australian Accounting Standards. The Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and Interpretations of the Australian Accounting Standards Board were applied where no inconsistencies exist.

The *Local Government (Financial Management) Regulations 1996* specify that vested land is a right-of-use asset to be measured at cost, and is considered a zero cost concessionary lease. All right-of-use assets under zero cost concessionary leases are measured at zero cost rather than at fair value, except for vested improvements on concessionary land leases such as roads, buildings or other infrastructure which continue to be reported at fair value, as opposed to the vested land which is measured at zero cost. The measurement of vested improvements at fair value is a departure from AASB 16 which would have required the Shire to measure any vested improvements at zero cost.

*Local Government (Financial Management) Regulations 1996*, regulation 34 prescribes contents of the financial report. Supplementary information does not form part of the financial report.

Accounting policies which have been adopted in the preparation of this financial report have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the financial report has been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

**PREPARATION TIMING AND REVIEW**

Date prepared: All known transactions up to 09 December 2025

**THE LOCAL GOVERNMENT REPORTING ENTITY**

All funds through which the Shire controls resources to carry on its functions have been included in the financial statements forming part of this financial report.

All monies held in the Trust Fund are excluded from the financial statements.

**MATERIAL ACCOUNTING POLICES**

Material accounting policies utilised in the preparation of these statements are as described within the 2024-25 Annual Budget. Please refer to the adopted budget document for details of these policies.

**Critical accounting estimates and judgements**

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses.

The estimates and associated assumptions are based on historical experience and various other factors believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

As with all estimates, the use of different assumptions could lead to material changes in the amounts reported in the financial report.

The following are estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year and further information on their nature and impact can be found in the relevant note:

- Fair value measurement of assets carried at reportable value including:
  - Property, plant and equipment
  - Infrastructure
- Impairment losses of non-financial assets
- Expected credit losses on financial assets
- Measurement of employee benefits

**SHIRE OF CORRIGIN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 30 NOVEMBER 2025**

**2 NET CURRENT ASSETS INFORMATION**

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

**Current assets**

Cash and cash equivalents  
Trade and other receivables  
Other financial assets  
Inventories  
Contract assets  
Other assets

**Less: current liabilities**

Trade and other payables  
Other liabilities  
Borrowings  
Employee related provisions  
Other provisions

Net current assets

Less: Total adjustments to net current assets

**Closing funding surplus / (deficit)**

Note	Adopted Budget Opening 1 July 2025	Actual as at 30 June 2025	Actual as at 30 November 2025
	\$	\$	\$
	589,909	3,915,716	5,491,744
	68,435	194,271	373,547
	4,452,263	4,259,215	4,259,215
	77,240	167,803	154,567
	0	297,762	297,762
	33,872	1,272	18,025
	5,221,719	8,836,039	10,594,860
	(137,850)	(319,963)	(138,929)
	(36,154)	(35,706)	(23,096)
		(103,466)	(103,466)
	(345,400)	(374,081)	(374,081)
	(57,292)	0	0
	(576,696)	(833,216)	(639,572)
	4,645,023	8,002,823	9,955,288
2(b)	(4,645,023)	(4,115,899)	(3,932,821)
	<b>0</b>	<b>3,886,924</b>	<b>6,022,467</b>

**(b) Current assets and liabilities excluded from budgeted deficiency**

**Adjustments to net current assets**

Less: Reserve accounts  
Less: Current assets not expected to be received at end of year  
- Current financial assets at amortised cost - self supporting loans  
- Rates receivable  
Add: Current liabilities not expected to be cleared at the end of the year  
- Current portion of borrowings  
- Current portion of unspent capital grants held in reserve  
- Current portion of employee benefit provisions held in reserve

**Total adjustments to net current assets**

	(4,643,581)	(4,450,533)	(4,267,455)
	36,154	0	0
	0	103,466	103,466
	(37,596)	0	0
	0	231,168	231,168
2(a)	<b>(4,645,023)</b>	<b>(4,115,899)</b>	<b>(3,932,821)</b>

Adopted Budget Estimates	YTD Budget Estimates	YTD Actual
30 June 2026	30 November 2025	30 November 2025
\$	\$	\$

**(c) Non-cash amounts excluded from operating activities**

**Adjustments to operating activities**

Less: Profit on asset disposals  
Add: Loss on asset disposals  
Add: Depreciation  
Non-cash movements in non-current assets and liabilities:  
- Employee provisions

**Total non-cash amounts excluded from operating activities**

(218,867)	(47,264)	0
235,609	137,331	0
4,714,278	1,964,040	0
(16,698)	0	0
<b>4,714,322</b>	<b>2,054,107</b>	<b>0</b>

**(d) Non-cash amounts excluded from investing activities**

**Adjustments to investing activities**

Movement in current unspent capital grants associated with restricted cash  
**Total non-cash amounts excluded from investing activities**

(1,444)	0	0
<b>(1,444)</b>	<b>0</b>	<b>0</b>

**CURRENT AND NON-CURRENT CLASSIFICATION**

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. Unless otherwise stated assets or liabilities are classified as current if expected to be settled within the next 12 months, being the local governments' operational cycle.



**SHIRE OF CORRIGIN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 30 NOVEMBER 2025**

**3 EXPLANATION OF MATERIAL VARIANCES**

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date actual materially.

The material variance adopted by Council for the 2025-26 year is \$10,000 and 10.00% whichever is the greater.

Description	Var. \$ \$	Var. % %	
<b>Revenue from operating activities</b>			
<b>Other revenue</b>	<b>464,876</b>	<b>677.02%</b>	▲
This timing variance relates to the proceeds from the sale of Granite Rise blocks. With the audit now finalised, the profit and loss will be processed in December.			
<b>Profit on asset disposals</b>	<b>(47,264)</b>	<b>(100.00%)</b>	▼
Sale of various asset still to be completed, anticipated to be done by February			
<b>Expenditure from operating activities</b>			
<b>Employee costs</b>	<b>134,511</b>	<b>10.60%</b>	▲
Employee costs are below the anticipated budget across all programs.			
<b>Utility charges</b>	<b>45,316</b>	<b>29.04%</b>	▲
Timing issues of various utility charges still to be invoiced and paid.			
<b>Depreciation</b>	<b>1,964,040</b>	<b>100.00%</b>	▲
With the audit now finalised, depreciation is expected to be processed during December.			
<b>Other expenditure</b>	<b>(19,818)</b>	<b>(40.45%)</b>	▼
Various subscriptions paid earlier than anticipated.			
<b>Loss on asset disposals</b>	<b>137,331</b>	<b>100.00%</b>	▲
Sale of various asset still to be completed, anticipated to be done by February			
<b>Non cash amounts excluded from operating activities</b>	<b>(2,054,107)</b>	<b>(100.00%)</b>	▼
With the audit now finalised, depreciation is expected to be processed during December.			
<b>Inflows from investing activities</b>			
<b>Proceeds from capital grants, subsidies and contributions</b>	<b>(99,500)</b>	<b>(99.50%)</b>	▼
This is a timing variance related to capital grants that have not yet been received			
<b>Outflows from investing activities</b>			
<b>Acquisition of infrastructure</b>	<b>347,431</b>	<b>53.45%</b>	▲
This variance reflects the anticipated payment of part of the Retic project in November.			
<b>Surplus or deficit after imposition of general rates</b>	<b>1,354,942</b>	<b>29.03%</b>	▲
As described above			

**SHIRE OF CORRIGIN**  
**SUPPLEMENTARY INFORMATION**

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**BASIS OF PREPARATION - SUPPLEMENTARY INFORMATION**

Supplementary information is presented for information purposes. The information does not comply with the disclosure requirements of the Australian Accounting Standards.

**SHIRE OF CORRIGIN  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 30 NOVEMBER 2025**

**1 KEY INFORMATION**

**Funding Surplus or Deficit Components**

<b>Funding surplus / (deficit)</b>				
	<b>Adopted Budget</b>	<b>YTD Budget (a)</b>	<b>YTD Actual (b)</b>	<b>Var. \$ (b)-(a)</b>
<b>Opening</b>	<b>\$3.69 M</b>	<b>\$3.69 M</b>	<b>\$3.89 M</b>	<b>\$0.20 M</b>
<b>Closing</b>	<b>\$0.00 M</b>	<b>\$4.67 M</b>	<b>\$6.02 M</b>	<b>\$1.35 M</b>

Refer to Statement of Financial Activity

<b>Cash and cash equivalents</b>		
	<b>\$9.75 M</b>	<b>% of total</b>
<b>Unrestricted Cash</b>	<b>\$5.48 M</b>	<b>56.2%</b>
<b>Restricted Cash</b>	<b>\$4.27 M</b>	<b>43.8%</b>

Refer to 3 - Cash and Financial Assets

<b>Payables</b>	
	<b>\$0.14 M</b>
<b>Trade Payables</b>	<b>\$0.11 M</b>
0 to 30 Days	100.0%
Over 30 Days	0.0%
Over 90 Days	0.0%

Refer to 9 - Payables

<b>Receivables</b>		
	<b>\$0.07 M</b>	<b>% Collected</b>
<b>Rates Receivable</b>	<b>\$0.30 M</b>	<b>90.9%</b>
<b>Trade Receivable</b>	<b>\$0.07 M</b>	<b>% Outstanding</b>
Over 30 Days		19.1%
Over 90 Days		6.3%

Refer to 7 - Receivables

**Key Operating Activities**

<b>Amount attributable to operating activities</b>			
<b>Adopted Budget</b>	<b>YTD Budget (a)</b>	<b>YTD Actual (b)</b>	<b>Var. \$ (b)-(a)</b>
<b>(\$0.34 M)</b>	<b>\$1.91 M</b>	<b>\$2.65 M</b>	<b>\$0.74 M</b>

Refer to Statement of Financial Activity

<b>Rates Revenue</b>		
<b>YTD Actual</b>	<b>\$3.18 M</b>	<b>% Variance</b>
<b>YTD Budget</b>	<b>\$3.18 M</b>	<b>(0.1%)</b>

<b>Grants and Contributions</b>		
<b>YTD Actual</b>	<b>\$0.96 M</b>	<b>% Variance</b>
<b>YTD Budget</b>	<b>\$0.89 M</b>	<b>7.6%</b>

Refer to 12 - Grants and Contributions

<b>Fees and Charges</b>		
<b>YTD Actual</b>	<b>\$0.47 M</b>	<b>% Variance</b>
<b>YTD Budget</b>	<b>\$0.50 M</b>	<b>(7.0%)</b>

Refer to Statement of Financial Activity

**Key Investing Activities**

<b>Amount attributable to investing activities</b>			
<b>Adopted Budget</b>	<b>YTD Budget (a)</b>	<b>YTD Actual (b)</b>	<b>Var. \$ (b)-(a)</b>
<b>(\$3.06 M)</b>	<b>(\$0.94 M)</b>	<b>(\$0.70 M)</b>	<b>\$0.24 M</b>

Refer to Statement of Financial Activity

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

Refer to 6 - Disposal of Assets

<b>Asset Acquisition</b>		
<b>YTD Actual</b>	<b>\$0.30 M</b>	<b>% Spent</b>
<b>Adopted Budget</b>	<b>\$3.06 M</b>	<b>(90.1%)</b>

Refer to 5 - Capital Acquisitions

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

Refer to 5 - Capital Acquisitions

**Key Financing Activities**

<b>Amount attributable to financing activities</b>			
<b>Adopted Budget</b>	<b>YTD Budget (a)</b>	<b>YTD Actual (b)</b>	<b>Var. \$ (b)-(a)</b>
<b>(\$0.30 M)</b>	<b>\$0.00 M</b>	<b>\$0.18 M</b>	<b>\$0.18 M</b>

Refer to Statement of Financial Activity

<b>Borrowings</b>	
<b>Principal repayments</b>	<b>\$0.00 M</b>
<b>Interest expense</b>	<b>\$0.00 M</b>
<b>Principal due</b>	<b>\$1.13 M</b>

Refer to 10 - Borrowings

<b>Reserves</b>	
<b>Reserves balance</b>	<b>\$4.27 M</b>
<b>Net Movement</b>	<b>(\$0.18 M)</b>

Refer to 4 - Cash Reserves

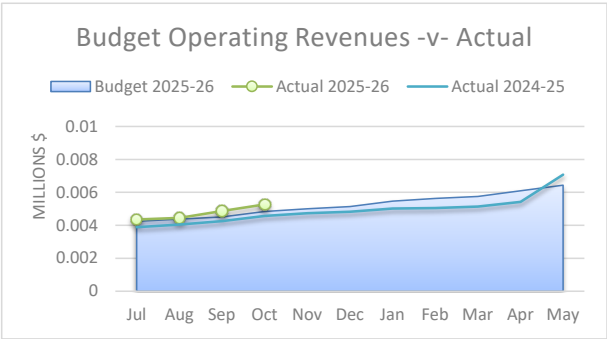
This information is to be read in conjunction with the accompanying Financial Statements and notes.

SHIRE OF CORRIGIN  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 30 NOVEMBER 2025

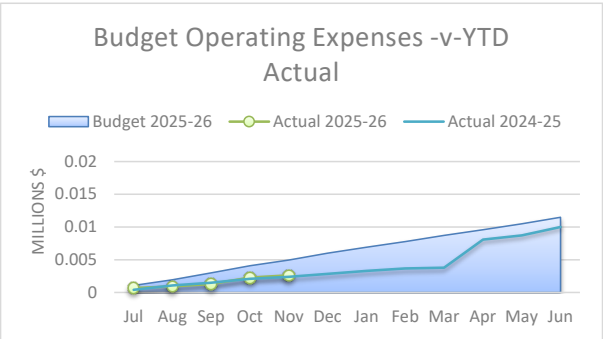
2 KEY INFORMATION - GRAPHICAL

OPERATING ACTIVITIES

OPERATING REVENUE

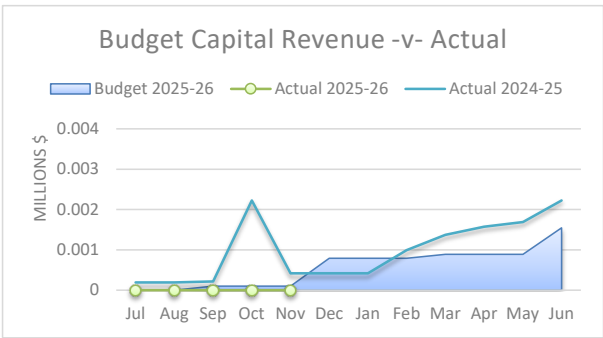


OPERATING EXPENSES

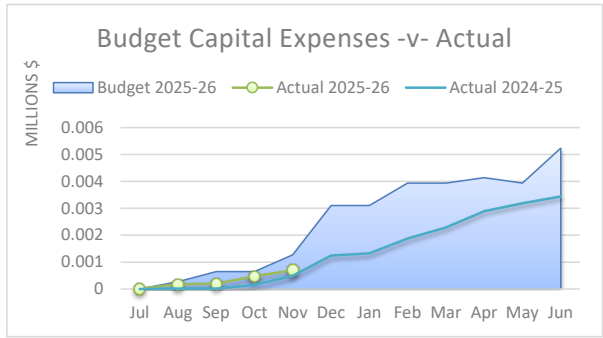


INVESTING ACTIVITIES

CAPITAL REVENUE



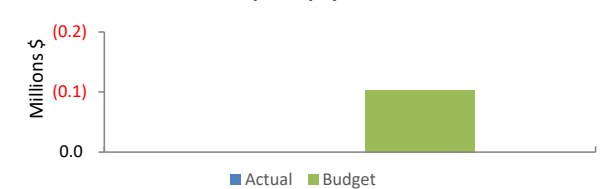
CAPITAL EXPENSES



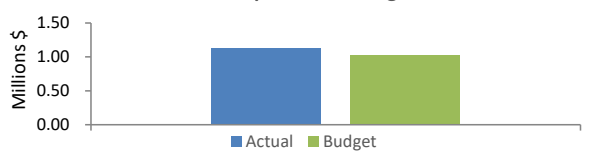
FINANCING ACTIVITIES

BORROWINGS

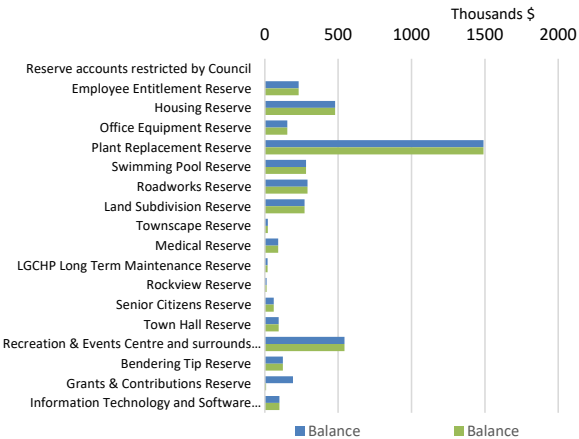
Principal Repayments



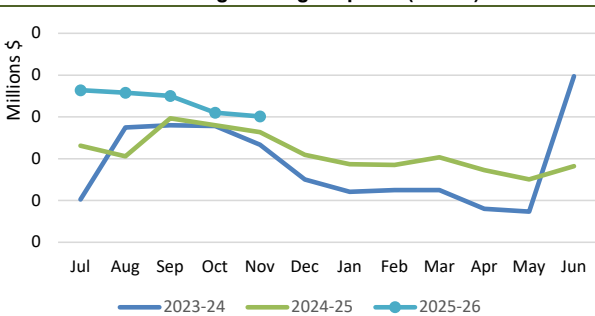
Principal Outstanding



RESERVES



Closing funding surplus / (deficit)



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

**SHIRE OF CORRIGIN  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 30 NOVEMBER 2025**

**3 CASH AND FINANCIAL ASSETS AT AMORTISED COST**

Description	Classification	Unrestricted	Reserve Accounts	Total	Trust	Institution	Interest Rate	Maturity Date
		\$	\$	\$	\$			
Cash Float on Hand	Cash and cash equivalents	400		400				
Municipal Fund	Cash and cash equivalents	599,432		599,432		NAB	0.00%	At Call
Overnight Cash Deposit Facilities	Cash and cash equivalents	2,046,436		2,046,436		WATC/NAB	4.05%	At Call
Reserves At Call Fund	Cash and cash equivalents	0	8,240	8,240		NAB	0.00%	At Call
Trust Fund	Cash and cash equivalents	0		0	111,174	NAB	0.00%	At Call
The Stevenson Trust	Cash and cash equivalents	0		0	54,680	NAB	0.55%	At Call
Police Licensing Trust Fund	Cash and cash equivalents	0		0	1,965	NAB	0.00%	At Call
Municipal Cash at Bank at Call	Cash and cash equivalents	2,837,236		2,837,236				
Reserves Fund	Financial assets at amortised cost	0	4,259,215	4,259,215		NAB	4.10%	06/2026
The Stevenson Trust	Financial assets at amortised cost	0		0	768,633	NAB	5.01%	06/2026
<b>Total</b>		<b>5,483,504</b>	<b>4,267,455</b>	<b>9,750,959</b>	<b>936,452</b>			
<b>Comprising</b>								
Cash and cash equivalents		5,483,504	8,240	5,491,744	167,819			
Financial assets at amortised cost - Term Deposits		0	4,259,215	4,259,215	768,633			
		<b>5,483,504</b>	<b>4,267,455</b>	<b>9,750,959</b>	<b>936,452</b>			

**KEY INFORMATION**

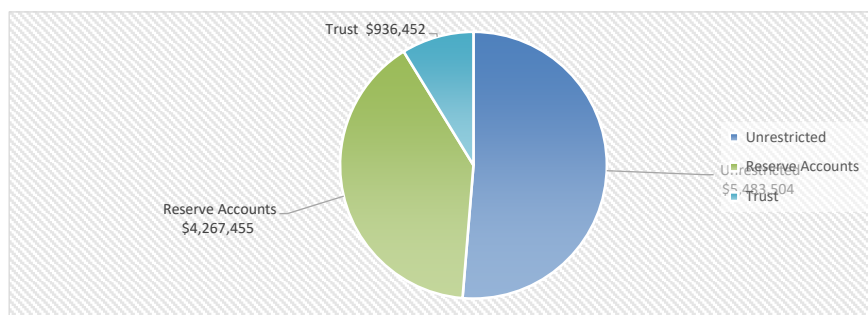
Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments with original maturities of three months or less that are readily convertible to known amounts of cash and which are subject to an insignificant risk of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

Bank overdrafts are reported as short term borrowings in current liabilities in the statement of net current assets.

The local government classifies financial assets at amortised cost if both of the following criteria are met:

- the asset is held within a business model whose objective is to collect the contractual cashflows, and
- the contractual terms give rise to cash flows that are solely payments of principal and interest.

Financial assets at amortised cost held with registered financial institutions are listed in this note other financial assets at amortised cost are provided in Note 8 - Other assets.



**SHIRE OF CORRIGIN**  
**SUPPLEMENTARY INFORMATION**  
**FOR THE PERIOD ENDED 30 NOVEMBER 2025**

**4 RESERVE ACCOUNTS**

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

## 5 CAPITAL ACQUISITIONS

Capital acquisitions	Adopted		YTD Actual	YTD Variance
	Budget	YTD Budget		
	\$	\$	\$	\$
Buildings	370,000	5,000	3,600	(1,400)
Furniture and equipment	107,500	17,500	47,613	30,113
Plant and equipment	1,775,000	363,000	344,695	(18,305)
<b>Acquisition of property, plant and equipment</b>	<b>2,252,500</b>	<b>385,500</b>	<b>395,908</b>	<b>10,408</b>
Infrastructure - roads	2,279,009	320,000	262,212	(57,788)
Infrastructure - other	162,500	20,000	36,357	16,357
Infrastructure - parks and ovals	620,000	310,000	4,000	(306,000)
<b>Acquisition of infrastructure</b>	<b>3,061,509</b>	<b>650,000</b>	<b>302,569</b>	<b>(347,431)</b>
<b>Total capital acquisitions</b>	<b>5,314,009</b>	<b>1,035,500</b>	<b>698,477</b>	<b>(337,023)</b>
<b>Capital Acquisitions Funded By:</b>				
Capital grants and contributions	1,545,354	100,000	500	(99,500)
Other (disposals & C/Fwd)	547,000	0	0	0
Reserve accounts				
Townscape Reserve	20,835	0	0	0
LGCHP Long Term Maintenance Reserve	15,000	0	0	0
Grants & Contributions Reserve	198,825	0	183,078	183,078
Contribution - operations	2,986,995	935,500	514,899	(420,601)
<b>Capital funding total</b>	<b>5,314,009</b>	<b>1,035,500</b>	<b>698,477</b>	<b>(337,023)</b>

### KEY INFORMATION

#### Initial recognition

An item of property, plant and equipment or infrastructure that qualifies for recognition as an asset is measured at its cost.

Upon initial recognition, cost is determined as the amount paid (or other consideration given) to acquire the assets, plus costs incidental to the acquisition. The cost of non-current assets constructed by the Shire includes the cost of all materials used in construction, direct labour on the project and an appropriate proportion of variable and fixed overheads. For assets acquired at zero cost or otherwise significantly less than fair value, cost is determined as fair value at the date of acquisition.

Assets for which the fair value as at the date of acquisition is under \$5,000 are not recognised as an asset in accordance with *Local Government (Financial Management) Regulation 17A(5)*. These assets are expensed immediately.

Where multiple individual low value assets are purchased together as part of a larger asset or collectively forming a larger asset exceeding the threshold, the individual assets are recognised as one asset and capitalised.

Individual assets that are land, buildings and infrastructure acquired between scheduled revaluation dates of the asset class in accordance with the Shire's revaluation policy, are recognised at cost and disclosed as being at reportable value.

#### Measurement after recognition

Plant and equipment including furniture and equipment and right-of-use assets (other than vested improvements) are measured using the cost model as required under *Local Government (Financial Management) Regulation 17A(2)*. Assets held under the cost model are carried at cost less accumulated depreciation and any impairment losses being their reportable value.

#### Reportable Value

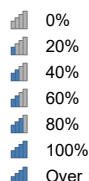
In accordance with *Local Government (Financial Management) Regulation 17A(2)*, the carrying amount of non-financial assets that are land and buildings classified as property, plant and equipment, investment properties, infrastructure or vested improvements that the local government controls.

Reportable value is for the purpose of *Local Government (Financial Management) Regulation 17A(4)* is the fair value of the asset at its last valuation date minus (to the extent applicable) the accumulated depreciation and any accumulated impairment losses in respect of the non-financial asset subsequent to its last valuation date.

## 5 CAPITAL ACQUISITIONS (CONTINUED) - DETAILED

## Capital expenditure total

## Level of completion indicators



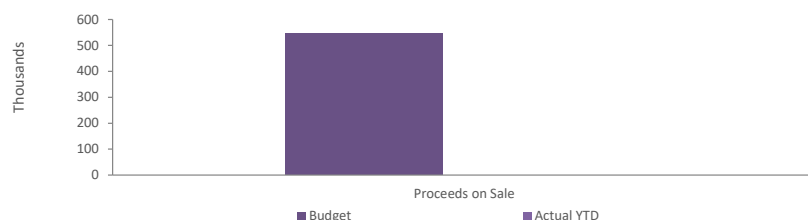
Percentage Year to Date Actual to Annual Budget expenditure where the expenditure over budget highlighted in red.

		Adopted		Variance (Under)/Over
Account Description		Budget	YTD Budget	
		\$	\$	\$
Community Resource Centre	Front Desk Re-Fitout (carryover 24/25)	20,000	0	0
Housing	Replace Carpets - 1 Spanney	10,000	0	0
Bilbarin Hall	Redevelopment of the Bilbarin Hall precinct	150,000	0	0
CREC	Construct Shade Shelter indoor Netball Court	80,000	5,000	3,600
CREC	Install Fans Indoor Netball court	60,000	0	0
CREC	Construct portico at entrance (carryover 24/25)	50,000	0	0
Loch Ness Dam	Aerator - Dam	20,000	0	0
Reserve and Dam Maintenance	OHS Equipment – Chemical Treatment Upgrades	45,000	0	0
Pool- Main	Pool cleaner	0	0	18,141
Pool- Main	New PA and Sound System	6,000	2,500	4,522
Pool- Heated	Pump Room & Pool Ventilation System Upgrades	26,500	15,000	24,950
Sale Yard	eTag's Reader	10,000	0	0
ROE Health	ROE EHO Vehicle - 4CR	65,000	0	0
CREC	Generator – Evacuation Centre (Power Resilience Project)	156,000	0	0
Roads and Civil	Standard Flow Skid Steer Mulcher - Attachment	80,000	0	(0)
Roads and Civil	Skid Steer Loader - CR13 (carryover 24/25)	140,000	140,000	124,182
Roads and Civil	Tipper Truck - CR4 (carryover 24/25)	231,000	0	0
Roads and Civil	Crew Cab Truck - CR18	140,000	0	0
Roads and Civil	Crew Cab Truck - CR16 (carryover 24/25)	130,000	0	0
Roads and Civil	Prime Mover - CR19	350,000	0	0
Roads and Civil	Tri Axle Low Loader Trailer - CR2233 (carryover 24/25)	170,000	170,000	172,523
Other Property& Services	MWS Vehicle - 1CR	65,000	0	0
Other Property& Services	7x5 Tandem Tipper Trailer - 1THY294 (carryover 24/25)	15,000	0	0
Other Property& Services	7x5 Tandem Tipper Trailer - CR3246 (carryover 24/25)	15,000	0	0
Other Property& Services	Miscellaneous small plant (> \$5,000)	20,000	0	0
Other Property& Services	Forklift - CR4030 (carryover 24/25)	53,000	53,000	47,990
Other Property& Services	CEO Vehicle - CR1	85,000	0	0
Other Property& Services	DCEO Vehicle - 2CR	60,000	0	0
Lynch Street near Church	Reseal	21,375	0	0
Bendering Rd - renewal	Reseal	36,000	0	(0)
Bendering Rd - upgrade	Reconstruct and widen including upgrade drainage, signage and clear zones.	215,000	115,000	110,626
Dry Well Rd	Shoulder Reconditioning	197,066	50,000	28,950
Bullaring-George Road and Rabbit Proof Fence Road	Widen intersection and approaches, install ruble strips, remove hazards from clear zone, improve drainage	311,684	10,000	7,575
Doyle Road	Widen and Gravel Resheet	56,160	0	0
Corrigin - Quairading Rd (RRG)	Final Seal	102,000	0	0
Rabbit Proof Fence Road	Feature Survey and Geotechnical investigation	44,020	10,000	2,100
Corrigin - Bruce Rock Road - WSNF	Finalise design and pavement analysis	30,400	10,000	5,706
Babakin - Corrigin Rd (RRG)	Final Seal	185,000	0	464
Corrigin South Rd	Reconstruct	443,200	0	1,677
Wickepin - Corrigin Road (RRG) 24/25 project	Reconstruct and widen , including upgrade drainage, signage and clear zones.	417,000	125,000	105,114
Wickepin - Corrigin Road (RRG)	Final Seal	81,000	0	0
Bilbarin - Quairading Rd	Reseal	139,104	0	0
Transfer Station	Concrete retaining wall - hook bin	20,000	20,000	33,263
Pool- Heated	Replace Expansion Joints, Regrout & Reline	40,000	0	3,094
Pool - Surrounds	Awning (replace shade sails)	7,500	0	0
Pool - Surrounds	Basketball Refurbishments	15,000	0	0
Main Street Car Bays (CWA)	Electric Vehicle Charging Station (carryover 24/25)	60,000	0	0
Caravan Park	Install Patio	20,000	0	0
Sporting Ovals	Reticulation Upgrade - CREC (carryover 24/25)	500,000	310,000	4,000
Rotary Park	Shade Shelter - over BBQ's - Rotary Park	10,000	0	0
Old Tennis Courts (Skate Park)	Redevelopment of old tennis courts	100,000	0	0
Hill Street	Lighting the Way Project - Solar Bollard Lighting - Hill Street	10,000	0	0
		5,314,009	1,035,500	698,477
				337,023



6 DISPOSAL OF ASSETS

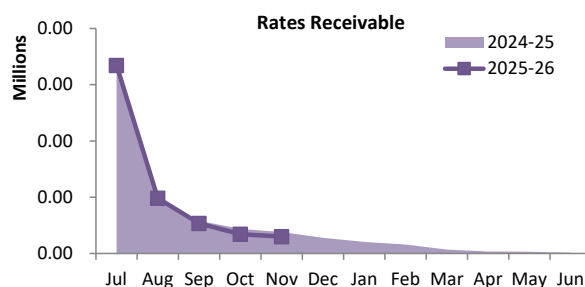
		Budget				YTD Actual			
Asset Ref.	Asset description	Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
Buildings									
209	Infant Health Clinic, Lynch Street	114,618	85,000	0	(29,618)			0	0
100549	Rockview Homestead (Demolition)	59,155	0	0	(59,155)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



## 7 RECEIVABLES

### Rates receivable

	30 Jun 2025	30 Nov 2025
	\$	\$
Opening arrears previous year	55,159	14,442
Levied this year	3,149,171	3,278,201
Less - collections to date	(3,189,888)	(2,992,434)
<b>Net rates collectable</b>	<b>14,442</b>	<b>300,209</b>
% Collected	99.5%	90.9%



### Receivables - general

	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	(90)	31,583	4,550	423	2,464	38,930
Percentage	(0.2%)	81.1%	11.7%	1.1%	6.3%	

### Balance per trial balance

Trade receivables						38,930
Receivables for employee related provisions						34,408
<b>Total receivables general outstanding</b>						<b>73,338</b>

Amounts shown above include GST (where applicable)

### KEY INFORMATION

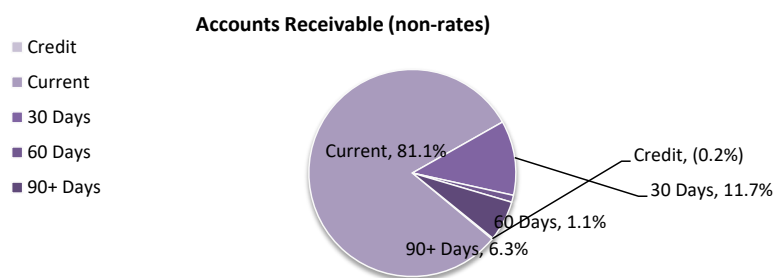
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

Trade receivables are recognised at original invoice amount less any allowances for uncollectable amounts (i.e. impairment). The carrying amount of net trade receivables is equivalent to fair value as it is due for settlement within 30 days.

### Classification and subsequent measurement

Receivables which are generally due for settlement within 30 days except rates receivables which are expected to be collected within 12 months are classified as current assets. All other receivables such as, deferred pensioner rates receivable after the end of the reporting period are classified as non-current assets.

Trade and other receivables are held with the objective to collect the contractual cashflows and therefore the Shire measures them subsequently at amortised cost using the effective interest rate method.



## 8 OTHER CURRENT ASSETS

	Opening Balance 1 July 2025	Asset Increase	Asset Reduction	Closing Balance 30 November 2025
	\$	\$	\$	\$
<b>Other current assets</b>				
Financial assets at amortised cost	4,259,215	0	0	4,259,215
<b>Inventory</b>				
Fuel	67,803	9,311	(22,547)	54,567
Land held for resale				
- Cost of acquisition	100,000	0	0	100,000
<b>Other assets</b>				
Joint Ventures	1,272	107,207	(90,454)	18,025
<b>Contract assets</b>				
Contract assets	297,762	0	0	297,762
<b>Total other current assets</b>	<b>4,726,052</b>	<b>116,518</b>	<b>(113,001)</b>	<b>4,729,569</b>
<b>Amounts shown above include GST (where applicable)</b>				

### KEY INFORMATION

#### Inventory

Inventories are measured at the lower of cost and net realisable value.

Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

#### Land held for resale

Land held for development and resale is valued at the lower of cost and net realisable value. Cost includes the cost of acquisition, development, borrowing costs and holding costs until completion of development.

Borrowing costs and holding charges incurred after development is completed are expensed.

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

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

Sale of Land held for resale	Original Budget				YTD Actual			
	Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
Description	\$	\$	\$	\$	\$	\$	\$	\$
Granite Rise - 3 Haydon Close	25,000	42,480	17,480	0	25,000	40,000	15,000	0
Granite Rise - 5 Haydon Close	25,000	39,600	14,600	0	25,000	40,000	15,000	0
Granite Rise - 7 Haydon Close	25,000	44,000	19,000	0	25,000	40,000	15,000	0
Granite Rise - 8 Haydon Close	0	0	0	0	30,000	40,909	10,909	0
Granite Rise - 4 Lawton Rise	0	0	0	0	30,000	43,636	13,636	0
Granite Rise - 5 Lindsay Rise	25,000	41,000	16,000	0	25,000	37,273	12,273	0
Granite Rise - 4 Price Retreat	0	0	0	0	25,000	40,000	15,000	0
Granite Rise - 6 Price Retreat	0	0	0	0	25,000	40,000	15,000	0
Granite Rise - 8 Price Retreat	0	0	0	0	25,000	40,000	15,000	0
	100,000	167,080	67,080	0	235,000	361,818	126,818	0

#### Contract assets

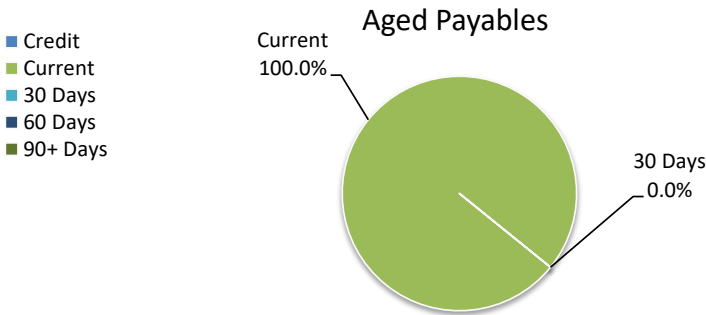
A contract asset is the right to consideration in exchange for goods or services the entity has transferred to a customer when that right is conditioned on something other than the passage of time.

9 PAYABLES

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	0	114,851	0	0	0	114,851
Percentage	0.0%	100.0%	0.0%	0.0%	0.0%	
<b>Balance per trial balance</b>						
Sundry creditors						114,851
Payroll Creditors						25,771
Accrued Expenses						(1,693)
<b>Total payables general outstanding</b>						<b>138,929</b>
<b>Amounts shown above include GST (where applicable)</b>						

KEY INFORMATION

Trade and other payables represent liabilities for goods and services provided to the Shire prior to the end of the period that are unpaid and arise when the Shire becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are normally paid within 30 days of recognition. The carrying amounts of trade and other payables are considered to be the same as their fair values, due to their short-term nature.



## 10 BORROWINGS

### Repayments - borrowings

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

All debenture repayments were financed by general purpose revenue.

### KEY INFORMATION

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

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

## 11 OTHER CURRENT LIABILITIES

	Note	Opening Balance 1 July 2025 \$	Liability transferred from/(to) non current \$	Liability Increase \$	Liability Reduction \$	Closing Balance 30 November 2025 \$
<b>Other current liabilities</b>						
<b>Other liabilities</b>						
Excess Rates		35,706	0	42,991	(57,201)	21,496
Refund of Rates/Debtors		0	0	1,600	0	1,600
<b>Total other liabilities</b>		35,706	0	44,591	(57,201)	23,096
<b>Employee Related Provisions</b>						
Provision for annual leave		125,158	0	0	0	125,158
Provision for long service leave		189,919	0	0	0	189,919
Other employee leave provisions		34,121	0	0	0	34,121
Employment on-costs		24,883	0	0	0	24,883
<b>Total Provisions</b>		374,081	0	0	0	374,081
<b>Total other current liabilities</b>		<b>409,787</b>	<b>0</b>	<b>44,591</b>	<b>(57,201)</b>	<b>397,177</b>

Amounts shown above include GST (where applicable)

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

### KEY INFORMATION

#### Provisions

Provisions are recognised when the Shire has a present legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured.

Provisions are measured using the best estimate of the amounts required to settle the obligation at the end of the reporting period.

#### Employee Related Provisions

##### Short-term employee benefits

Provision is made for the Shire's obligations for short-term employee benefits. Short-term employee benefits are benefits (other than termination benefits) that are expected to be settled wholly before 12 months after the end of the annual reporting period in which the employees render the related service, including wages, salaries and sick leave. Short-term employee benefits are measured at the (undiscounted) amounts expected to be paid when the obligation is settled.

The Shire's obligations for short-term employee benefits such as wages, salaries and sick leave are recognised as a part of current trade and other payables in the calculation of net current assets.

##### Other long-term employee benefits

The Shire's obligations for employees' annual leave and long service leave entitlements are recognised as employee related provisions in the statement of financial position.

Long-term employee benefits are measured at the present value of the expected future payments to be made to employees. Expected future payments incorporate anticipated future wage and salary levels, durations of service and employee departures and are discounted at rates determined by reference to market yields at the end of the reporting period on government bonds that have maturity dates that approximate the terms of the obligations. Any remeasurements for changes in assumptions of obligations for other long-term employee benefits are recognised in profit or loss in the periods in which the changes occur. The Shire's obligations for long-term employee benefits are presented as non-current provisions in its statement of financial position, except where the Shire does not have an unconditional right to defer settlement for at least 12 months after the end of the reporting period, in which case the obligations are presented as current provisions.

#### Contract liabilities

An entity's obligation to transfer goods or services to a customer for which the entity has received consideration (or the amount is due) from the customer.

#### Capital grant/contribution liabilities

Grants to acquire or construct recognisable non-financial assets to identified specifications be constructed to be controlled by the Shire are recognised as a liability until such time as the Shire satisfies its obligations under the agreement.

**SHIRE OF CORRIGIN  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 30 NOVEMBER 2025**

**OPERATING ACTIVITIES**

**12 GRANTS, SUBSIDIES AND CONTRIBUTIONS**

Provider	Unspent grant, subsidies and contributions liability					Grants, subsidies and		
	Liability 1 July 2025	Increase in Liability	Decrease in Liability (As revenue)	Liability 30 Nov 2025	Current Liability 30 Nov 2025	Adopted Budget Revenue	YTD Budget	YTD Revenue Actual
	\$	\$	\$	\$	\$	\$	\$	\$
<b>Grants and subsidies</b>								
Grants Commission Grant Received - General Purpose	0	0	0	0	0	667,632	333,816	385,751
Grants Commission Grant Received - Local Roads	0	0	0	0	0	386,159	193,078	223,772
DFES LGGS Funding	0	0	0	0	0	115,000	57,500	39,780
CRC Funding Income	0	0	0	0	0	114,967	57,484	57,484
Wage Offset Income	0	0	0	0	0	1,000	0	0
Direct Grants Income - Main Roads	0	0	0	0	0	250,253	250,253	250,253
	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,535,011</b>	<b>892,131</b>	<b>957,039</b>
<b>Contributions</b>								
CRC Grant Funding Income	0	0	0	0	0	5,500	1,375	3,903
Other Culture Income	0	0	0	0	0	2,500	0	545
	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>8,000</b>	<b>1,375</b>	<b>4,449</b>
<b>TOTALS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,543,011</b>	<b>893,506</b>	<b>961,488</b>

13 CAPITAL GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Capital grant/contribution liabilities					Capital grants, subsidies and		
	Liability 1 July 2025	Increase in Liability	Decrease in Liability (As revenue)	Liability 30 Nov 2025	Current Liability 30 Nov 2025	Adopted Budget Revenue	YTD Budget	YTD Revenue Actual
	\$	\$	\$	\$	\$	\$	\$	\$
<b>Capital grants and subsidies</b>								
Funding - Emergency Power Supply - CREC Generator		0	0	0	0	135,000	0	0
Grant - Regional Road Group Income		0	0	0	0	400,000	100,000	0
Grant - Roads to Recovery Income		0	0	0	0	696,426	0	0
Grant - MRWA Blackspot Income		0	0	0	0	207,789	0	0
Misc Income, Streets Roads - Camm Street Shared Path Grant		0	0	0	0	2,000	0	500
Grant - Wheatbelt Secondary Freight Network		0	0	0	0	9,898	0	0
Grant - Wheatbelt Secondary Freight Network		0	0	0	0	59,536	0	0
Public Utilities Other Income - Charge up Workplace Grant		0	0	0	0	34,705	0	0
	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,545,354</b>	<b>100,000</b>	<b>500</b>



**SHIRE OF CORRIGIN**  
**SUPPLEMENTARY INFORMATION**  
**FOR THE PERIOD ENDED 30 NOVEMBER 2025**

**14 TRUST FUND**

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

<b>Description</b>	<b>Opening Balance 1 July 2025</b>	<b>Amount Received</b>	<b>Amount Paid</b>	<b>Closing Balance 30 November 2025</b>
	\$	\$	\$	\$
Community Funds Held	110,912	0	0	<b>110,912</b>
Edna Stevenson Educational Trust	830,721	48	(7,456)	<b>823,313</b>
Police Licensing	3,485	236,692	(238,212)	<b>1,965</b>
Westrail Bus Ticketing	106	592	(436)	<b>262</b>
	<b>945,224</b>	<b>237,332</b>	<b>(246,104)</b>	<b>936,452</b>

12<sup>th</sup> September 2025

Shire of Corrigin

Re: Development Application: Lot on Plan P190194 500: CBH Forwarding Store:  
Walton St, Corrigin.

Please find attached to this letter our application for consideration of Development to the CBH site at the above named address.

We apply for consideration of this development as a registered builder licence # 102338.

The owners nominated contact is Timothy Roberts CBH Group Lead-Planning and Approvals, should you wish to contact them for any reason. His contact email is [Timothy.Roberts@cbh.com.au](mailto:Timothy.Roberts@cbh.com.au)

The proposed development is installation of a new Mechanical Wash Down Area with silt pump to allow for washing of plant and equipment on site.

In addition to the information listed in the application for Development Application Checklist we would like to provide the following information,

Project Specific Information

- (i) Detailed site layout plans *Attachment ref A Site Layout* showing existing site layout and proposed location of the new building to be installed.
- (ii) *Attachment B* Water Corporation: Typical Details for Trade Waste Mechanical Washdown Area with Silt pump. That the hydraulic design for this development is in compliance with.
- (iii) The development site is a workshop and location for Co-Operative Bulk Handling, with the works to have no effect on the current hours of operation or use of the site.
- (iv) No additional parking spaces are proposed or required for this development.
- (v) There will be minimal requirements for laydown or storage during these works, and delivery requirements will not differ to what is expected as part of ordinary operations of the property. There will be no additional upgrades will be required of any roadways or access to facilitate the development.
- (vi) No changes to the storage facilities will occur and there is no changes to the purpose of this facility as a result of this development.
- (vii) No additional landscaping is proposed for the development.
- (viii) Construction waste will be generated that will be disposed of at the waste and recycling centre.

- (ix) The construction proposed on the land involves minor earthworks, installation of concrete pads, construction of a covered shelter, and installation of required plumbing and oil water separation equipment. Machinery and equipment that will be used in this include
- Small tool trucks
  - 5t Excavator
  - Skid Steer
  - Forklift/ Telehandler
  - Crane for the offloading of buildings
  - HIAB trucks for transport and offloading of construction materials
  - Small transportable concreting and construction tools.
- i) The goods stored on the land will not change, with the site to remain a workshop.
- ii) Traffic generation as a result of the development is not expected to be significant. The small scope of work will be staffed by a team of maximum 6 workers at any time.  
There are loads expected during the program of works, (delivery of the Shed structure and plumbing equipment) which will not be requiring Mainroads oversize permitting system.

During the scheduled construction program, the below vehicles will be accessing the site, this program is expected to run for 8 weeks.

- 0 Heavy Vehicles
- 1\* MR HIAB truck
- 1\* light tool truck
- 2\* LV

#### Specialist Studies

- As the building has little effect on the existing nature of the property there will be no change to the traffic, or urban design aspect of the property.
- There is no land clearing or movement of trees proposed for environmental consideration.
- The proposed location of the building is in a bushfire prone location as shown in attachment D. However, in line with the *Guidelines for planning in bushfire prone areas, section 2.6 Discretionary decision making* we propose that the proposed works will not result in an intensification of land use, and that the building will not increase the bushfire threat. Considerations that we have made to ensure this development is not intensifying land use, or increasing the bushfire threat

A) No additional working hours will be supported by the addition of the Wash Bay

B) No additional traffic will be supported by the addition of the Wash Bay

C) The location of the Washbay will not affect existing traffic flow or restrict or limit compliance with vehicular access of the provision of water

D) No additional working hours will be supported by the addition of the washbay

Should the Shire consider the application to increase the bushfire threat in the area, we will engage bushfire planning services to develop a BAL assessment.

- Stormwater will be managed using the proposed hydraulic installation noted in drawing details
- Noise Management Plan has been developed for use during all earth works and construction activities such as:
  - All plant equipment and vehicles fitted with appropriate noise suppression equipment to reduce noise levels as far as practicable.
  - Any contractor involved in earth works or construction will need to demonstrate and have procedures in place to ensure that all equipment is operating in good condition.
  - Construction will not involve blasting.
  - Restriction on working hours for construction to between 6.00am to 6:00pm on any day.

If you have any additional questions in relation to this application, please let us know and we will action as soon as possible.

Regards,



Michael Ellett  
Managing Director

# FORM 1 - APPLICATION FOR DEVELOPMENT APPROVAL



Owner Details			
Name(s):	Co-Operative Bulk Handling		
ABN (if applicable):	29 256 604 907		
Mailing Address:	240 St Georges Terrace, Perth WA		Postcode: 6000
Work Phone:	9216 6061	Fax:	
Home Phone:		Email:	timothy.roberts@cbh.com.au
Mobile Phone:			
Contact Person for Correspondence:	Timothy Roberts		
Signature:		Date:	26/09/2025
Signature:		Date:	
<i>The signature of the owner(s) is required on all applications. This application will not proceed without that signature. For the purposes of signing this application an owner includes the persons referred to in the Planning and Development (Local Planning Schemes) Regulations 2015 Schedule 2 clause 62(2).</i>			

Applicant Details (if different from owner)			
Name(s):	Ellett Construction Services		
Mailing Address:	PO Box 2285 Kardinya WA		Postcode: 6163
Work Phone:	0449 259 897	Fax:	
Home Phone:		Email:	mike@elletcontracting.com.au/alyce@elletcontracting.com.au
Mobile Phone:			
Contact Person for Correspondence:	Mike/ Alyce		
The information and plans provided with this application may be made available by the local government for public viewing in connection with the application.			Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Signature:		Date:	12/09/2025

Property Details			
Lot No:	P190194 500	Street No:	
Diagram or Plan No:		Certificate of Title Volume No:	
Title encumbrances (e.g. easements, restrictive covenants):			
Street Name:	Walton Street	Suburb:	Corrigin
Nearest street intersection:	Rendell Street		

*\*The above information can be obtained by referring to the Certificate of Title. A copy of the Certificate of Title should be provided with an application for works. Certificates can be purchased through Landgate directly, or by paying the access fee along with your application fee.*



Proposed Development								
Nature of Development:	Works	<input type="checkbox"/>	Use	<input type="checkbox"/>	Works and Use	<input checked="" type="checkbox"/>		
Is an exemption from development claimed for part of the development?					Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
If yes, is the exemption for:		Works	<input type="checkbox"/>	Use	<input type="checkbox"/>			
Description of proposed works and/or land use:	Co-Operative Bulk Handling operate a workshop at the above address. At this location they have administration office, storage, and maintenance facilities. The maintenance facilities require to add a vehicle and plant wash facility that will allow for washing of equipment in a manner that ensures no oily water or chemical run off. The development proposed is in line with Water Corp Typical drawings for trade waste external mechanical wash down attached.							
Description of exemption claimed (if relevant)								
Nature of any existing buildings and/or land use:	In the immediate vicinity of work the land is being used as a workshop/ storage location. The greater area managed by the owner is operated as a grain receival facility.							
Approximate cost of proposed development:				\$	166,350.00			
Estimated time of completion:		8 Weeks						

Checklist of required materials	Attached?
A plan or plans in a form approved by the local government showing the following — (i) the location of the site including street names, lot numbers, north point and the dimensions of the site; (ii) the existing and proposed ground levels over the whole of the land the subject of the application; (iii) the location, height and type of all existing structures and environmental features, including watercourses, wetlands and native vegetation on the site; (iv) the structures and environmental features that are proposed to be removed; (v) the existing and proposed use of the site, including proposed hours of operation, and buildings and structures to be erected on the site; (vi) the existing and proposed means of access for pedestrians and vehicles to and from the site; (vii) the location, number, dimensions and layout of all car parking spaces intended to be provided; (viii) the location and dimensions of any area proposed to be provided for the loading and unloading of vehicles carrying goods or commodities to and from the site and the means of access to and from those areas; (ix) the location, dimensions and design of any open storage or trade display area and particulars of the manner in which it is proposed to develop the open storage or trade display area; (x) the nature and extent of any open space and landscaping proposed for the site;	<input checked="" type="checkbox"/>
Plans, elevations and sections of any building proposed to be erected or altered and of any building that is intended to be retained.	<input checked="" type="checkbox"/>
A report on any specialist studies in respect of the development that the local government requires the applicant to undertake such as site surveys or traffic, heritage, environmental, engineering or urban design studies.	<input checked="" type="checkbox"/>
Any other plan or information that the local government reasonably requires	<input type="checkbox"/>
Form 2 for providing <b>additional information for development approval for advertisements</b>	<input type="checkbox"/>

OFFICE USE ONLY																					
Application Fee:							File No.														
Fees Paid:			/			/						Application No.	P				/				
Received By:							Record No.														
Date Received			/			/						Receipt No.									





Co-operative Bulk Handling Ltd  
ABN 29 256 604 947  
Level 6, 240 St Georges Terrace  
Perth WA 6000 Australia  
GPO Box L886  
Perth WA 6842 Australia  
Telephone  
+61 8 9237 9600  
Grower Service Centre  
1800 199 083  
**cbh.com.au**

**CONSENT TO SIGN APPLICATIONS FOR DEVELOPMENT APPROVAL AND BUILDING PERMITS FOR LAND OWNED, LEASED OR LICENSED BY CO-OPERATIVE BULK HANDLING LIMITED**

This is to confirm that Co-operative Bulk Handling Limited (**CBH**) authorises each of the following CBH personnel to sign and lodge on behalf of CBH all applications for development approval and building permits (and all documents associated with those applications) in connection with land owned, leased or licensed by CBH:

1. David Paton, Chief External Relations Officer
2. Rob Dickie, Head of Government & Industry Relations
3. Kellie Todman, Manager – Government & Industry Relations.
4. Emma Haak, Lead – Planning & Approvals.
5. Timothy Roberts, – Planning & Approvals.

Should you require further information regarding any present or future applications for development approval or building permits, please do not hesitate to contact CBH Planning Approvals at [PlanningApprovals@cbh.com.au](mailto:PlanningApprovals@cbh.com.au).

This consent takes effect on the last date written below and from that date supersedes any and all previous consents to sign and lodge on behalf of CBH applications for development approval and / or building permits (and documents associated with those applications) in connection with land owned, leased or licensed by CBH.

Yours faithfully

**Signed for and on behalf of Co-operative Bulk Handling Limited by or in the presence of:**

Signature of Director

Simon Stead

Name of Director

4.6.25

Date of signing

Signature of ~~Director~~ or Company Secretary

RICHARD CODRINGTON

Name of ~~Director~~ or Company Secretary

4.6.2025

Date of signing

WESTERN



AUSTRALIA

TITLE NUMBER

Volume

Folio

2048

699

## RECORD OF CERTIFICATE OF TITLE

UNDER THE TRANSFER OF LAND ACT 1893

The person described in the first schedule is the registered proprietor of an estate in fee simple in the land described below subject to the reservations, conditions and depth limit contained in the original grant (if a grant issued) and to the limitations, interests, encumbrances and notifications shown in the second schedule.

*BGRoberts*  
REGISTRAR OF TITLES



### LAND DESCRIPTION:

LOT 500 ON DEPOSITED PLAN 190194

### REGISTERED PROPRIETOR: (FIRST SCHEDULE)

CO-OPERATIVE BULK HANDLING LTD OF 22 DELHI STREET, WEST PERTH

(A F951662 ) REGISTERED 22/9/1995

### LIMITATIONS, INTERESTS, ENCUMBRANCES AND NOTIFICATIONS: (SECOND SCHEDULE)

Warning: A current search of the sketch of the land should be obtained where detail of position, dimensions or area of the lot is required.  
Lot as described in the land description may be a lot or location.

-----END OF CERTIFICATE OF TITLE-----

### STATEMENTS:

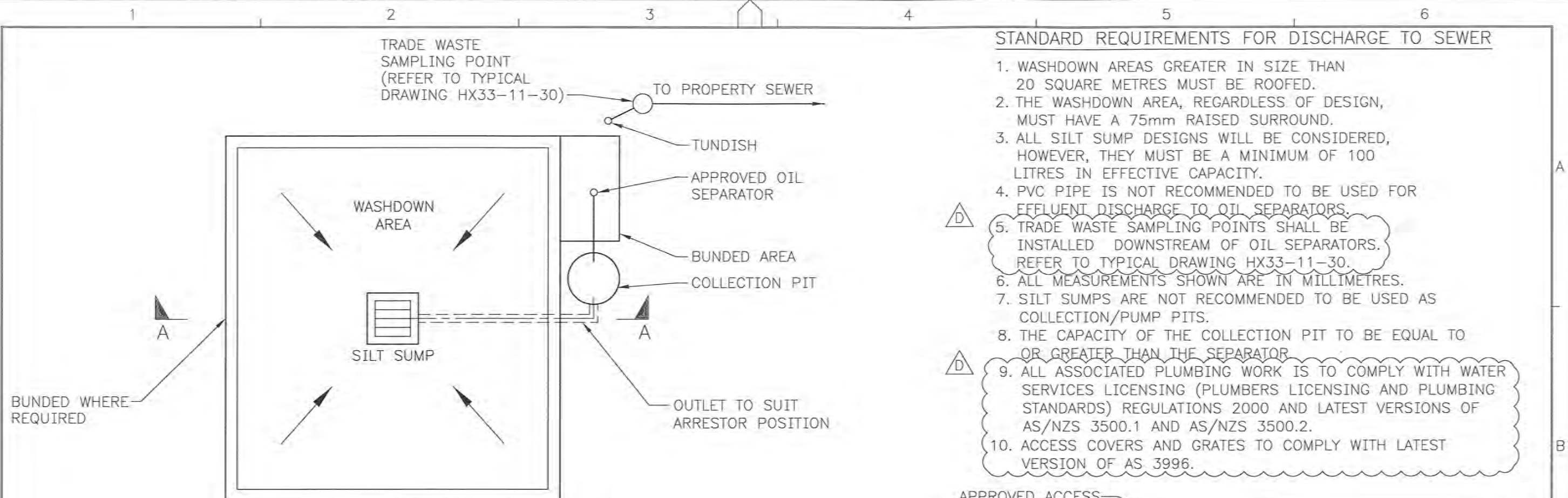
The statements set out below are not intended to be nor should they be relied on as substitutes for inspection of the land and the relevant documents or for local government, legal, surveying or other professional advice.

SKETCH OF LAND: 2048-699 (500/DP190194)  
PREVIOUS TITLE: 2048-699  
PROPERTY STREET ADDRESS: NO STREET ADDRESS INFORMATION AVAILABLE.  
LOCAL GOVERNMENT AUTHORITY: SHIRE OF CORRIGIN





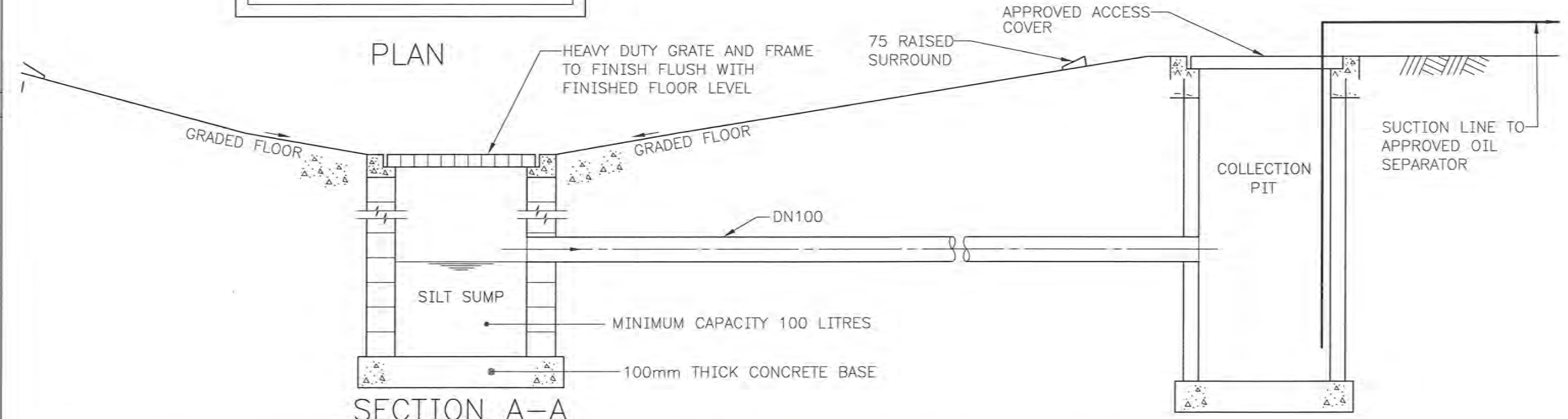




**STANDARD REQUIREMENTS FOR DISCHARGE TO SEWER**

1. WASHDOWN AREAS GREATER IN SIZE THAN 20 SQUARE METRES MUST BE ROOFED.
2. THE WASHDOWN AREA, REGARDLESS OF DESIGN, MUST HAVE A 75mm RAISED SURROUND.
3. ALL SILT SUMP DESIGNS WILL BE CONSIDERED, HOWEVER, THEY MUST BE A MINIMUM OF 100 LITRES IN EFFECTIVE CAPACITY.
4. PVC PIPE IS NOT RECOMMENDED TO BE USED FOR EFFLUENT DISCHARGE TO OIL SEPARATORS.
5. TRADE WASTE SAMPLING POINTS SHALL BE INSTALLED DOWNSTREAM OF OIL SEPARATORS. REFER TO TYPICAL DRAWING HX33-11-30.
6. ALL MEASUREMENTS SHOWN ARE IN MILLIMETRES.
7. SILT SUMPS ARE NOT RECOMMENDED TO BE USED AS COLLECTION/PUMP PITS.
8. THE CAPACITY OF THE COLLECTION PIT TO BE EQUAL TO OR GREATER THAN THE SEPARATOR.
9. ALL ASSOCIATED PLUMBING WORK IS TO COMPLY WITH WATER SERVICES LICENSING (PLUMBERS LICENSING AND PLUMBING STANDARDS) REGULATIONS 2000 AND LATEST VERSIONS OF AS/NZS 3500.1 AND AS/NZS 3500.2.
10. ACCESS COVERS AND GRATES TO COMPLY WITH LATEST VERSION OF AS 3996.

**PLAN**



**SECTION A-A**

FOR MORE INFORMATION REFER TO OUR TRADE WASTE WEB PAGE  
<http://www.watercorporation.com.au/tradewaste>

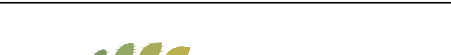
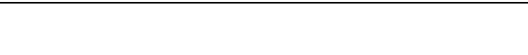
D	07/2016	WEBSITE DETAILS ADDED, STANDARD REQUIREMENTS AMENDED	BJ	MS	AM
C	01/2012	NOTE 4 & 5 MODIFIED. NOTE ADDED.	BJ	GC	AM
B	06/2009	NOTES 7, 8 & 9 ADDED.	RJ	GC	AM
ISSUE	DATE	REVISION	DRN	REC	APPD

SCALE: DIAGRAMMATIC

DES. CALC	RECOMMENDED	01/08/2005			WATER CORPORATION TYPICAL DRAWINGS FOR TRADE WASTE EXTERNAL MECHANICAL WASHDOWN AREA WITH SILT SUMP FORMERLY TYPICAL DRAWING 1220		ORIGINAL SHEET SIZE <b>A3</b>	
DES. CHD	A MANZINGER							
DRN	SENIOR ASSESSMENTS OFFICER							
A CLEAVER	APPROVED	01/08/2005			FILE	PLAN	CAD	ISSUE
Q.C. CHD	J HEWITT				PROJECT	HX33-12-20		D
G CLEAVER	MANAGER, INDUSTRIAL WASTES							MF





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#### Property Boundaries BPA (LGATE-260)

Designation: Bush Fire Prone Area  
(additional planning and building requirements may apply to development on this site)

Designation Date: 24/09/24 (since 08/12/15)

Local Government Authority: CORRIGIN

Comments: This site has been in a designated bush fire prone area for longer than four months. Additional planning and building requirements may apply to development on this site.

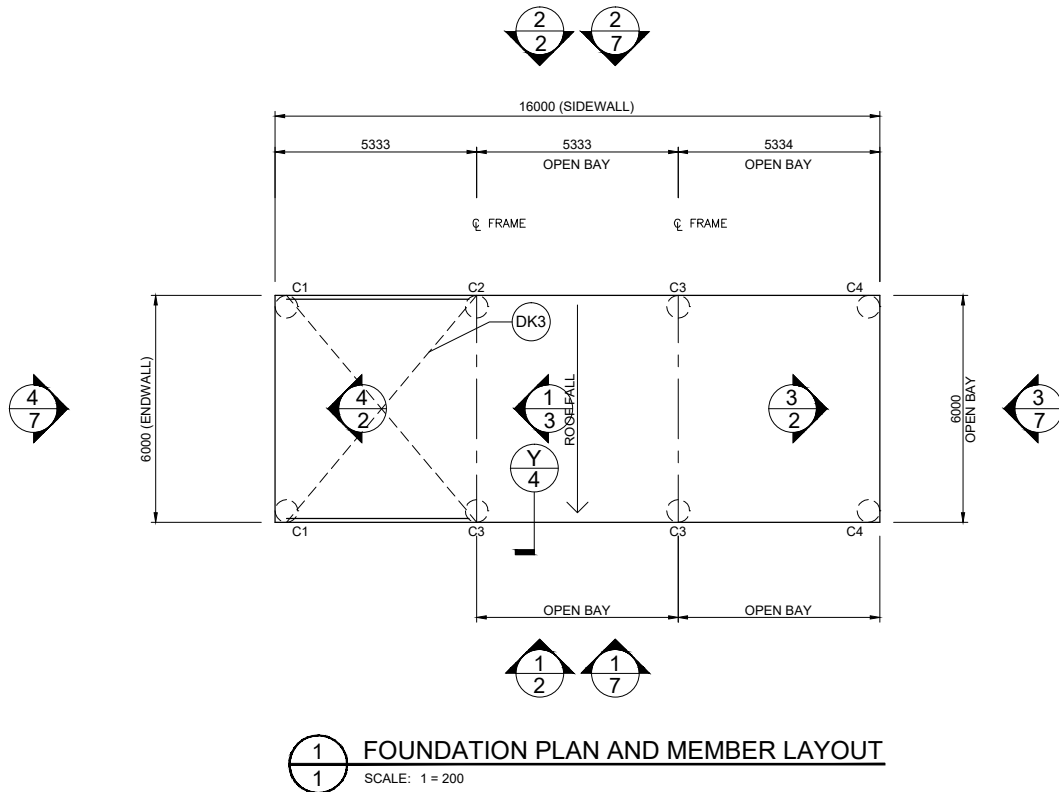
[Zoom to](#)

...



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IF IN DOUBT, ASK.



1 FOUNDATION PLAN AND MEMBER LAYOUT  
SCALE: 1 = 200

MEMBER LEGEND

C1	C25024
C2	2C25024
C3	2C25019
C4	C25019

ROOF STRAP BRACING TO BE CONNECTED TO THE PURLIN CLOSEST TO THE LINE OF THE END WALL MULLION  
ROOF STRAP BRACING CAN BE PLACED FROM EITHER END OF THE BUILDING PROVIDING THE STRAP PATTERN REMAINS AS PER PLANS

1  
OF  
7

SHEET

JOB NO.  
AVON102287

DATE  
15/9/2025

CHECKED  
TM

DRAWN  
FDB

STEEL BUILDING BY  
(CONTACT)  
**FAIR DINKUM BUILDS AVON VALLEY**  
08 9622 5535  
**ELLETT CONTRACTING**  
ADDRESS 1 NOT FOUND  
ADDRESS 2 NOT FOUND

Civil & Structural Engineers  
50 Punari Street  
Currajong, Qld 4812  
Fax: 07 4725 5850  
Email: design@nceng.com.au  
ABN 341 008 173 56

Registered Chartered Professional Engineer  
Registered Professional Engineer (Civil & Structural) QLD  
Registered Certifying Engineer (Structural) N.T.  
Registered Engineer - (Civil) VIC  
Registered Engineer - (Civil) TAS

Regn. No. 2558980  
Regn. No. 9985  
Regn. No. 116373ES  
Regn. No. PE0002216  
Regn. No. CC5648M

Mr Timothy Roy Messer BE MIEAust RPEQ

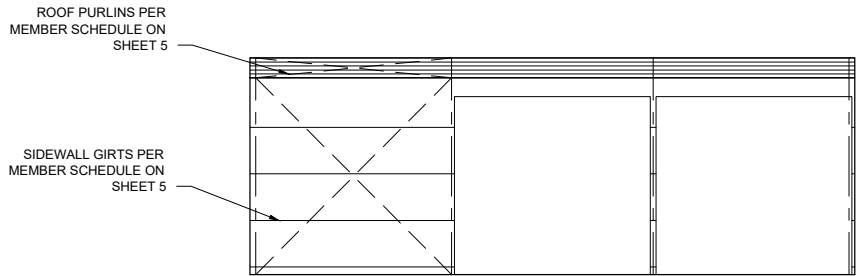
Signature

Date .....15/9/2025.....

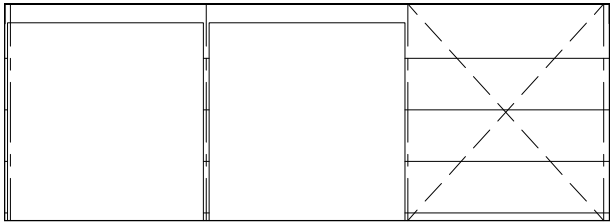
Registered on the NPER in the areas of practice  
of Civil & Structural National Professional  
Engineers Register

DO NOT SCALE THIS DRAWING. USE FIGURED DIMENSIONS ONLY. ALL DIMENSIONS TO BE VERIFIED ON SITE.

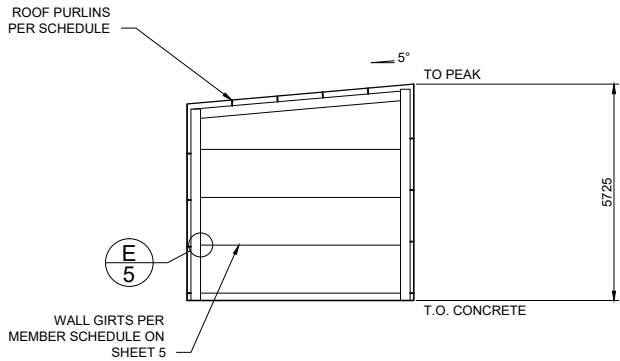
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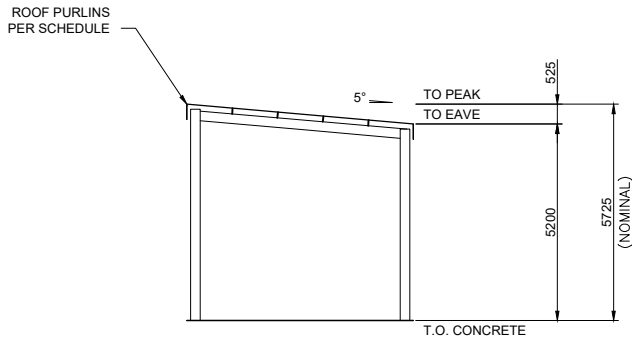
1 SIDEWALL EXTERIOR ELEVATION  
2 SCALE: 1 = 200



2 SIDEWALL EXTERIOR ELEVATION  
2 SCALE: 1 = 200



4 ENDWALL INTERIOR ELEVATION  
2 SCALE: 1 = 200

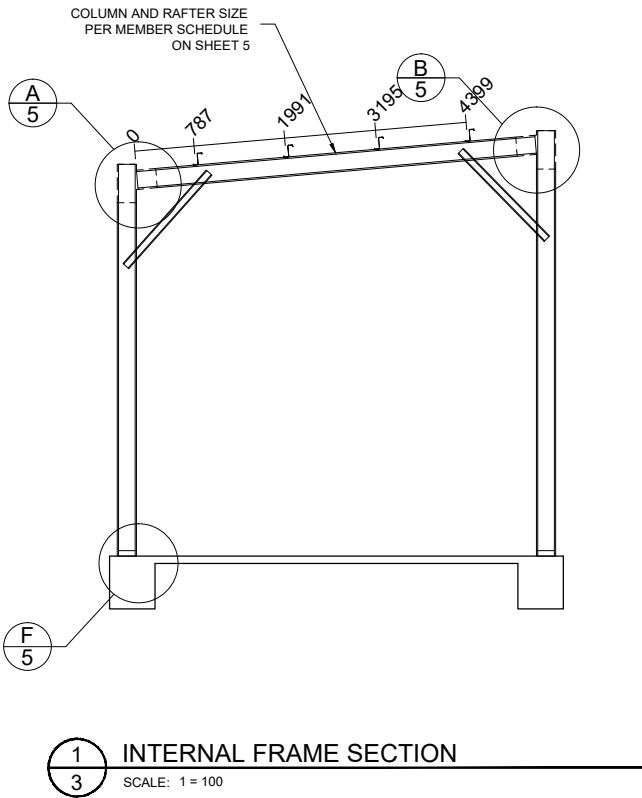


3 ENDWALL INTERIOR ELEVATION  
2 SCALE: 1 = 200

X BRACING IS REQUIRED IN 2 SIDE BAYS, 1 ROOF BAY.  
SEE LAYOUT OR PLANS FOR PLACEMENT. FLY BRACING IS INCLUDED TO BE PLACED ON EVERY SECOND PURLIN AND GIRT ON ENDWALL MULLIONS, INTERNAL COLUMNS AND INTERNAL RAFTERS.

2 OF 7	SHEET	JOB NO. AVON102287	DATE 15/9/2025	CHECKED TM	DRAWN FDB	STEEL BUILDING BY (CONTACT)	<b>FAIR DINKUM BUILDS AVON VALLEY</b> 08 9622 5535 <b>ELLETT CONTRACTING</b> ADDRESS 1 NOT FOUND ADDRESS 2 NOT FOUND				Civil & Structural Engineers 50 Punari Street Currajong, Qld 4812 Fax: 07 4725 5850 Email: design@nceng.com.au ABN 341 008 173 56	Mr Timothy Roy Messer BE MIEAust RPEQ Signature  Date 15/9/2025 Registered on the NPER in the areas of practice of Civil & Structural National Professional Engineers Register
						Registered Chartered Professional Engineer Registered Professional Engineer (Civil & Structural) QLD Registered Certifying Engineer (Structural) N.T. Registered Engineer - (Civil) VIC Registered Engineer - (Civil) TAS					Regn. No. 2558980 Regn. No. 9985 Regn. No. 116373ES Regn. No. PE0002216 Regn. No. CC5648M	

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Refer to Sheet #4 for concrete specification.

3 OF 7	SHEET	JOB NO. AV/ON102287	DATE 15/9/2025	CHECKED TM	DRAWN FDB	STEEL BUILDING BY (CONTACT) <b>FAIR DINKUM BUILDS AVON VALLEY</b> 08 9622 5535 <b>ELLETT CONTRACTING</b> ADDRESS 1 NOT FOUND ADDRESS 2 NOT FOUND			 <b>NORTHERN CONSULTING engineers</b> Civil & Structural Engineers 50 Punari Street Currajong, Qld 4812 Fax: 07 4725 5850 Email: design@nceng.com.au ABN 341 008 173 56	Registered Chartered Professional Engineer Registered Professional Engineer (Civil & Structural) QLD Registered Certifying Engineer (Structural) N.T. Registered Engineer - (Civil) VIC Registered Engineer - (Civil) TAS	Regn. No. 2558980 Regn. No. 9985 Regn. No. 116373ES Regn. No. PE0002216 Regn. No. CC5648M	Mr Timothy Roy Messer BE MIEAust RPEQ
						Signature 						
Date .....15/9/2025..... Registered on the NPER in the areas of practice of Civil & Structural National Professional Engineers Register												

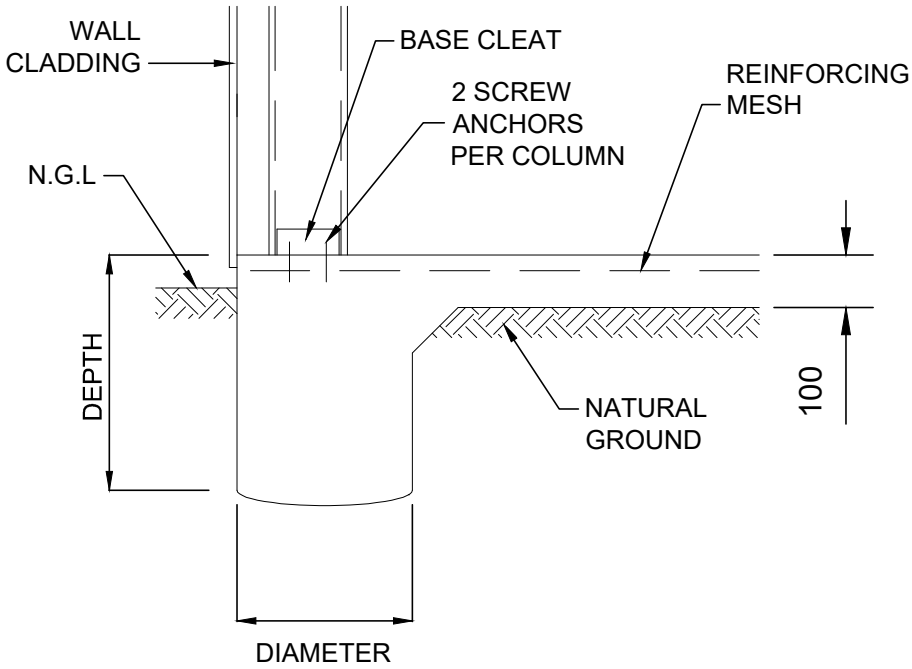
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STRUCTURAL GENERAL NOTES

1. **GOVERNING CODE** : NATIONAL CONSTRUCTION CODE (NCC), LOADING TO AS1170 - ALL SECTIONS. BUILDING SUITABLE AS EITHER A PRIVATE GARAGE CLASS 10a, OR A FARM SHED (CLASS 7 OR 8), UNLESS OTHERWISE SPECIFICALLY NOTED. FOR USE AS A FARM SHED, IT MUST MEET THE FOLLOWING REQUIREMENTS:
  - BE LESS THAN 2000 SQM IN AREA (INCLUSIVE OF ANY MEZZANINE FLOOR AREA).
  - MUST BE LOCATED ON A FARM AND USED IN CONNECTION WITH FARMING PURPOSES.
  - BUILDING IS NOT TO BE OCCUPIED FREQUENTLY NOR FOR EXTENDED PERIODS BY PEOPLE, WITH A MAXIMUM OF 1 PERSON PER 200 SQM OR 2 PERSONS MAXIMUM IN TOTAL WHICHEVER IS THE LESSER.
2. **DRAWING OWNERSHIP** : THESE DRAWINGS REMAIN THE PROPERTY OF FBHS (AUST) PTY LIMITED. ENGINEERING SIGNATURE AND CERTIFICATION IS ONLY VALID WHEN BUILDING IS SUPPLIED BY A DISTRIBUTOR OF FBHS. DRAWINGS ARE PROVIDED FOR THE DUAL PURPOSE OF OBTAINING BUILDING PERMITS AND AIDING CONSTRUCTION. ANY OTHER USE OR REPRODUCTION IS PROHIBITED WITHOUT WRITTEN APPROVAL FROM FBHS.
3. **DRAWING SIGNATURE REQUIREMENTS** : THESE DRAWINGS ARE NOT VALID UNLESS SIGNED BY THE ENGINEER. THE ENGINEER ACCEPTS NO LIABILITY OR RESPONSIBILITY FOR DRAWINGS WITHOUT A SIGNATURE. EACH TITLE BLOCK CONTAINS A WATER MARK UNDER THE CUSTOMERS NAME CONTAINING THE DATE OF PRODUCTION OF THE DRAWINGS; THE DRAWINGS ARE TO BE SUBMITTED TO COUNCIL WITHIN 21 DAYS OF THIS DATE. THIS IS TO ENSURE THAT ONLY CURRENT DRAWINGS ARE IN CIRCULATION.
4. **CONTRACTOR RESPONSIBILITIES** : CERTIFIER AND CONTRACTOR TO CONFIRM [ON SITE] THAT THE WIND LOADINGS APPLIED TO THIS DESIGN ARE TRUE AND CORRECT FOR THE ADDRESS STATED IN THE TITLE BLOCK. CONTRACTOR SHALL VERIFY AND CONFIRM ALL EXISTING CONDITIONS AND DIMENSIONS. ENGINEER SHALL BE NOTIFIED OF ANY DISCREPANCIES BETWEEN DRAWINGS AND EXISTING CONDITIONS PRIOR TO START OF WORK. CONTRACTOR MUST NOT MAKE ANY DEVIATION FROM THE PROVIDED PLANS WITHOUT FIRST OBTAINING WRITTEN APPROVAL FROM ONE THE UNDERSIGNING ENGINEERS. THE ENGINEER / FBHS TAKE NO RESPONSIBILITY FOR CHANGES MADE WITHOUT WRITTEN APPROVAL. CONTRACTOR IS RESPONSIBLE FOR ENSURING NO PART OF THE STRUCTURE BECOMES OVERSTRESSED DURING CONSTRUCTION. BUILDING IS NOT STRUCTURALLY ADEQUATE UNTIL THE INSTALLATION OF ALL COMPONENTS AND DETAILS SHOWN IS COMPLETED IN ACCORDANCE WITH THESE DRAWINGS. THE INDICATED DRAWING SCALES ARE APPROXIMATE. DO NOT SCALE DRAWINGS FOR CONSTRUCTION PURPOSES. FOR FURTHER DIRECTIONS ON CONSTRUCTION THE CONTRACTOR SHOULD CONSULT THE APPROPRIATE INSTRUCTION MANUAL.
5. **ENGINEERING** : THE ENGINEER / FBHS ARE NOT ACTING AS PROJECT MANAGERS FOR THIS DEVELOPMENT, AND WILL NOT BE PRESENT DURING CONSTRUCTION. THE UNDERSIGNING ENGINEERS HAVE REVIEWED THIS BUILDING FOR CONFORMITY ONLY TO THE STRUCTURAL DESIGN PORTIONS OF THE GOVERNING CODE. THE PROJECT MANAGER IS RESPONSIBLE FOR ADDRESSING ANY OTHER CODE REQUIREMENTS APPLICABLE TO THIS DEVELOPMENT. THESE DOCUMENTS ARE STAMPED ONLY AS TO THE COMPONENTS SUPPLIED BY FBHS. IT IS THE RESPONSIBILITY OF THE PURCHASER TO COORDINATE DRAWINGS PROVIDED BY FBHS WITH OTHER PLANS AND/OR OTHER COMPONENTS THAT ARE PART OF THE OVERALL PROJECT. IN CASES OF DISCREPANCIES, THE LATEST DRAWINGS PROVIDED BY FBHS SHALL GOVERN. NO ALTERATIONS TO THIS STRUCTURE (INCLUDING REMOVAL OF CLADDING) ARE TO BE UNDERTAKEN WITHOUT THE CONSENT OF THE CERTIFYING ENGINEER. OPENINGS SUCH AS WINDOWS AND DOORS NEED TO BE INSTALLED AS PER THE PRODUCT MANUFACTURER'S INFORMATION/DETAILS. THE BUILDING IS DESIGNED AS A STAND-ALONE BUILDING, NOT RELYING ON ANY ADJACENT BUILDING. IF THE PERMANENT OPENING IS OBSTRUCTED BY ANY ADJACENT BUILDING AND WITHIN A DISTANCE OF 0.5M OF SAID OPENING, THE DESIGN SHOULD BE REFERRED TO THE DESIGN ENGINEER FOR REVIEW OF INTERNAL PRESSURES AND POSSIBLE REDESIGN.
6. **INSPECTIONS** : NO SPECIAL INSPECTIONS ARE REQUIRED BY THE GOVERNING CODE ON THIS JOB. ANY OTHER INSPECTIONS REQUESTED BY THE LOCAL BUILDING DEPARTMENT SHALL BE CONDUCTED AT THE OWNER'S EXPENSE.
7. **SOIL REQUIREMENTS** : SITE CLASSIFICATION TO BE A, S OR M ONLY. SOIL SAFE BEARING CAPACITY VALUE INDICATED ON DRAWING SHEET 4 OCCURS AT 100mm BELOW FINISH GRADE, EXISTING NATURAL GRADE, OR AT FROST DEPTH SPECIFIED BY LOCAL BUILDING DEPARTMENT, WHICHEVER IS THE LOWEST ELEVATION. REGARDLESS OF DETAIL Y ON SHEET 4 THE MINIMUM FOUNDATION DEPTH SHOULD BE 100MM INTO NATURAL GROUND OR BELOW FROST DEPTH SPECIFIED BY LOCAL COUNCIL. ROLLED OR COMPACTED FILL MAY BE USED UNDER SLAB, COMPACTED IN 150mm LAYERS TO A MAXIMUM DEPTH OF 900mm. CONCRETE FOUNDATION EMBEDMENT DEPTHS DO NOT APPLY TO LOCATIONS WHERE ANY UNCOMPACTED FILL OR DISTURBED GROUND EXISTS OR WHERE WALLS OF THE EXCAVATION WILL NOT STAND WITHOUT SUPPLEMENTAL SUPPORT. IN THIS CASE SEEK FURTHER ENGINEERING ADVICE.
8. **CLASS 10a or Class 7 FOOTING DESIGNS:** THE FOUNDATION DOCUMENTED IS ALSO APPROPRIATE FOR CLASS 10a or CLASS 7 BUILDING DESIGNS ON 'M-D', 'H', 'H-D' OR 'E' CLASS SOILS, IF TOTAL SLAB AREA IS UNDER 100m SQUARE AND THE MAXIMUM SLAB DIMENSION (LENGTH AND WIDTH) IS LESS THAN OR EQUAL TO 12m. PLEASE BE AWARE THAT THE SLAB DESIGN FOR H & E CLASS SOILS IN THESE INSTANCES ARE DESIGNED TO EXPERIENCE SOME CRACKING. THIS CRACKING IS NOT CONSIDERED A STRUCTURAL FLAW OR DESIGN ISSUE, AND IS SIMPLY COSMETIC IN NATURE. IF THIS IS A CONCERN TO THE CLIENT IT IS ADVISED THEY DISCUSS OTHER OPTIONS WITH THE RELEVANT DISTRIBUTOR PRIOR TO THE POURING OF THE SLAB.
9. **CONCRETE REQUIREMENTS** : ALL CONCRETE DETAILS AND PLACEMENT SHALL BE PERFORMED IN ACCORDANCE WITH AS2870 AND AS3600. CONCRETE SHALL HAVE A MIN. 28-DAY STRENGTH OF 20MPa FOR EXPOSURE A1, 25MPa FOR EXPOSURE A2, 32MPa FOR EXPOSURE B1, 40MPa FOR EXPOSURE B2 AND 50MPa FOR EXPOSURE C, IN ACCORDANCE WITH SECTION 4, AS3600. CEMENT TO BE TYPE A. MAX AGGREGATE SIZE OF 20mm. SLUMP TO BE 80mm +/-15mm. SLABS TO BE CURED FOR 7 DAYS BY WATERING OR COVERING WITH A PLASTIC MEMBRANE, AFTER WHICH CONSTRUCTION CAN BEGIN, DUE CARE GIVEN NOT TO OVER-TIGHTEN HOLD DOWN BOLTS. GIVEN ALLOWABLE SOIL TYPES 1 LAYER OF SL72 REINFORCING MESH IS TO BE INSTALLED ON STANDARD SLABS WITH A MINIMUM 30MM COVER FROM CONCRETE SURFACE. CONCRETE REINFORCING TO CONFORM TO AS 1302, AS1303 & AS 1304. ALL REINFORCING COVER TO BE A MINIMUM OF 30mm.
10. **STRUCTURAL STEEL REQUIREMENTS** : ALL STRUCTURAL STEEL, INCLUDING SHEETING THOUGH EXCLUDING CONCRETE REINFORCING, SHALL CONFORM TO AS 1397 (GAUGE <= 1mm fy = 550MPa, GAUGE > 1mm < 1.5mm fy = 500MPa, GAUGE >= 1.5mm fy = 450MPa). NO WELDING IS TO BE PERFORMED ON THIS BUILDING. ALL STRUCTURAL MEMBERS AND CONNECTIONS DESIGNED TO AS4600. ALL BOLT HOLE DIAMETERS TO STRMIT GENERAL PUNCHINGS.
11. **FOOT TRAFFIC** : FOR ERECTION AND MAINTENANCE PLEASE NOTE THE FOLLOWING DEFINED FOOT TRAFFIC ZONES:
  - CORRUGATED: WALK ONLY WITHIN 200MM OF SCREW LINES. FEET SPREAD OVER AT LEAST TWO RIBS.
  - MONOCLAD: WALK ONLY IN PANS, OR ON RIBS AT SCREW LINES.

PROJECT DESIGN CRITERIA
ROOF LIVE LOAD: 0.25 kPa
BASIC WIND SPEED: VR 45 m/s
SITE WIND SPEED: V <sub>sitB</sub> 40.1 m/s
WIND REGION: Reg A1
TOPOGRAPHY FACTOR, Mt: 1
SHIELDING FACTOR, Ms: 1
MAX GROUND SNOW LOAD: N/A
MAX ROOF SNOW LOAD: N/A
SITE ALTITUDE: N/A
TERRAIN CATEGORY: TCat 2.32
SOIL SAFE BEARING CAPACITY: 100 kPa
RETURN PERIOD: 1:500
LIMITING CPI 1: -0.3
LIMITING CPI 2: 0.07
IMPORTANCE LEVEL: 2

DETAIL KEYS
<div>DK1</div> ENDWALL VERTICAL MULLION (SEE DETAIL C/5 FOR TOP CONN. AND F/5 FOR BASE CONN.)
<div>DK2</div> FLYBRACING PER SCHEDULE D/6
<div>DK3</div> X-BRACING IN ROOF ABOVE (SEE DETAIL A/6)
<div>DK4</div> DOUBLE X-BRACING IN ROOF ABOVE (SEE DETAIL A/6)



N.G.L - NATURAL GROUND LINE

Y	BORED LOCAL THICKENING DETAIL	DWG NO. SBOMA
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4 OF 7

SHEET

JOB NO. AVON102287

DATE 15/9/2025

CHECKED TM

DRAWN FDB

STEEL BUILDING BY (CONTACT) FAIR DINKUM BUILDS AVON VALLEY 08 9622 5535 ELLETT CONTRACTING ADDRESS 1 NOT FOUND ADDRESS 2 NOT FOUND

FAIR DINKUM BUILDS

SHED SAFE

Civil & Structural Engineers  
50 Punari Street  
Currajong, Qld 4812  
Fax: 07 4725 5850  
Email: design@nceng.com.au  
ABN 341 008 173 56

Registered Chartered Professional Engineer  
Registered Professional Engineer (Civil & Structural) QLD  
Registered Certifying Engineer (Structural) N.T.  
Registered Engineer - (Civil) VIC  
Registered Engineer - (Civil) TAS

Regn. No. 2558980  
Regn. No. 9985  
Regn. No. 116373ES  
Regn. No. PE0002216  
Regn. No. CC5648M

Mr Timothy Roy Messer BE MIEAust RPEQ

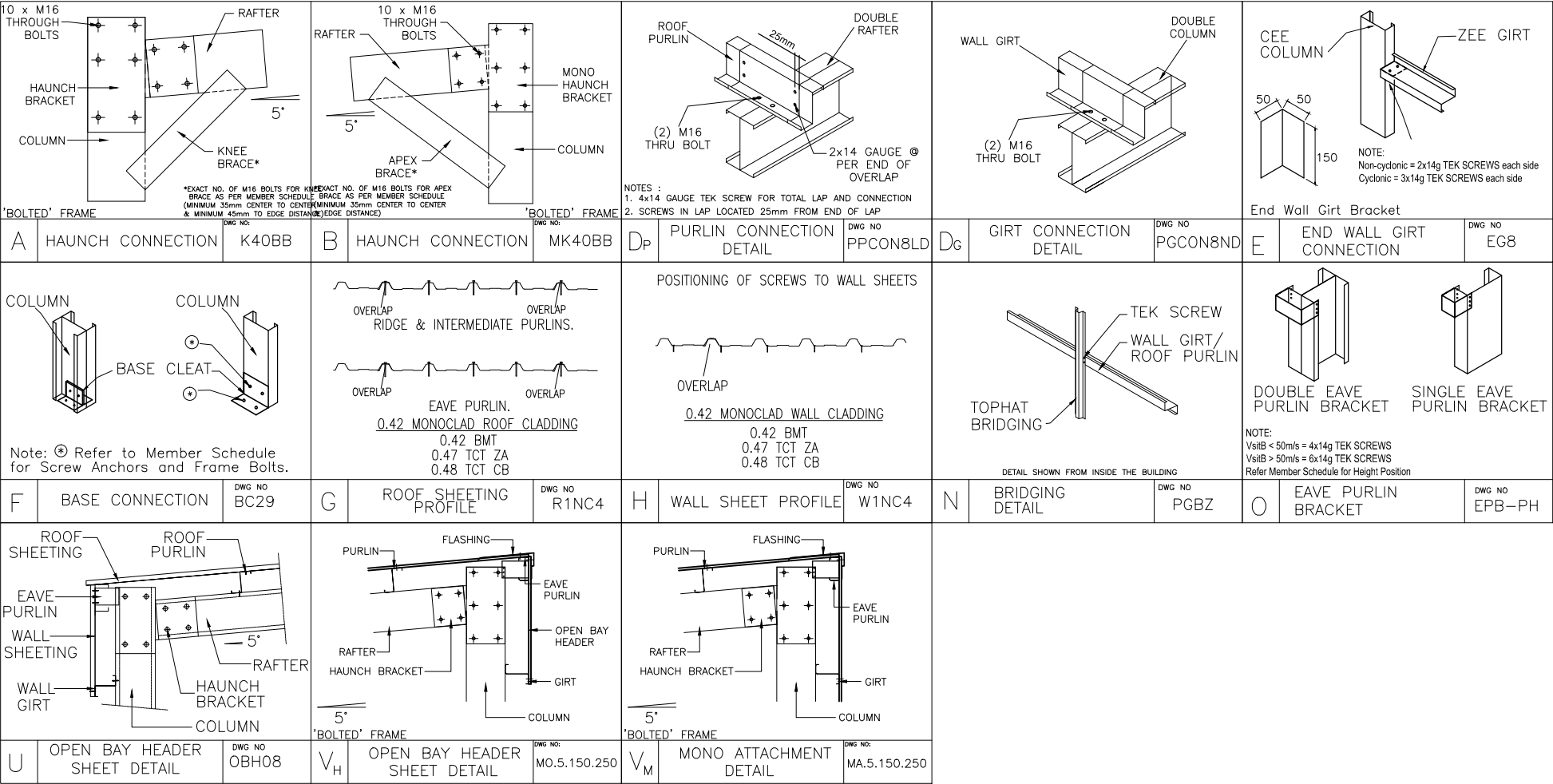
Signature

Date 15/9/2025

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MEMBER AND MATERIAL SCHEDULE

1	END WALL RAFTER	Single C25024
2	C.S. FRAME RAFTER	Double C25019
3	END FRAME COLUMN (C1)	Single C25024
4	END FRAME OPEN CORNER COLUMN (C4)	Single C25019
5	END FRAME MONO COLUMN (C1)	Single C25024
6	END FRAME MONO OPEN CNR COLUMN (C4)	Single C25019
7	C.S. FRAME COLUMN (C3)	Double C25019
8	C.S. FRAME OPEN BAY COLUMN (C3)	Double C25019
9	C.S. FRAME MONO COLUMN (C2)	Double C25024
10	C.S. FRAME MONO OPEN BAY COLUMN (C3)	Double C25019
11	C.S. FRAME KNEE BRACE	Double C15012 @ 1.76 LONG 2 bolts each end
12	KNEE BRACE HEIGHT UP COLUMN	3.80m
13	KNEE BRACE LENGTH UP RAFTER	1.01m
14	C.S. FRAME APEX BRACE	Double C15012 @ 1.70 LONG 2 bolts each end
15	APEX POSITION FROM RAFTER END	0.87m
16	ANCHOR BOLTS (# PER DETS.)	Screw Anchor 16mm x 100 Galv
17	LOWER EAVE PURLIN	C15015 (Eave Purlin Bracket 0mm from top of column)
18	UPPER EAVE PURLIN	C15015 (Eave Purlin Bracket 38mm above top of column) ^
19	TYP. ROOF PURLIN SIZE	Z15012 (1 rows of bridging)
20	MAIN BLDG. PURLIN SPACING	1.204 m. (4 rows) (Max Allow. 1.500m)
21	MAIN BLDG. PURLIN LENGTH	5.87 m. (0.53m Overlap)
22	ROOF PURLIN BRIDGING	Tophat 64 x 0.75
23	TYP. SIDEWALL GIRT SIZE	Z15012 (1 rows of bridging)
24	MAIN BLDG. SIDEWALL GIRT SPACING	1.230 m. (4 rows) (Max Allow. 1.422m)
25	MAIN BLDG. HIGH SIDEWALL GIRT SPACING	1.362 m. (4 rows)
26	MAIN BLDG. SIDEWALL GIRT LENGTH	5.63 m. (0.3m Overlap)
27	SIDEWALL GIRT BRIDGING	Tophat 64 x 0.75
28	TYP. ENDWALL GIRT SIZE	Z15012 (1 rows of bridging)
29	MAIN BLDG. ENDWALL GIRT SPACING	1.267 m. (4 rows) (Max Allow. 1.366m)
30	MAIN BLDG. ENDWALL GIRT LENGTH	5.19 m. (0m Overlap)
31	ENDWALL GIRT BRIDGING	Tophat 64 x 0.75
32	FRAME SCREW FASTENERS	14-13x22 Hex C/S (SP HD 5/16" Hex Drive)
33	FRAME BOLT FASTENERS	8.8 Hex BN M16x45 Z/P
34	PURLIN/GIRT FASTENERS	Purlin Assy M16x30 Z/P
35	X-BRACING STRAP AND FASTENERS	32 x 1.2mm Strap with 4 x 14g Tek Screws Each End
36	WALL COLOUR	ZINCALUME
37	ROOF COLOUR	ZINCALUME
38	DOWNPIPE COLOUR	ZINCALUME
39	GUTTER COLOUR	ZINCALUME
40	CORNER FLASHING COLOUR	ZINCALUME
41	BARGE FLASHING COLOUR	ZINCALUME
42	OPENING FLASHING COLOUR	ZINCALUME
43	OPEN BAY HEADER HEIGHT	0.5

"C.S." = CLEARSPAN "L." = LEFT "R." = RIGHT

^ NOTE: Upper Eave Purlin Positioned with bottom lip against Eave Purlin Bracket.

5  
OF  
7

SHEET

JOB NO.  
AVON102287

DATE  
15/9/2025

CHECKED  
TM

DRAWN  
FDB

STEEL BUILDING BY  
(CONTACT)  
**FAIR DINKUM BUILDS AVON VALLEY**  
08 9622 5535  
**ELLETT CONTRACTING**  
ADDRESS 1 NOT FOUND  
ADDRESS 2 NOT FOUND

FOR  
AT

**FAIR DINKUM BUILDS**

**SHED SAFE**  
ACCREDITED

**NORTHERN CONSULTING engineers**

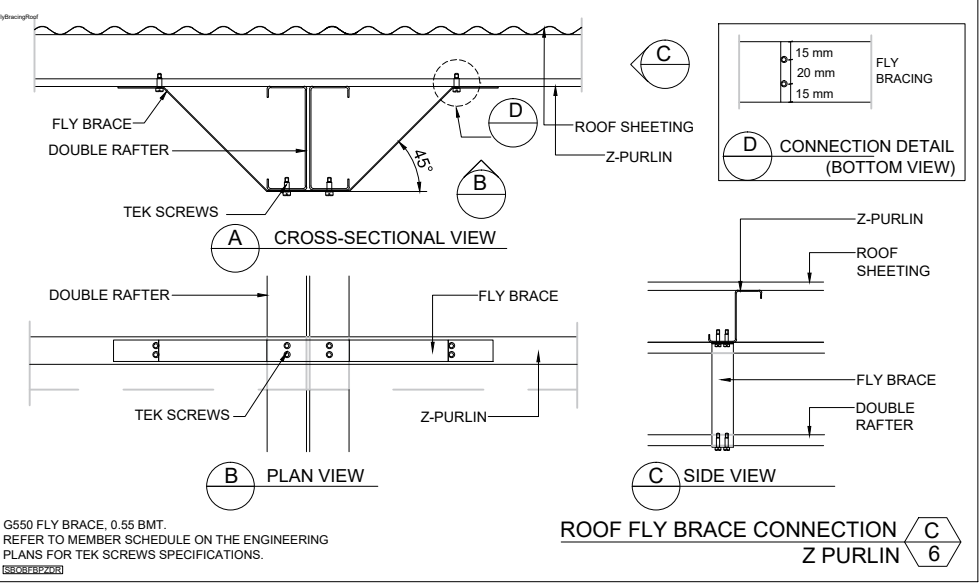
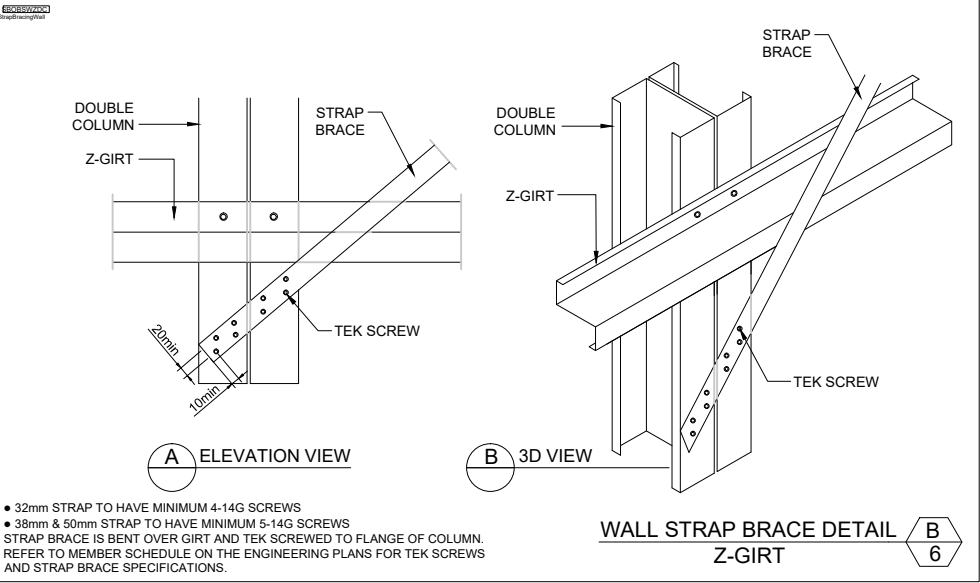
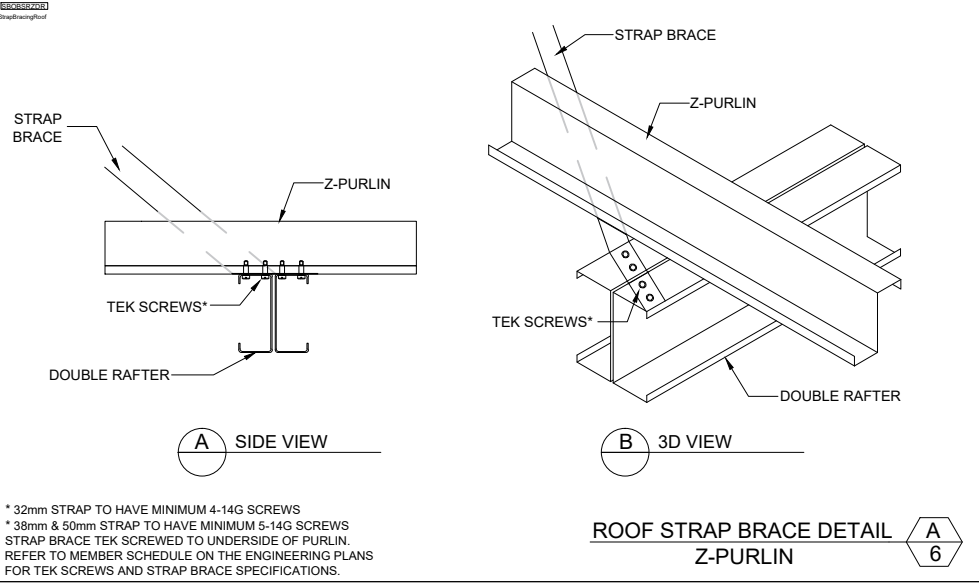
Civil & Structural Engineers  
50 Punari Street  
Currajong, Qld 4812  
Fax: 07 4725 5850  
Email: design@nceng.com.au  
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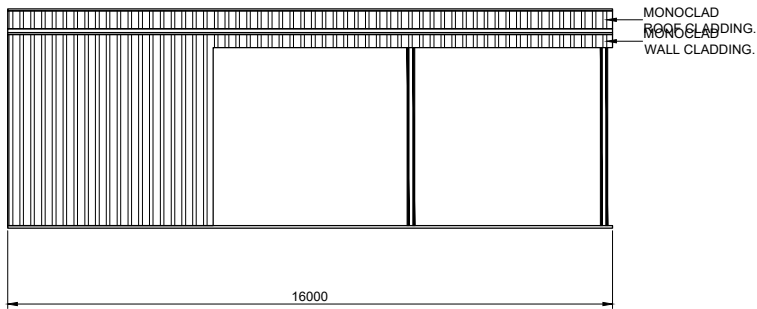
FLY BRACING SCHEDULE

FRAME	GIRT/PURLIN	PRODUCT
2C250	Z150	FBD250150ZA0950

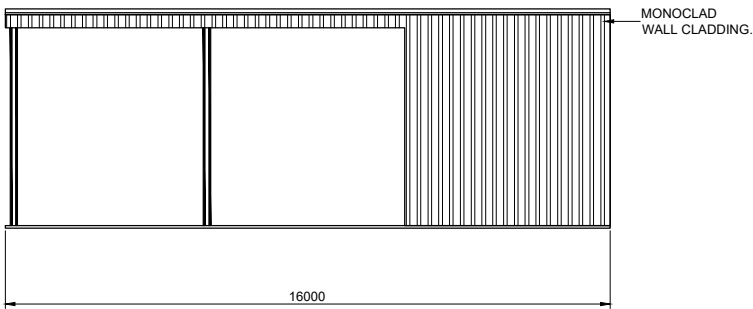
FLY BRACE SCHEDULE **D** 6

REFER TO MEMBER SCHEDULE ON THE ENGINEERING PLANS FOR TEK SCREWS SPECIFICATIONS.

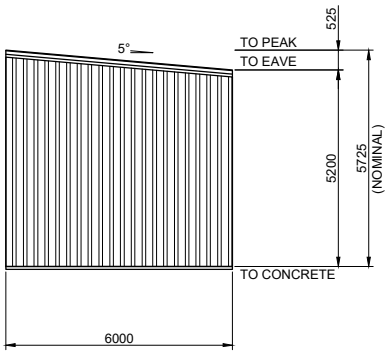
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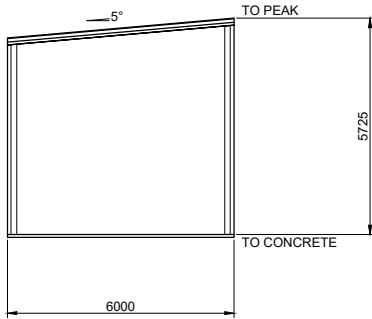
1 SIDEWALL EXTERIOR ELEVATION  
7 SCALE: 1 = 200



2 SIDEWALL EXTERIOR ELEVATION  
7 SCALE: 1 = 200



4 ENDWALL EXTERIOR ELEVATION  
7 SCALE: 1 = 200



3 ENDWALL EXTERIOR ELEVATION  
7 SCALE: 1 = 200

BUILDING COLOURS	
WALL	ZINCALUME
ROOF	ZINCALUME
DOWNPIPE	ZINCALUME
GUTTER	ZINCALUME
CORNER FLASHING	ZINCALUME
BARGE FLASHING	ZINCALUME
OPENING FLASHING	ZINCALUME

7  
OF  
7

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STEEL BUILDING BY  
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ADDRESS 2 NOT FOUND







Civil & Structural Engineers  
50 Punari Street  
Currajong, Qld 4812  
Fax: 07 4725 5850  
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ABN 341 008 173 56

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Mr Timothy Roy Messer BE MIEAust RPEQ

Signature 

Date 15/9/2025

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NOTES:

**BRACING MATERIALS** - THE SHED ERECTOR TO SUPPLY SPECIFIC BRACING. SUITABLE RIGID MEMBERS CAPABLE OF TENSION AND COMPRESSION OR OPPOSING CHAINS OR OPPOSING LOAD RATED RATCHET STRAPS TO BE USED. (RIGID BRACING AS SHOWN ON DIAGRAM) ROPE BRACING SUITABLE ONLY FOR SMALLER STRUCTURES IN IDEAL CONDITIONS.

**BRACING LOCATION** - TEMPORARY BRACING TO BE ERECTED AS CLOSE TO 45 DEGREE ANGLE AND FIXED TO THE TOP OF THE COLUMN OR MULLION TO ACHIEVE THE OPTIMUM EFFECTIVENESS. IF THERE IS NOT ENOUGH SPACE FOR A 45 DEGREE ANGLE, THEN 20 DEGREE ANGLE IS TO BE THE MINIMUM ANGLE ALLOWED (REFER TO DIAGRAM). RIGID TEMPORARY BRACING MEMBER TO BE BOLTED TO HEAVY ANGLE PEGS HAMMERED INTO THE GROUND OR TO A BRACKET, MASONRY ANCHORED TO THE SLAB.

**BRACING REMOVAL** - TEMPORARY BRACING TO REMAIN IN PLACE UNTIL CLADDING IS FULLY INSTALLED WHERE POSSIBLE. IN NO CASE SHOULD TEMPORARY BRACING BE REMOVED UNTIL ALL PURLINS, GIRTS (AND PERMANENT CROSS BRACING WHERE USED) ARE FIXED.

**SITE SAFETY** - DUE CONSIDERATION TO BE GIVEN TO SITE SAFETY IN REGARD TO LOCATIONS OF BRACING AND PEGS.

**GUIDE APPLICATION** - TEMPORARY BRACING AS DESCRIBED IS A MINIMUM REQUIREMENT FOR AN AVERAGE, STANDARD SITE CONDITION. PROVIDE ADDITIONAL BRACING FOR MORE SEVERE AND/OR HIGH EXPOSURE SITE CONDITIONS. ADDITIONAL BRACING TO BE USED AS AND WHERE NECESSARY TO ENSURE THAT ENTIRE FRAME IS RIGID THROUGHOUT CONSTRUCTION. RESPONSIBILITY FOR ENSURING STABILITY OF STRUCTURE REMAINS WITH THE BUILDER.

TILT UP METHOD

FOR STRUCTURES UNDER 9M SPAN, LESS THAN 3M HIGH AND LESS THAN 12M LONG

- ASSEMBLE THE FIRST SIDEWALL FRAME (COMPLETE WITH WALL SHEETING, BRACING AND GUTTER) ON THE GROUND AND LIFT ASSEMBLED SIDEWALL FRAME INTO POSITION. FIX OFF TEMPORARY SIDE BRACING TO EACH END (REFER TO DIAGRAM). FIX BASE CLEATS.
- ASSEMBLE THE SECOND SIDEWALL FRAME AS PER FIRST SIDEWALL FRAME. LIFT INTO POSITION. FIX OFF TEMPORARY WALL BRACING TO EACH END (REFER TO DIAGRAM) FIX BASE CLEATS.
- FIX GABLE END RAFTERS TO COLUMNS TO TIE WALLS. PROP APEX UNTIL ENDWALL MULLION AND APEX TEMPORARY BRACE ARE FIXED OFF. IF NO MULLION IS REQUIRED THEN PROP AND BRACE APEX UNTIL CLADDING IS COMPLETE.
- INSTALL REMAINING RAFTERS. AS EACH RAFTER PAIR IS INSTALLED, AT LEAST ONE PURLIN PER 3M OF RAFTER LENGTH IS TO BE INSTALLED TO SECURE RAFTERS.
- INSTALL REMAINING PURLINS
- INSTALL KNEE AND APEX BRACES IF AND WHERE APPLICABLE.
- REPEAT FOR LEANTO'S.

FRAME FIRST METHOD

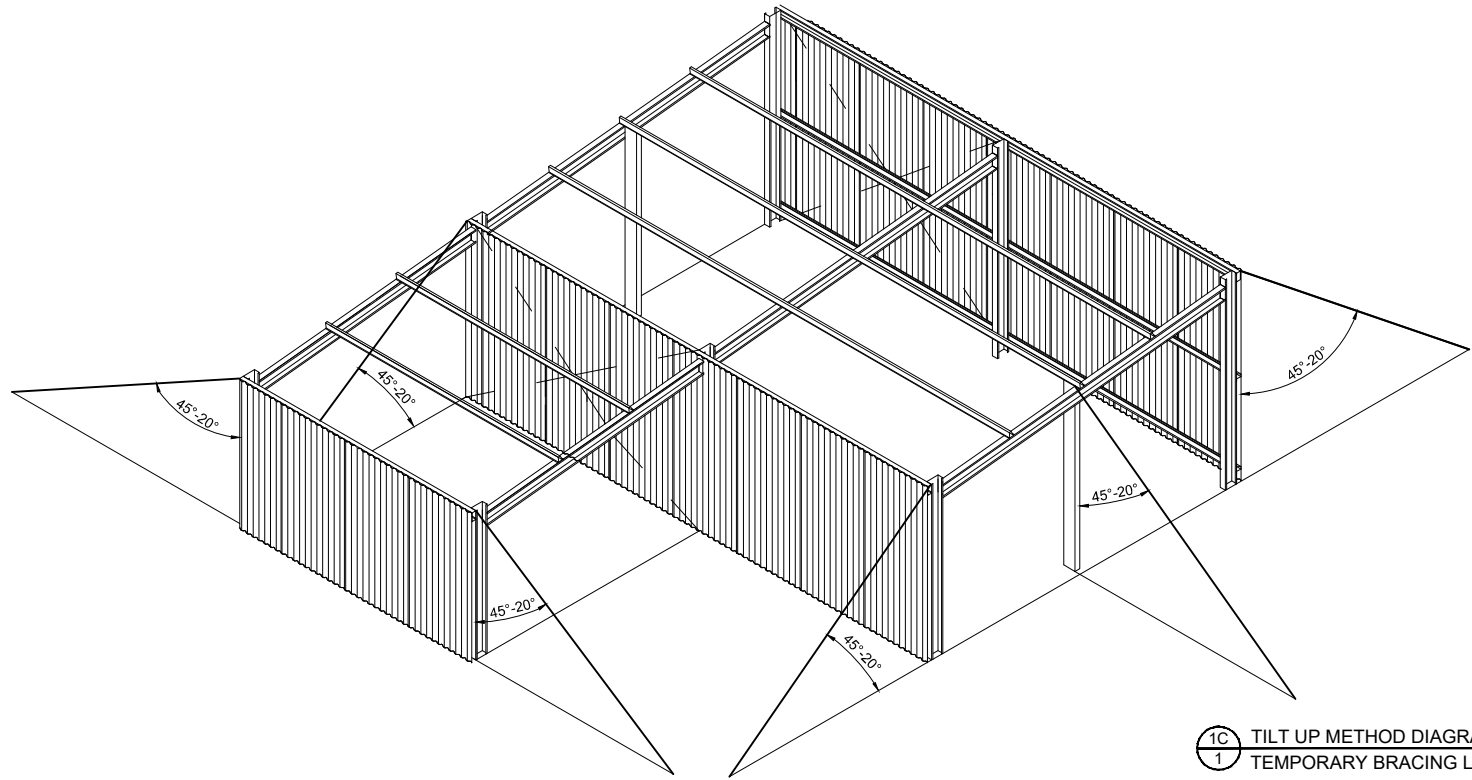
FOR STRUCTURES OVER 9M SPAN, GREATER THAN 3M HIGH AND GREATER THAN 12M LONG

- ASSEMBLE PORTAL FRAMES ON THE GROUND (WITH KNEE AND APEX BRACES IF AND WHERE APPLICABLE). LIFT THE FIRST PORTAL FRAME ASSEMBLY INTO POSITION. FIX OFF TEMPORARY END BRACING (REFER TO DIAGRAM). FIX BASE CLEATS.
- PROP APEX UNTIL ENDWALL MULLION AND APEX TEMPORARY BRACE ARE FIXED OFF. IF NO MULLION IS REQUIRED THEN PROP AND BRACE APEX UNTIL CLADDING IS COMPLETE.
- THE SECOND PORTAL FRAME ASSEMBLY TO BE LIFTED INTO POSITION. FIX EAVE PURLINS AND AT LEAST ONE PURLIN PER 3M OF RAFTER TO SECURE FRAME ASSEMBLY. FIX BASE CLEATS. FIX TEMPORARY SIDEWALL BRACING.
- STAND REMAINING PORTAL FRAME ASSEMBLY AS PER STEP C, FIXING TEMPORARY SIDE WALL BRACING TO EVERY SECOND BAY. BRACE OTHER END PORTAL FRAME AS PER FIRST PORTAL FRAME.
- INSTALL REMAINING PURLINS AND GIRTS.
- REPEAT FOR LEANTO'S.

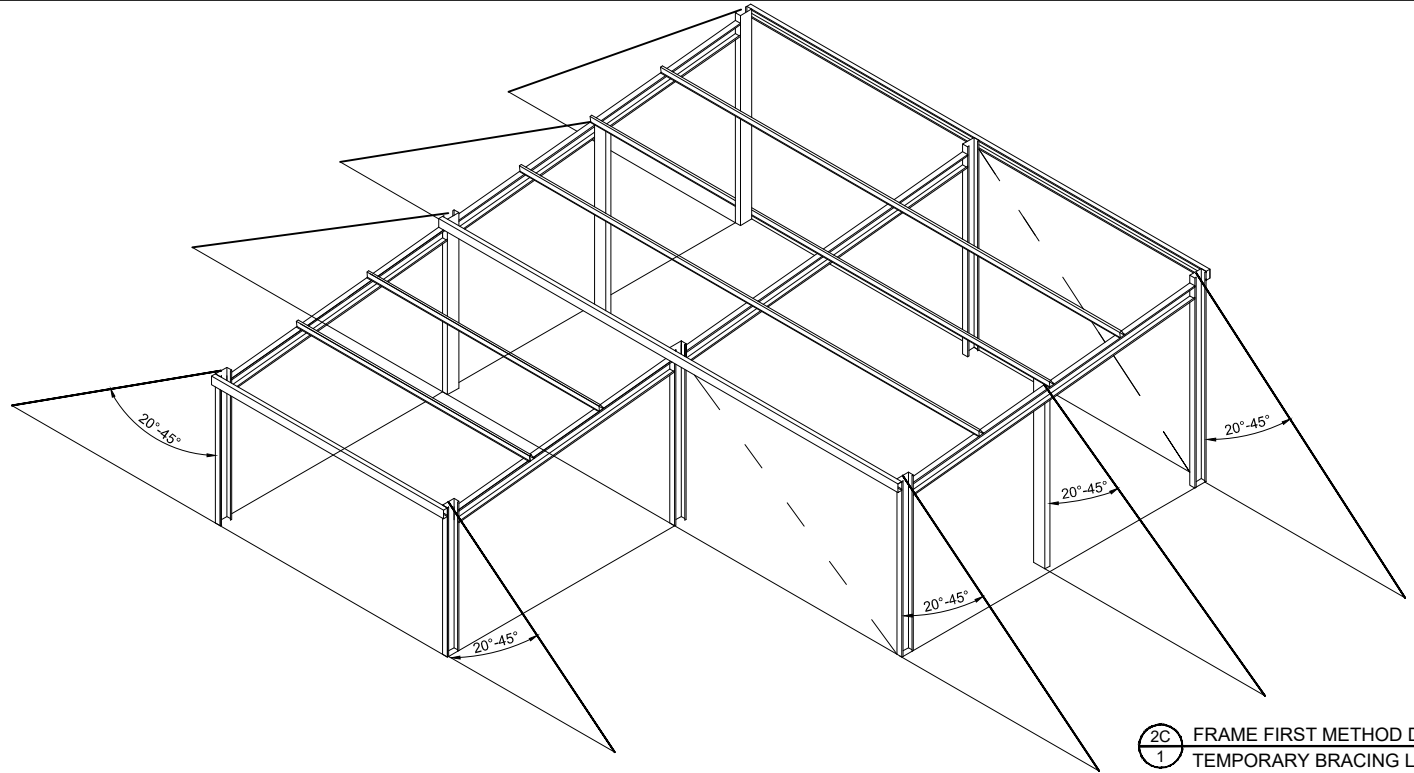
NOT PART OF COUNCIL APPLICATION DOCUMENTATION

# GUIDE TO THE INSTALLATION OF TEMPORARY BRACING

(REFER TO INSTALLATION GUIDE MANUAL FOR THE TWO METHODS OF CONSTRUCTION)



**1 TILT UP METHOD DIAGRAM**  
SCALE: NTS



**2 FRAME FIRST METHOD DIAGRAM**  
SCALE: NTS

↓  
**DOWNLOAD  
YOUR SAFETY  
PACK NOW**



Please review prior  
to commencing  
your build

JOB NO.	DATE	CHECKED	DRAWN
AVON102287	15/9/2025	TM	FDB

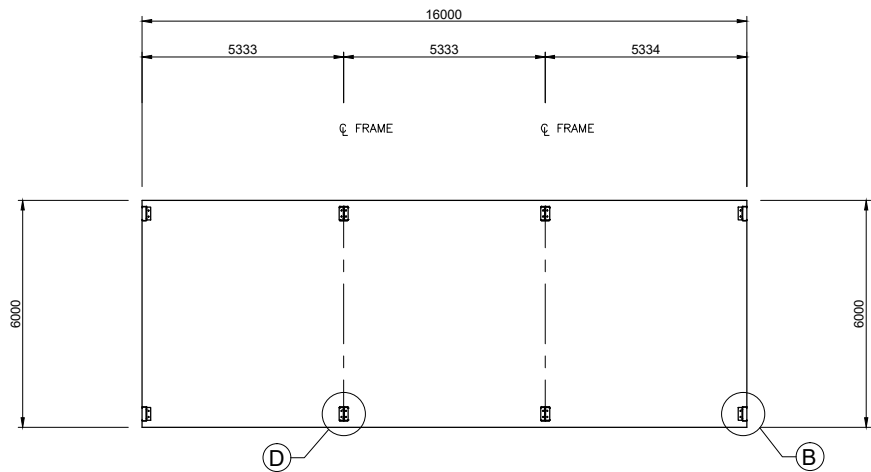
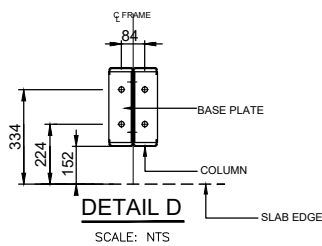
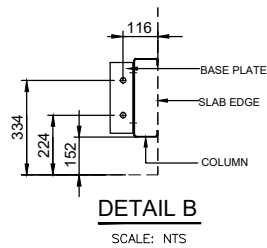
STEEL BUILDING BY  
**FAIR DINKUM BUILDS AVON VALLEY**  
FOR 08 9622 5535  
**ELLETT CONTRACTING**  
AT ADDRESS 1 NOT FOUND  
ADDRESS 2 NOT FOUND



# TEMP BRACING



The design and detail shown on these drawings are applicable to this project only and may not be reproduced in whole or any part or be used for any other purpose without the written permission of FBHS (Aust) Pty Limited (FBHS) with whom copyright resides. The local distributor or franchisee you are dealing with is an authorised independent distributor or franchisee of FBHS' products and they enter into agreements with their customers on their own behalf and not as an agent for FBHS.



**BOLT LAYOUT PLAN**  
SCALE: 1 = 200

NOT PART OF COUNCIL APPLICATION DOCUMENTATION

IF YOU HAVE A ROLLER DOOR IN THE GABLE END OF YOUR SHED, CONTACT YOUR DISTRIBUTOR TO SEE IF MULLION NEEDS TO BE ROTATED FOR USE AS A DOOR JAMB.


JOB NO. AVON102287	DATE 15/9/2025	CHECKED TM	DRAWN FDB	STEEL BUILDING BY	
				FAIR DINKUM BUILDS AVON VALLEY	
				08 9622 5535	
				FOR	
				AT	
				ELLETT CONTRACTING	
				ADDRESS 1 NOT FOUND	
				ADDRESS 2 NOT FOUND	





# BOLT LAYOUT PLAN

# COMPLIANCE CERTIFICATE FOR BUILDING DESIGN

<b>Property Description</b> Street address (include number, street, suburb/locality & postcode)	ADDRESS 1 NOT FOUND ADDRESS 2 NOT FOUND Postcode :																													
<b>Description of Component/s Certified</b> Clearly describe the extent of work covered by this certificate.	Steel Portal Frame Structure. 6m span x 16m O/A length x 5.2m eaves height. Consisting of 3 bays at 5.333m spacing.																													
<b>Basis of Certification</b> Detail the basis for giving the certificate and the extent to which tests, specifications, rules, standards, codes of practice and other publications, were relied upon.	<p>Australian Standards (list) AS/NZS 4600-2018, AS/NZS 1170.0,1-2002, 1170.2-2021, 1170.3-2003, 1170.4-2007, AS2870-2011, AS3600-2018, AS5216-2021</p> <table><tr><td>2022 National Construction Code of Australia</td><td>NCC Building Classification: Class 10a</td></tr><tr><td>Region AS1170.2 = Reg A</td><td>Factor for Region = NA</td></tr><tr><td>NCC Importance Level = 2</td><td>NCC Equivalent Wind class = N/A</td></tr><tr><td>Annual Probability Exceedance wind = 1:500</td><td>Design Roof Live Load = 0.25 kPa</td></tr><tr><td>Regional 3 s Gust Wind Speed for annual probability of exceedance <math>V_R</math> = 45 m/s</td><td></td></tr><tr><td>Wind directional multipliers for the 8 cardinal directions <math>M_d</math> = 1.00</td><td></td></tr><tr><td>Terrain/Height multiplier (<math>M_z</math>, Cat) = 0.89</td><td>Shielding Multiplier <math>M_s</math> = 1</td></tr><tr><td>Topographic multiplier <math>M_t</math> = 1</td><td>Design Wind Speed = 40 m/s</td></tr><tr><td>Ext. Pressure Coefficient <math>c_{pe}</math> = -0.65, 0.70</td><td>Int. Pressure Coefficient <math>c_{pi}</math> = -0.3, 0.07</td></tr></table>			2022 National Construction Code of Australia	NCC Building Classification: Class 10a	Region AS1170.2 = Reg A	Factor for Region = NA	NCC Importance Level = 2	NCC Equivalent Wind class = N/A	Annual Probability Exceedance wind = 1:500	Design Roof Live Load = 0.25 kPa	Regional 3 s Gust Wind Speed for annual probability of exceedance $V_R$ = 45 m/s		Wind directional multipliers for the 8 cardinal directions $M_d$ = 1.00		Terrain/Height multiplier ( $M_z$ , Cat) = 0.89	Shielding Multiplier $M_s$ = 1	Topographic multiplier $M_t$ = 1	Design Wind Speed = 40 m/s	Ext. Pressure Coefficient $c_{pe}$ = -0.65, 0.70	Int. Pressure Coefficient $c_{pi}$ = -0.3, 0.07									
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Ext. Pressure Coefficient $c_{pe}$ = -0.65, 0.70	Int. Pressure Coefficient $c_{pi}$ = -0.3, 0.07																													
<b>Reference Documentation</b> Clearly identify any relevant documentation, e.g numbered structural engineering plans	<p>Drawing Nos: 'Fair Dinkum Builds' Structural Design Drawing</p> <p>To be read in conjunction with Pages 1 to 7</p> <p>For Job Number: AVON102287 DATED : 15/9/2025</p> <p>Specifications:</p> <p>Computations:</p> <p>Test Reports:</p> <p>Other Documentation:</p>																													
<b>Competent Person Details</b> A competent person for building work, means a person who is assessed by the building certifier for the work as competent to practise in aspect of the design, building or inspection of the building work because of the person's skill and experience in the aspect. The competent person must also be registered or licensed under a law applying in the state to practice the aspect.  A COPY OF A CURRENT CV AND PROFESSIONAL REGISTRATION DETAILS MUST BE PROVIDED WITH THE CERTIFICATE	<table><tr><td>Name:</td><td colspan="2">Timothy Roy Messer</td></tr><tr><td>Company Name (If applicable):</td><td colspan="2">Northern Consulting Engineers</td></tr><tr><td>Postal Address:</td><td colspan="2">50 Punari Street, Currajong 4812</td></tr><tr><td>Contact Person:</td><td colspan="2">Timothy Roy Messer</td></tr><tr><td>Telephone Number:</td><td colspan="2">07 4725 5550</td></tr><tr><td>Mobile Number:</td><td colspan="2">N/A</td></tr><tr><td>Fax Number:</td><td colspan="2">07 4725 5850</td></tr><tr><td>Email Address:</td><td colspan="2">design@nceng.com.au</td></tr><tr><td>License or Registration Number:</td><td>2558980</td><td>Copy of CV Attached: Tick Box</td></tr></table> <div>Y <input type="checkbox"/> or N <input checked="" type="checkbox"/></div>			Name:	Timothy Roy Messer		Company Name (If applicable):	Northern Consulting Engineers		Postal Address:	50 Punari Street, Currajong 4812		Contact Person:	Timothy Roy Messer		Telephone Number:	07 4725 5550		Mobile Number:	N/A		Fax Number:	07 4725 5850		Email Address:	design@nceng.com.au		License or Registration Number:	2558980	Copy of CV Attached: Tick Box
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Email Address:	design@nceng.com.au																													
License or Registration Number:	2558980	Copy of CV Attached: Tick Box																												
<b>Signature of Competent Person</b> This form may be used by competent persons to certify the design of a material, system, method of building, building element design or other thing.  If the competent person is a licensed company the authorised person of the company is to sign the form.	<p>I certify that the item/s described above, if installed or carried out in accordance with the information contained in this certificate, including any referenced documentation, will comply with the National Construction Code of Australia/relevant Australian or International Standard.</p> <p>Signature of competent person:  Date: 15/9/2025</p>																													
LOCAL GOVERNMENT USE ONLY																														
Date received		Reference Number/s																												



**Co-operative Bulk Handling Ltd**  
ABN 29 256 604 947  
Level 6, 240 St Georges Terrace  
Perth WA 6000 Australia  
GPO Box L886  
Perth WA 6842 Australia  
Telephone  
+61 8 9237 9600  
Grower Service Centre  
1800 199 083  
**cbh.com.au**

14 July 2025

Natalie Manton  
Shire of Corrigin  
Via email: [ceo@corrigin.wa.gov.au](mailto:ceo@corrigin.wa.gov.au)

Dear Natalie,

**ALTERATIONS/ADDITIONS TO GRAIN HANDLING & STORAGE FACILITY - LOT 3 ON DEPOSITED PLAN 47662 & LOT 22 ON DEPOSITED PLAN 413006 (NO. 120) BULYEE ROAD, BULYEE.**

CBH is seeking development approval from the Shire of Corrigin for proposed alterations and additions to its grain handling and storage facility located at Lot 3 on Deposited Plan 47662 and Lot 22 on Deposited Plan 413006 (No. 120) Bulyee Road, Bulyee. The subject application is prepared in accordance with Schedule 2 (*Deemed Provisions*) of the *Planning and Development (Local Planning Schemes) Regulations 2015* and the *Shire of Corrigin Local Planning Scheme No. 2 (LPS2)*.

**Proposal**

The proposed development incorporates the following elements:

- Removal of OBH01 and OBH03;
- Increase frame height of OBH02, OBH04 and OBH05 to 1.8m;
- Construction of one new 420m long x 35m wide x 1.8m high open storage bulkhead;
- Creation of three new stacking lanes to the south of the proposed bulkhead;
- Regrading of existing roads to suit stacker path; and
- Drainage improvement works to accommodate increased stormwater runoff.

**Town Planning Considerations**

The proposed development is considered to be consistent with Clause 68 of the Schedule 2 (*Deemed Provisions*) of the *Planning and Development (Local Planning Schemes) Regulations 2015* and the provisions of the Shire of Corrigin LPS2. The following key matters are further discussed in this report:

- Local Planning Scheme No. 2
- Traffic Management
- Stormwater Management

**Shire of Corrigin Local Planning Scheme No. 2**

Lot 3, the northern lot, is zoned rural under the Shire's operative LPS2. It is understood that the Shire of Corrigin deem the best fit land use for CBH's grain handling and storage operations to be 'Warehouse/Storage' which is defined in LPS2 as:

*‘Warehouse/Storage means premises including indoor or outdoor facilities used for the storage of goods, equipment, plant or materials; or the display or sale by wholesale of goods.’*

The ‘warehouse/storage’ land use is already approved at the subject site and the proposal is therefore subject to the site requirements prescribed by Table 3 of LPS2 which sets out the zone/use development requirements for various land uses to ensure the scale, nature, design, general appearance, and impact of such uses is compatible with the objectives of the zone in which the development is located as well as the general purposes and aims of the Scheme.

Lot 22, the southern lot, is reserved ‘Local Road’ under LPS2. All proposed works are located within Lot 22. Whilst LPS2 does not prevent the continued use of the land for which it was lawfully being used prior to commencement of LPS2, a person must not, without development approval, alter or extend a non-conforming use of land subject to the advertising requirements of Clause 64 of the deemed provisions. The application is defined as a ‘complex application’ under the *Planning and Development (Local Planning Schemes) Regulations 2015* and must therefore be advertised for public comment for a minimum period of 28 days.

Noting the large landholding of the subject site, its setback from Brookton-Corrigin Road and that the proposal is an extension of existing CBH operations; it is considered that the setbacks, height, plot ratio and number of car parking spaces proposed are appropriate to the zone and reservation in which the development is located.

### **Traffic Management**

The proposed site works consist of constructing a single emergency specification bulkhead and upgrading the frames on three existing bulkheads to provide 40,676t of additional storage.

Although there is an increase in total site storage, there is not expected to be an increase in grower demand, and it is anticipated that the development will result in a net decrease in peak truck movements which occur during the busy harvest period. This is because Harvest Essential Moves (HEM’s) will be reduced. HEM’s occur when local production exceeds the onsite storage capacity, and to continue to offer a service to growers during the harvest, grain must be out-turned to restore storage capacity. The proposed increase in storage will accordingly reduce the risk that storage capacity be exceeded, and that out-turning needs to be undertaken during the busy harvest period.

Out-turning outside of the harvest period will ultimately be required to remove all grain from site for export, but this will be undertaken at the same rate that currently occurs (approximately 2,000t/day), although over a longer period, proportional to the increase in storage.

In accordance with WAPC’s Transport Impact Guidelines (refer **Figure 2**), for individual developments which generate a low traffic impact (<10 vehicle trips during peak hour) a formal transport impact document is not required.

As explained, the modest increase in storage capacity will not result in any increase in peak hour trips, but rather is likely to result in a reduction in peak movements. Accordingly, the traffic impacts are low (nil), and a formal transport impact document is not needed. A traffic impact letter from Shawmac confirming this has been included in support of this application.

### **Stormwater Management**

The stormwater drainage system has been designed in accordance with the requirements of *CBH Design Specification TS10A – Civil Earthworks, Roads and Drainage* and followed guidelines set out in the *Australian Rainfall & Runoff*. Open drains and culverts have been designed to convey the 20-year ARI rainfall event.



The proposed upgrades do not significantly alter the existing stormwater characteristics of the site as the works are wholly contained within the existing site footprint which is almost completely imperviousness. There will be a slight increase in imperviousness as the western extent of the temporary bulkhead will extend over an existing area of bare earth and there will be slight changes in catchment boundaries as the new bulkhead will require some areas to be reggraded.

In general, it is proposed to retain the existing stormwater infrastructure as is, noting that the proposed works are only temporary, and that the existing site has been designed to accommodate the 1:20 year event. As the changes in stormwater characteristics of the site are minimal, the existing infrastructure should be capable of accommodating such.

The following changes to the stormwater catchment characteristics are anticipated:

- Catchment 'C' will increase by 7,717m<sup>2</sup> and remain fully impervious (includes the existing bare earth area).
- Catchment 'B' will decrease by 4,432m<sup>2</sup> and slightly increase its imperviousness to 40% (after removal of the bare earth area)
- Catchment 'D' will decrease by 3,285m<sup>2</sup> and slightly decrease its imperviousness to 50% (after removal of an existing sealed section).

Further detail is provided as part of Shawmac's Stormwater Management Plan attached in support of this application for development approval.

## **Conclusion**

The proposed additions/alterations are aligned with the planning framework including Local Planning Scheme No. 2, all relevant local planning policies and the Deemed Provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015*. Further, the proposed additions/alterations are not considered to result in any new amenity impacts to the surrounding area. CBH respectfully requests the Application for Development Approval is considered expeditiously by the Shire of Corrigin given the straightforward nature of the application and its general compliance with the Shire's planning framework. It is therefore requested that Council exercise its discretion by granting conditional approval.

Should you have any question in relation to the details provided in this submission, please contact Timothy Roberts on 9216 6061 or [timothy.roberts@cbh.com.au](mailto:timothy.roberts@cbh.com.au).

Yours Sincerely,




**Timothy Roberts**

Lead – Planning & Approvals

# FORM 1 - APPLICATION FOR DEVELOPMENT APPROVAL



## Owner Details

Name(s):					
ABN (if applicable):					
Mailing Address:					Postcode:
Work Phone:			Fax:		
Home Phone:			Email:		
Mobile Phone:					
Contact Person for Correspondence:					
Signature:			Date:		
Signature:			Date:		
<p><i>The signature of the owner(s) is required on all applications. This application will not proceed without that signature. For the purposes of signing this application an owner includes the persons referred to in the Planning and Development (Local Planning Schemes) Regulations 2015 Schedule 2 clause 62(2).</i></p>					

## Applicant Details (if different from owner)

Name(s):					
Mailing Address:					Postcode:
Work Phone:			Fax:		
Home Phone:			Email:		
Mobile Phone:					
Contact Person for Correspondence:					
The information and plans provided with this application may be made available by the local government for public viewing in connection with the application.				Yes	No
Signature:			Date:		

## Property Details

Lot No:		Street No:		Location No:	
Diagram or Plan No:		Certificate of Title Volume No:		Folio:	
Title encumbrances (e.g. easements, restrictive covenants):					
Street Name:			Suburb:		
Nearest street intersection:					

*\*The above information can be obtained by referring to the Certificate of Title. A copy of the Certificate of Title should be provided with an application for works. Certificates can be purchased through Landgate directly, or by paying the access fee along with your application fee.*

Proposed Development									
Nature of Development:	Works		Use		Works and Use				
Is an exemption from development claimed for part of the development?					Yes		No		
If yes, is the exemption for:	Works		Use						
Description of proposed works and/or land use:									
Description of exemption claimed (if relevant)									
Nature of any existing buildings and/or land use:									
Approximate cost of proposed development:				\$					
Estimated time of completion:									

Checklist of required materials	Attached?
<p>A plan or plans in a form approved by the local government showing the following —</p> <ul style="list-style-type: none"> <li>(i) the location of the site including street names, lot numbers, north point and the dimensions of the site;</li> <li>(ii) the existing and proposed ground levels over the whole of the land the subject of the application;</li> <li>(iii) the location, height and type of all existing structures and environmental features, including watercourses, wetlands and native vegetation on the site;</li> <li>(iv) the structures and environmental features that are proposed to be removed;</li> <li>(v) the existing and proposed use of the site, including proposed hours of operation, and buildings and structures to be erected on the site;</li> <li>(vi) the existing and proposed means of access for pedestrians and vehicles to and from the site;</li> <li>(vii) the location, number, dimensions and layout of all car parking spaces intended to be provided;</li> <li>(viii) the location and dimensions of any area proposed to be provided for the loading and unloading of vehicles carrying goods or commodities to and from the site and the means of access to and from those areas;</li> <li>(ix) the location, dimensions and design of any open storage or trade display area and particulars of the manner in which it is proposed to develop the open storage or trade display area;</li> <li>(x) the nature and extent of any open space and landscaping proposed for the site;</li> </ul>	
Plans, elevations and sections of any building proposed to be erected or altered and of any building that is intended to be retained.	
A report on any specialist studies in respect of the development that the local government requires the applicant to undertake such as site surveys or traffic, heritage, environmental, engineering or urban design studies.	
Any other plan or information that the local government reasonably requires	
Form 2 for providing <b>additional information for development approval for advertisements</b>	NA

OFFICE USE ONLY																
Application Fee:								File No.								
Fees Paid:			/			/			Application No.	P			/			
Received By:								Record No.								
Date Received			/			/			Receipt No.							

# FORM 2 - ADDITIONAL INFORMATION FOR DEVELOPMENT APPROVAL FOR ADVERTISEMENTS



1.	Description of property on which advertisement is to be displayed including full details of its proposed position within that property ( <i>site plan to be included</i> ):				
2.	Details of proposed sign:				
	(a)	Type of structure on which advertisement is to be erected (i.e. freestanding, wall mounted, other):			
	(b)	Height:		Width:	Depth:
	(c)	Colours to be used:			
	(d)	Height above ground level -			
		to top of advertisement:			
		to underside:			
	(e)	Materials to be used:			
	ILLUMINATED:	Yes		No	
	If yes, state whether steady, moving, flashing, alternating, digital, animated or scintillating and state intensity of light source:				
3.	Period of time for which advertisement is required:				
4	Details of signs (if any) to be removed if this application is approved:				
Note:	This application should be supported by a photograph or photographs of the premises showing superimposed thereon the proposed position for the advertisement and those advertisements to be removed as detailed in 4 above.				
	Signature of advertiser(s): (if different from land owners)				
	Date:				



Co-operative Bulk Handling Ltd  
ABN 29 256 604 947  
Level 6, 240 St Georges Terrace  
Perth WA 6000 Australia  
GPO Box L886  
Perth WA 6842 Australia  
Telephone  
+61 8 9237 9600  
Grower Service Centre  
1800 199 083  
**cbh.com.au**

**CONSENT TO SIGN APPLICATIONS FOR DEVELOPMENT APPROVAL AND BUILDING PERMITS FOR LAND OWNED, LEASED OR LICENSED BY CO-OPERATIVE BULK HANDLING LIMITED**

This is to confirm that Co-operative Bulk Handling Limited (**CBH**) authorises each of the following CBH personnel to sign and lodge on behalf of CBH all applications for development approval and building permits (and all documents associated with those applications) in connection with land owned, leased or licensed by CBH:

1. David Paton, Chief External Relations Officer
2. Rob Dickie, Head of Government & Industry Relations
3. Kellie Todman, Manager – Government & Industry Relations.
4. Emma Haak, Lead – Planning & Approvals.
5. Timothy Roberts, – Planning & Approvals.

Should you require further information regarding any present or future applications for development approval or building permits, please do not hesitate to contact CBH Planning Approvals at [PlanningApprovals@cbh.com.au](mailto:PlanningApprovals@cbh.com.au).

This consent takes effect on the last date written below and from that date supersedes any and all previous consents to sign and lodge on behalf of CBH applications for development approval and / or building permits (and documents associated with those applications) in connection with land owned, leased or licensed by CBH.

Yours faithfully

**Signed for and on behalf of Co-operative Bulk Handling Limited by or in the presence of:**

Signature of Director

Simon Stead

Name of Director

4.6.25

Date of signing

Signature of ~~Director~~ or Company Secretary

RICHARD CODRINGTON

Name of ~~Director~~ or Company Secretary

4.6.2025

Date of signing

WESTERN



AUSTRALIA

TITLE NUMBER

Volume Folio

**2662 77**

## RECORD OF CERTIFICATE OF TITLE

UNDER THE TRANSFER OF LAND ACT 1893

The person described in the first schedule is the registered proprietor of an estate in fee simple in the land described below subject to the reservations, conditions and depth limit contained in the original grant (if a grant issued) and to the limitations, interests, encumbrances and notifications shown in the second schedule.

*BG Roberts*  
REGISTRAR OF TITLES



### LAND DESCRIPTION:

LOT 3 ON DEPOSITED PLAN 47662

### REGISTERED PROPRIETOR: (FIRST SCHEDULE)

CO-OPERATIVE BULK HANDLING LTD OF GAYFER HOUSE, 30 DELHI STREET, WEST PERTH  
(T K240091 ) REGISTERED 25/6/2007

### LIMITATIONS, INTERESTS, ENCUMBRANCES AND NOTIFICATIONS: (SECOND SCHEDULE)

Warning: A current search of the sketch of the land should be obtained where detail of position, dimensions or area of the lot is required.  
Lot as described in the land description may be a lot or location.

-----END OF CERTIFICATE OF TITLE-----

### STATEMENTS:

The statements set out below are not intended to be nor should they be relied on as substitutes for inspection of the land and the relevant documents or for local government, legal, surveying or other professional advice.

SKETCH OF LAND:	DP47662
PREVIOUS TITLE:	1961-341
PROPERTY STREET ADDRESS:	NO STREET ADDRESS INFORMATION AVAILABLE.
LOCAL GOVERNMENT AUTHORITY:	SHIRE OF CORRIGIN

WESTERN



AUSTRALIA

TITLE NUMBER

Volume

Folio

**4014**

**409**

## RECORD OF CERTIFICATE OF TITLE

UNDER THE TRANSFER OF LAND ACT 1893

The person described in the first schedule is the registered proprietor of an estate in fee simple in the land described below subject to the reservations, conditions and depth limit contained in the original grant (if a grant issued) and to the limitations, interests, encumbrances and notifications shown in the second schedule.

*BGRoberts*  
REGISTRAR OF TITLES



### LAND DESCRIPTION:

LOT 22 ON DEPOSITED PLAN 413006

### REGISTERED PROPRIETOR: (FIRST SCHEDULE)

CO-OPERATIVE BULK HANDLING LTD OF 22 DELHI STREET, WEST PERTH

(TO 0987278 ) REGISTERED 21/12/2021

### LIMITATIONS, INTERESTS, ENCUMBRANCES AND NOTIFICATIONS: (SECOND SCHEDULE)

Warning: A current search of the sketch of the land should be obtained where detail of position, dimensions or area of the lot is required.  
Lot as described in the land description may be a lot or location.

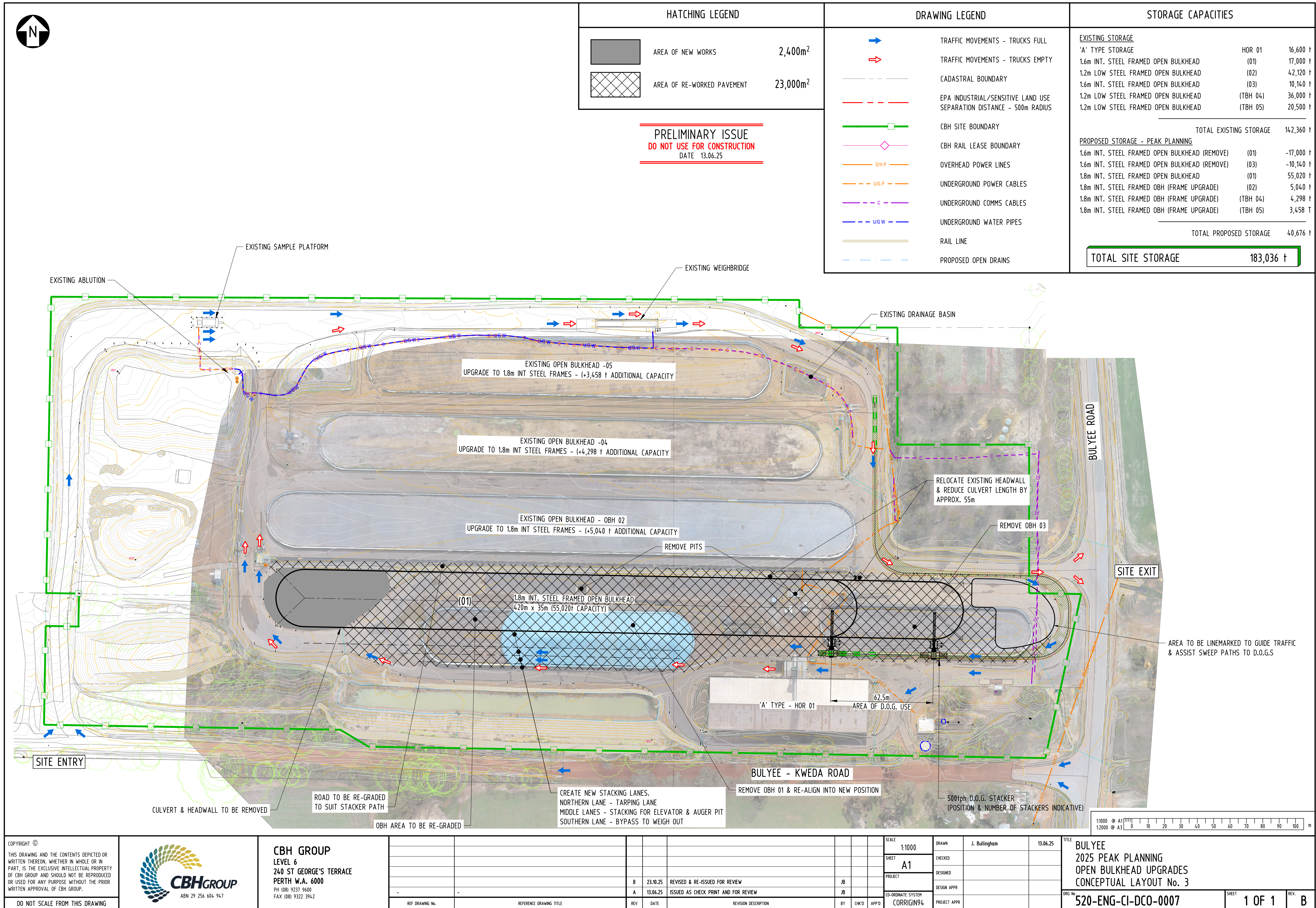
-----END OF CERTIFICATE OF TITLE-----

### STATEMENTS:

The statements set out below are not intended to be nor should they be relied on as substitutes for inspection of the land and the relevant documents or for local government, legal, surveying or other professional advice.

SKETCH OF LAND: DP413006  
PREVIOUS TITLE: 2776-879  
PROPERTY STREET ADDRESS: 120 BULYEE RD, BULYEE.  
LOCAL GOVERNMENT AUTHORITY: SHIRE OF CORRIGIN







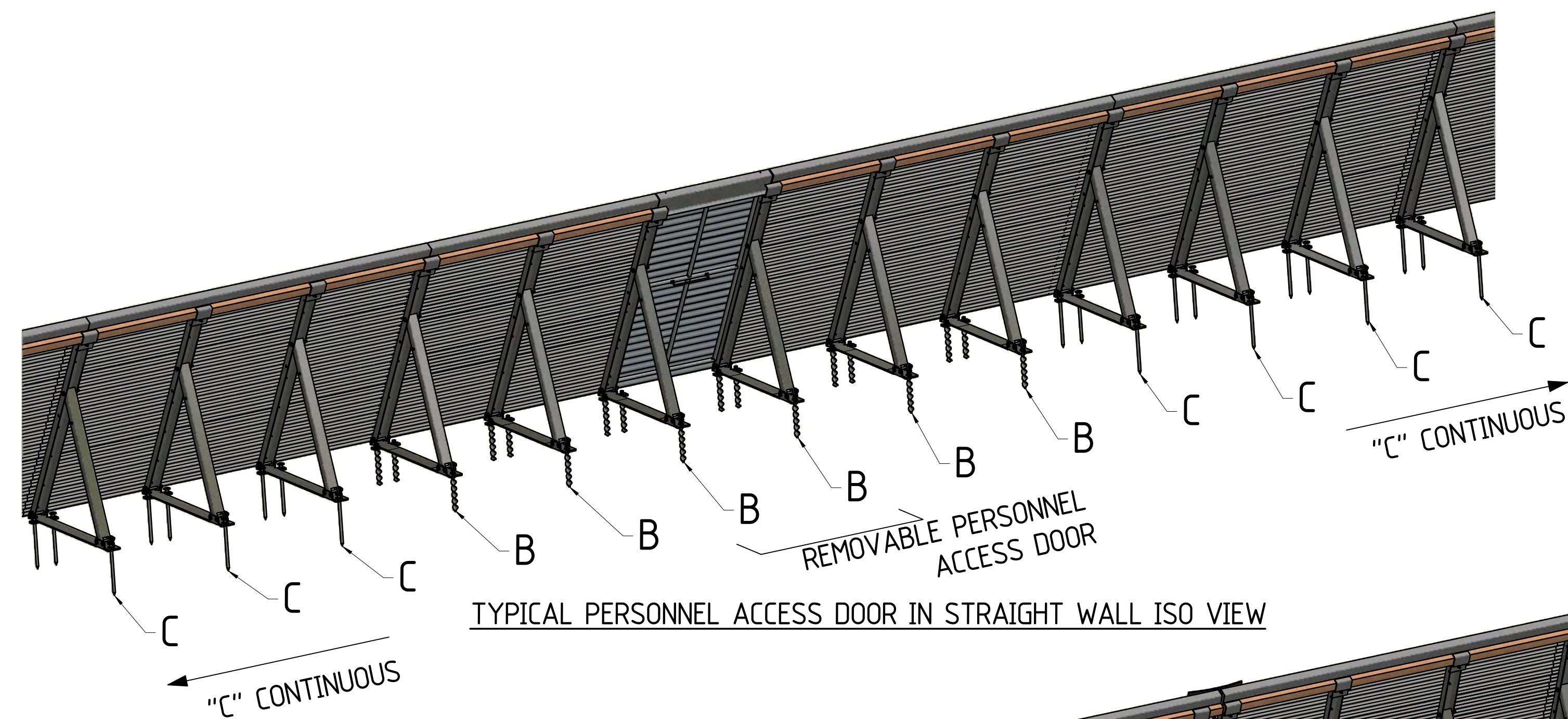


- | PARTS LIST (PER UNIT) |  |       |        |            |                         |             |          |         |           |
|-----------------------|--|-------|--------|------------|-------------------------|-------------|----------|---------|-----------|
| ITEM No               | DESCRIPTION  | WIDTH | LENGTH | QTY        | CBH OR SUPPLIER PART No | PROCESS     | SAP Code | MASS Kg | TO DETAIL |
| 1                     | FRONT END LOADER ACCESS GATE                               |       |        | REFER NOTE | S119-ENG-ST-ASY-0034    | FIELD FIT   | N/A      | 184.4   | Yes       |
| 2                     | PERSONNEL ACCESS DOOR                                      |       |        | REFER NOTE | S119-ENG-ST-ASY-0017    | FITTING     | N/A      | 17.1    | Yes       |
| 3                     | STRAIGHT PIN STRUT ASSEMBLY                                |       |        | REFER NOTE | S119-ENG-ST-ASY-0004    | FITTING     | N/A      | 36.4    | Yes       |
| 4                     | SPIRAL PIN STRUT ASSEMBLY                                  |       |        | REFER NOTE | S119-ENG-ST-ASY-0005    | FITTING     | N/A      | 36.2    | Yes       |
| 5                     | CUSTOM ORB ZINC ALUME 0.42mm BMT 550 MPa MIN. (YIELD)      | 762   | 3200   | REFER NOTE | S119-ENG-ST-PRT-0010    | FITTING     | DREQ     | 1.3     | No        |
| 6                     | DIA 20 STRAIGHT PIN ANCHOR                                 |       | 420    | REFER NOTE | S-014-A0000             | FIELD KIT   | DREQ     | 1.1     | Yes       |
| 7                     | SPIRAL PIN ANCHOR  |       | 300    | REFER NOTE | S119-ENG-ST-DER-0052    | FITTING     | DREQ     | 0.8     | Yes       |
| 8                     | Z CAPPING 1.6PL PGI  | 300   | 3000   | REFER NOTE | S119-ENG-ST-PRT-0011    | FAB SHEET   | 108015   | 11.4    | Yes       |
| 9                     | TIMBER SAWN KARRI STRUC3 75mmx50mmx3m                      | 75    | 3000   | REFER NOTE | S119-ENG-ST-PRT-0014    | FITTING     | 108594   | 6.2     | No        |
| 10                    | TARP CLAMP 6PL   | 130   | 257    | REFER NOTE | S119-ENG-ST-PRT-0012    | FAB PROFILE | 107901   | 1.6     | Yes       |
| 11                    | FUMIGATION TEE PIECE                                       |       |        | REFER NOTE | S119-ENG-ME-DER-0001    | FITTING     | N/A      |         | Yes       |
| 12                    | RUBBER STRIP 450mm WIDE, 8mm THICK                         | 450   | 2050   | REFER NOTE | S119-ENG-ST-PRT-0048    | FIELD KIT   | DREQ     | 6.9     | No        |
| 13                    | M10 x 120 GALV BOLT GR8.8 (50mm THREAD Min.)               |       |        | REFER NOTE |                         | FIELD KIT   | DREQ     | 0.1     | No        |
| 14                    | M10 GALV. NUT  |       |        | REFER NOTE |                         | FIELD KIT   | DREQ     | 0.0     | No        |
| 15                    | M10 GALV FW  |       |        | REFER NOTE |                         | FIELD KIT   | DREQ     | 0.0     | No        |
| 16                    | METAL TEK SCREW, HEX HEAD, 14g-20x22mm, CLASS 4, WITH SEAL |       |        | REFER NOTE |                         | FIELD KIT   | DREQ     | 0.0     | No        |
| 17                    | METAL TEK SCREW, HEX HEAD, 14g-20x45mm, CLASS 4, WITH SEAL |       |        | REFER NOTE |                         | FIELD KIT   | DREQ     |         | No        |
| 18                    | NOVALAST LTM 151   |       |        | REFER NOTE |                         | FIELD KIT   | DREQ     |         | No        |
| 19                    | BOSTIK SEAL AND FLEX 1                                     |       |        | REFER NOTE |                         | FIELD KIT   | DREQ     |         | No        |

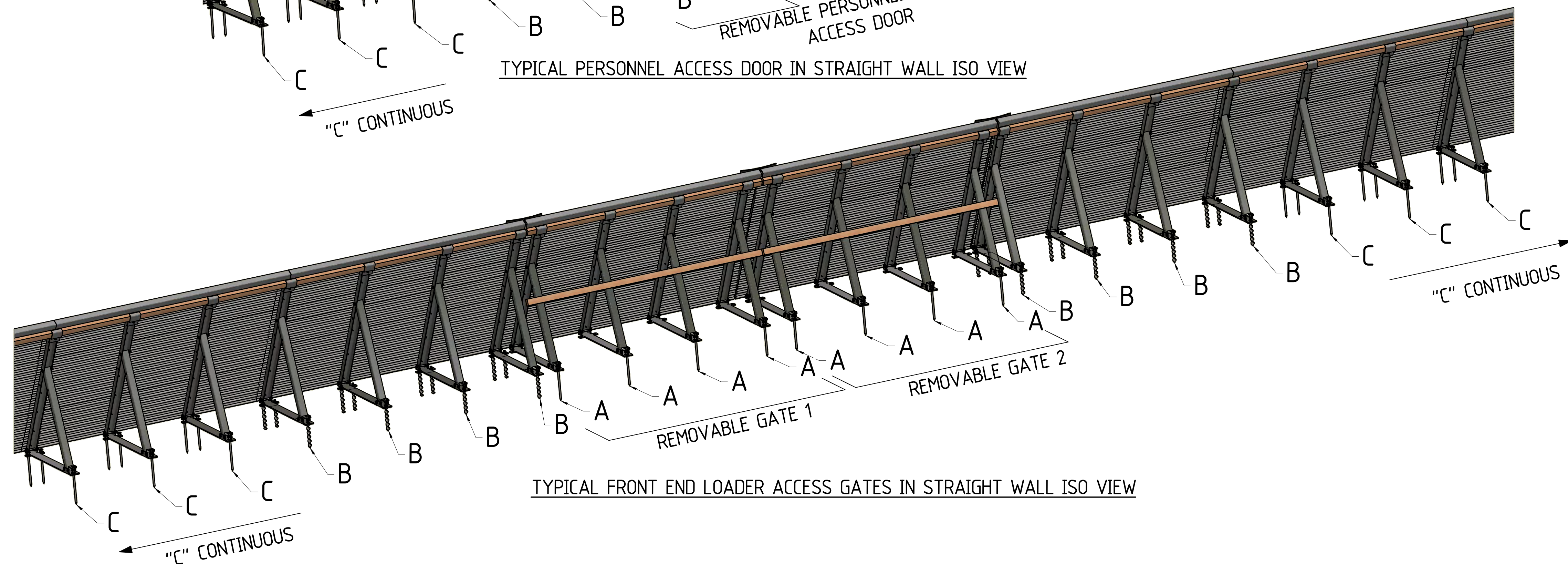
REFER PROJECT SPECIFIC SITE LAYOUT DRAWING FOR TOTAL OBH LENGTH, MEASURED FROM OUTER PIN TO OUTER PIN  $\pm 50\text{mm}$

[illegible]

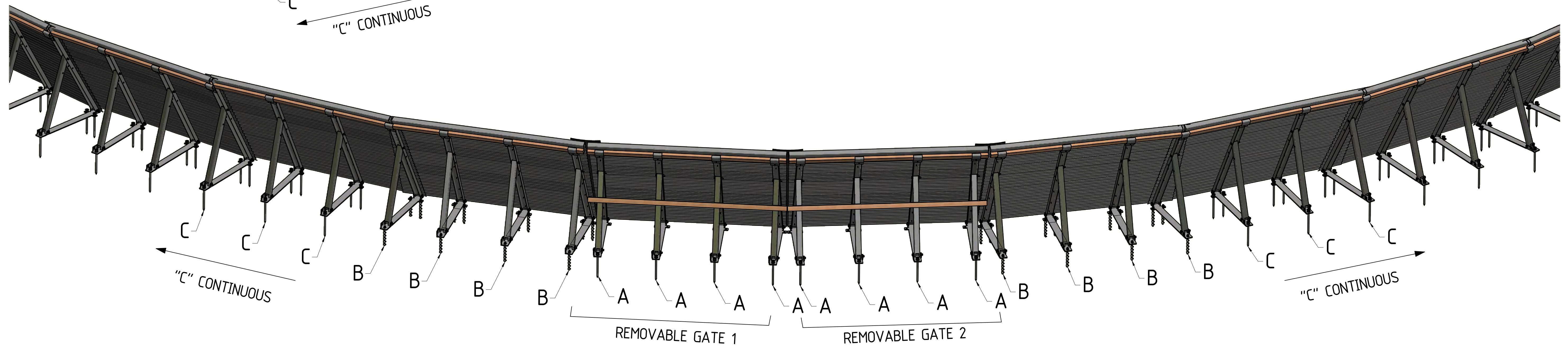




TYPICAL PERSONNEL ACCESS DOOR IN STRAIGHT WALL ISO VIEW



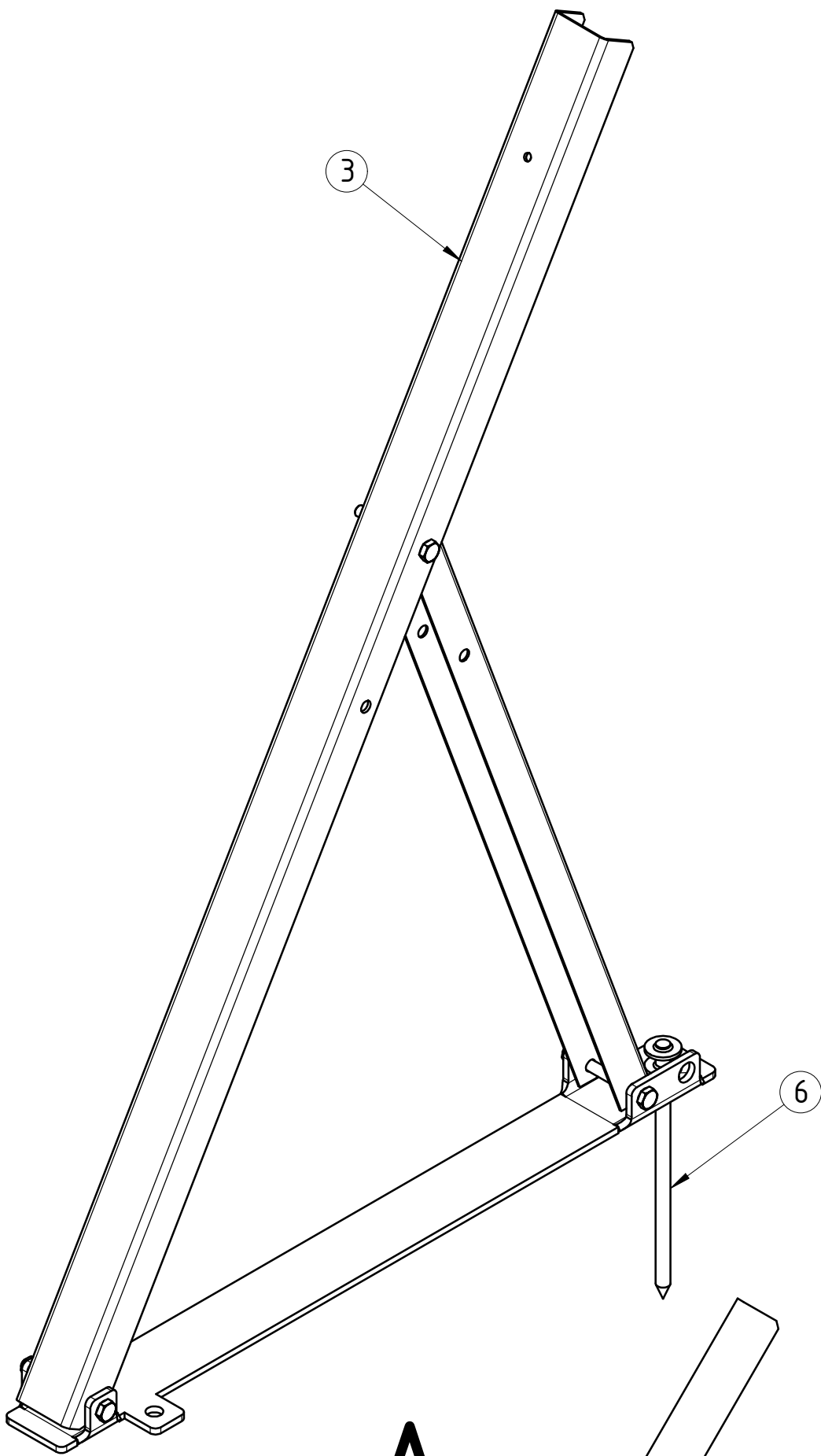
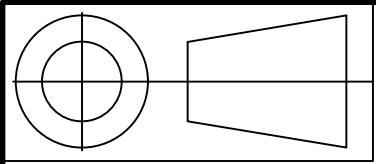
TYPICAL FRONT END LOADER ACCESS GATES IN STRAIGHT WALL ISO VIEW



### TYPICAL FRONT END LOADER ACCESS GATES IN CURVED WALL ISO VIEW

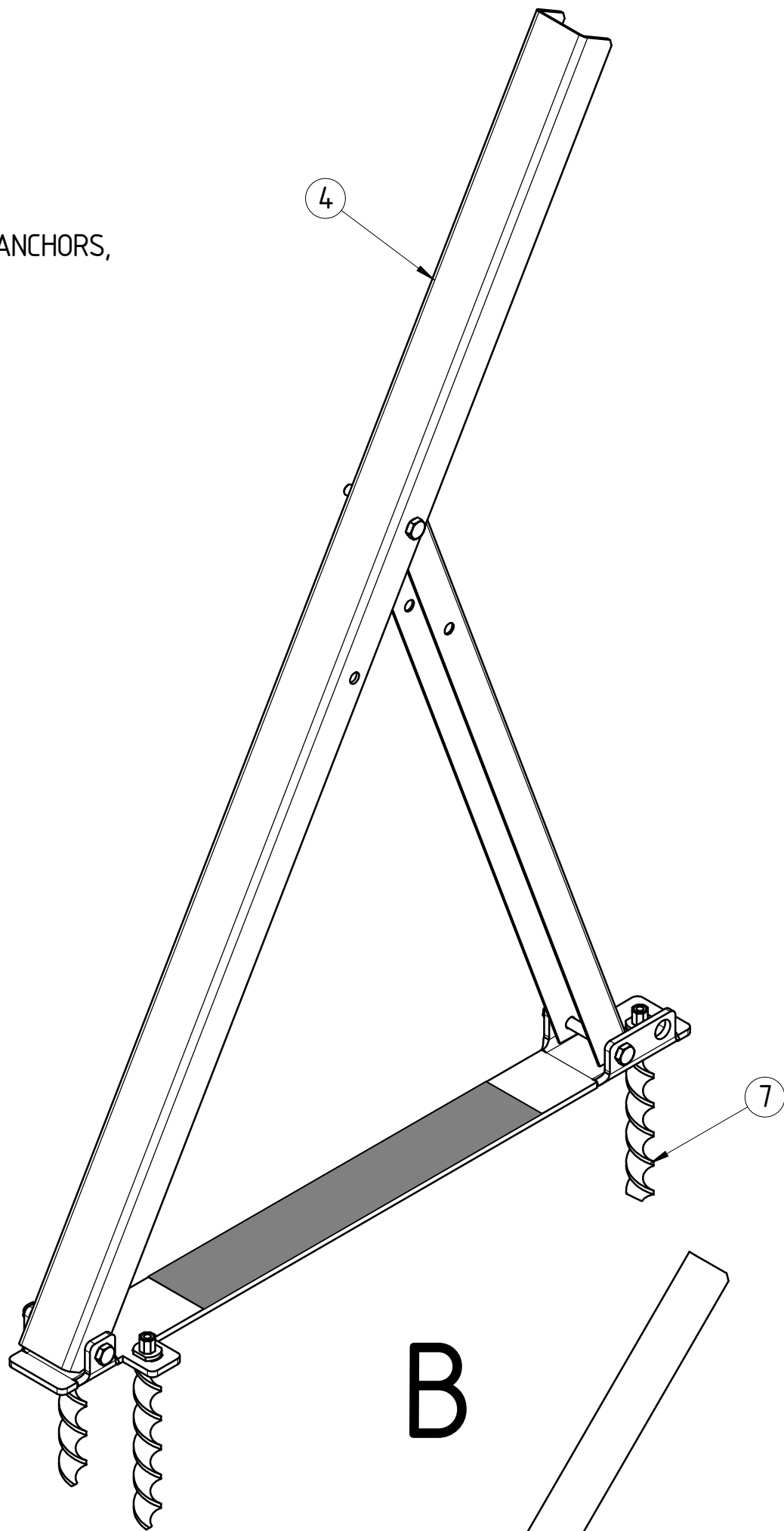
		SIZE
		A1
SHEET		REV.
2 OF 9		0



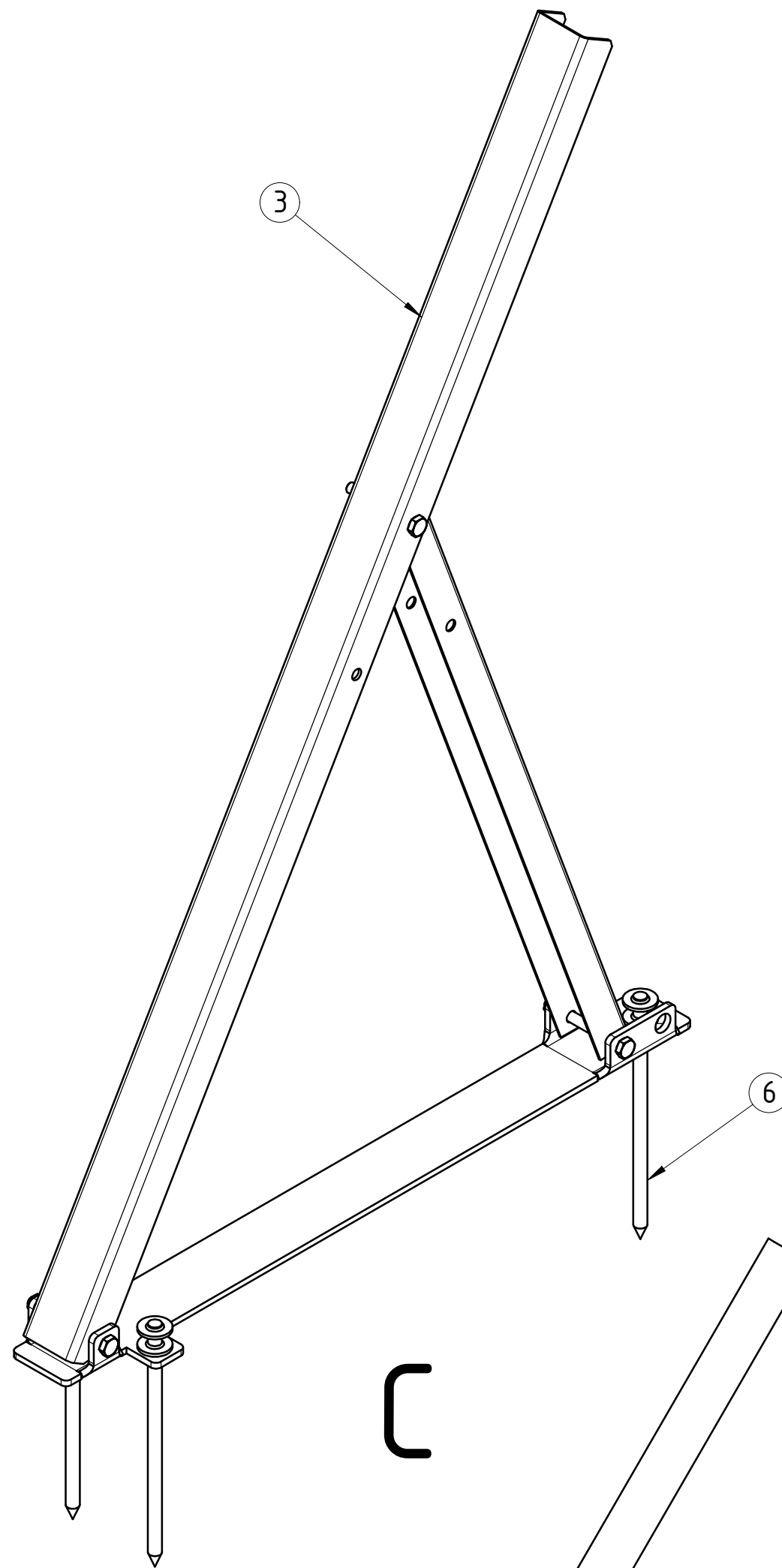


A

**NOTES:**  
REMOVAL TOOL REQUIRED FOR SPIRAFIX ANCHORS,  
M22 SPANNER/SOCKET,  
HANDLE LENGTH TO SUIT CONDITIONS.



B



C

**ARRANGEMENT 'A' NOTES:**

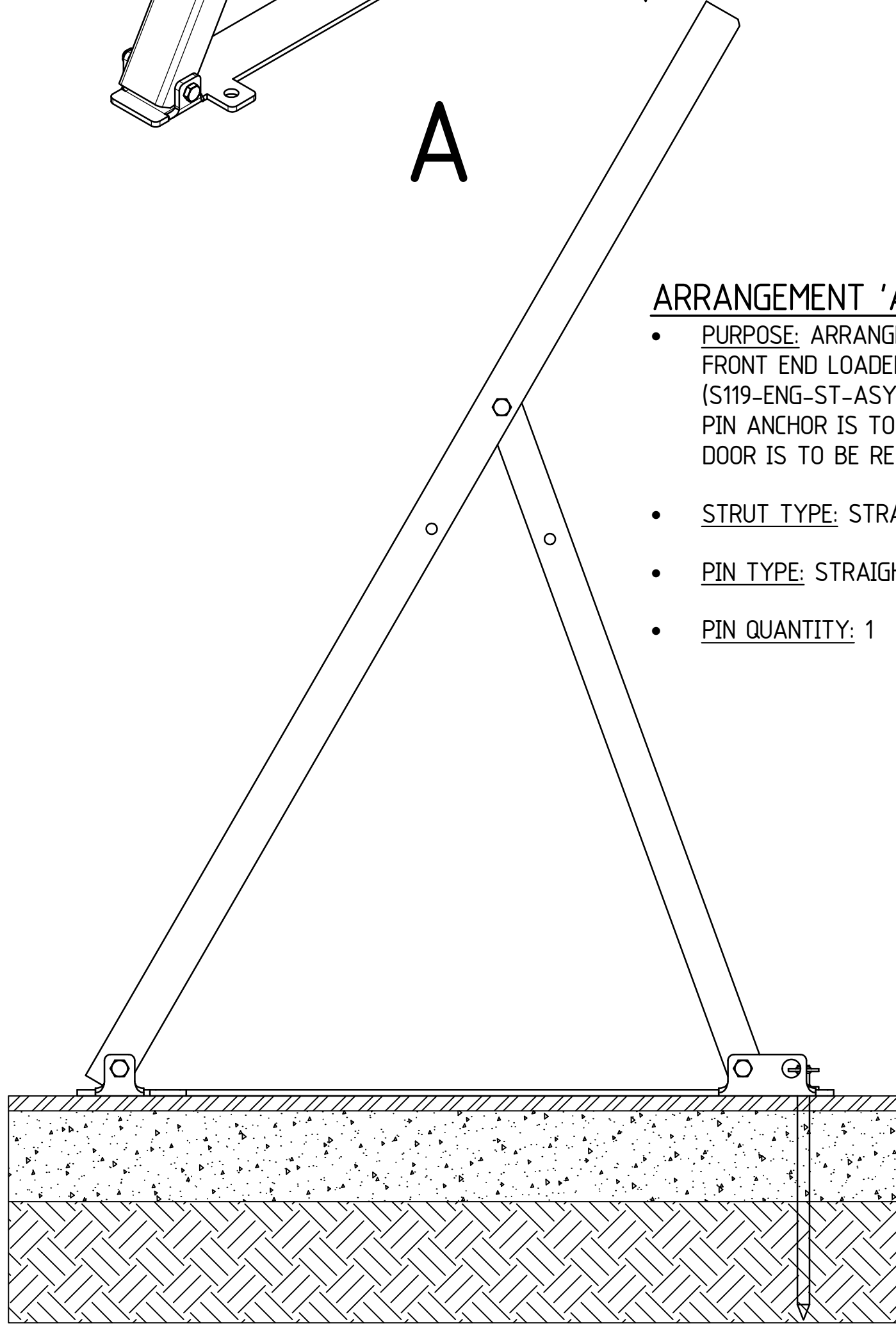
- PURPOSE:** ARRANGEMENT 'A' IS USED IN THE FRONT END LOADER ACCESS GATE ASSEMBLY (S119-ENG-ST-ASY-0034). ONLY 1 STRAIGHT PIN ANCHOR IS TO BE INSTALLED AS THE DOOR IS TO BE REMOVABLE.
- STRUT TYPE:** STRAIGHT PIN STRUT
- PIN TYPE:** STRAIGHT PIN ANCHOR
- PIN QUANTITY:** 1

**ARRANGEMENT 'B' NOTES:**

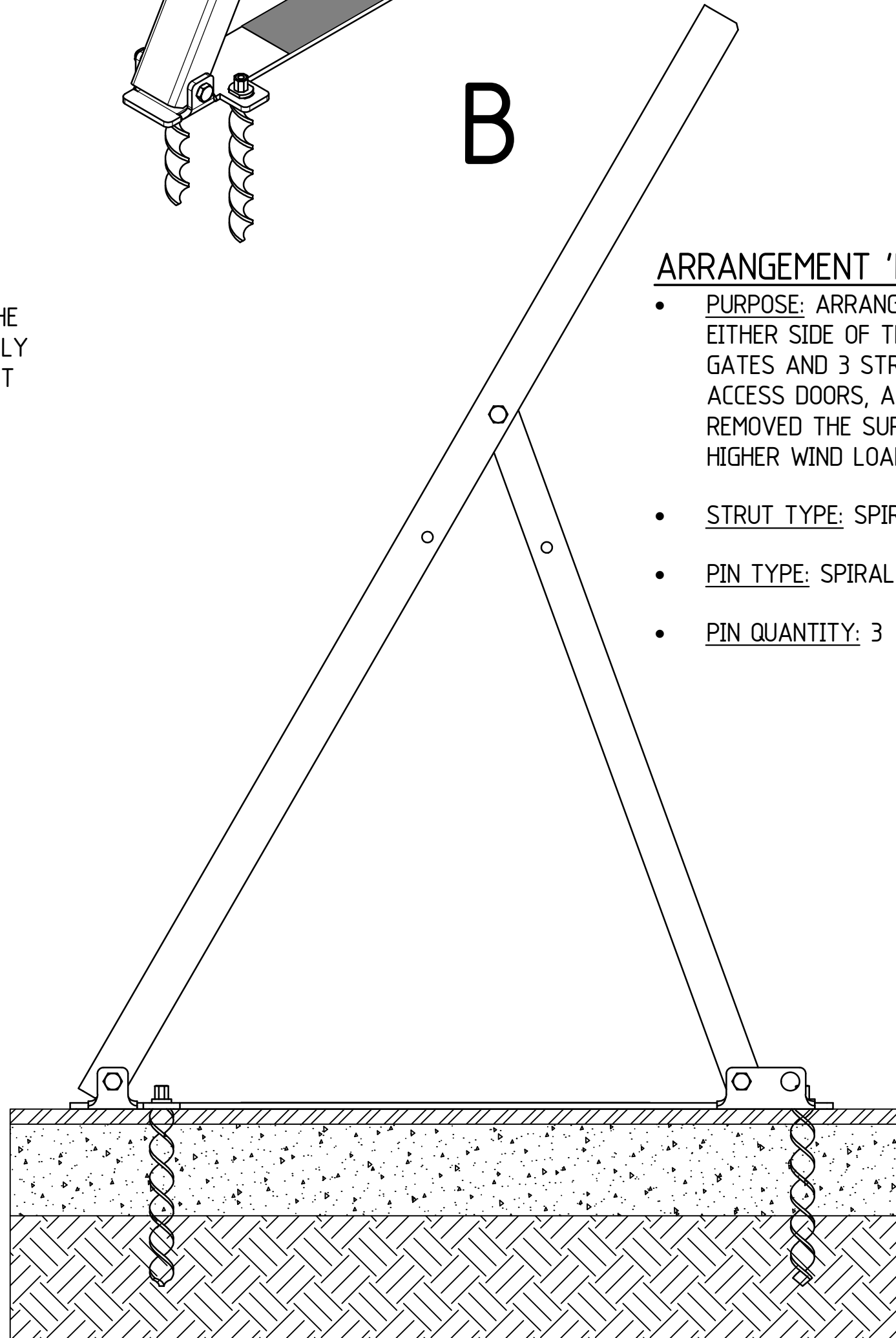
- PURPOSE:** ARRANGEMENT 'B' IS USED 4 STRUTS EITHER SIDE OF THE FRONT END LOADER ACCESS GATES AND 3 STRUTS EITHER SIDE OF PERSONNEL ACCESS DOORS, AS WHEN THE GATES/DOORS ARE REMOVED THE SURROUNDING STRUTS EXPERIENCE HIGHER WIND LOADS.
- STRUT TYPE:** SPIRAL PIN STRUT
- PIN TYPE:** SPIRAL PIN ANCHOR
- PIN QUANTITY:** 3

**ARRANGEMENT 'C' NOTES:**

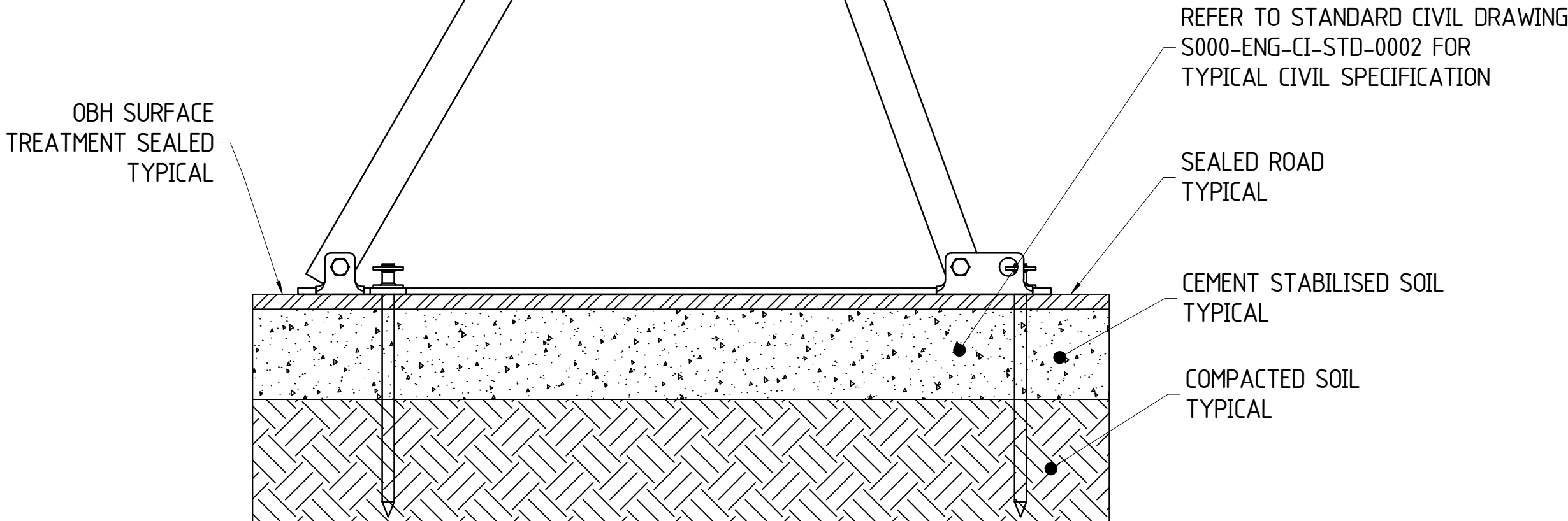
- PURPOSE:** ARRANGEMENT 'C' IS USED IN ALL LOCATIONS, OTHER THAN WHERE ARRANGEMENT 'A' AND 'B' ARE USED
- STRUT TYPE:** STRAIGHT PIN STRUT
- PIN TYPE:** STRAIGHT PIN ANCHOR
- PIN QUANTITY:** 3



A



B

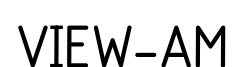


C





Z-CAPPING TEK SCREW  
SEE IMPORTANT NOTES



TOE DOWN  
TOP EDGE OF THE SHEET  
TO SIT ABOVE TEK SCREW

5 MIN.  
10 MAX.



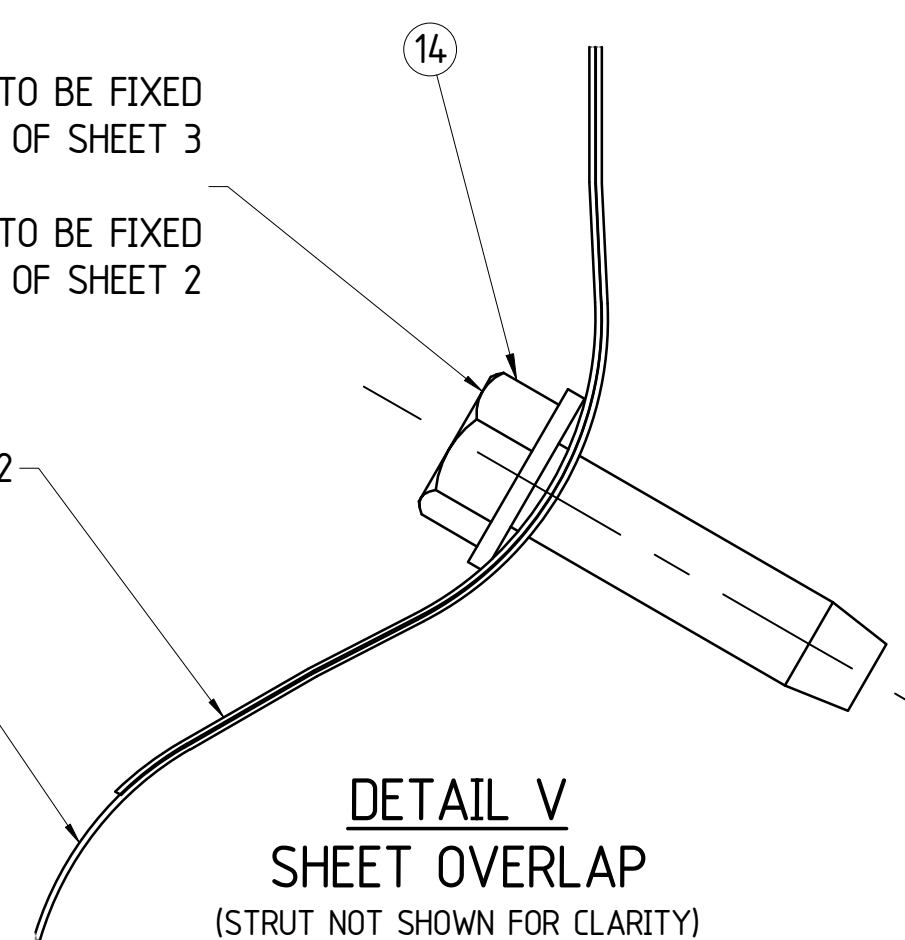
(CLADDING NOT SHOWN FOR CLARITY)

SHEET 2 & 3 OVERLAP - TEK SCREW TO BE FIXED  
IN THE FIRST VALLEY OF SHEET 3

SHEET 1 & 2 OVERLAP - TEK SCREW TO BE FIXED  
IN THE FIRST VALLEY OF SHEET 2

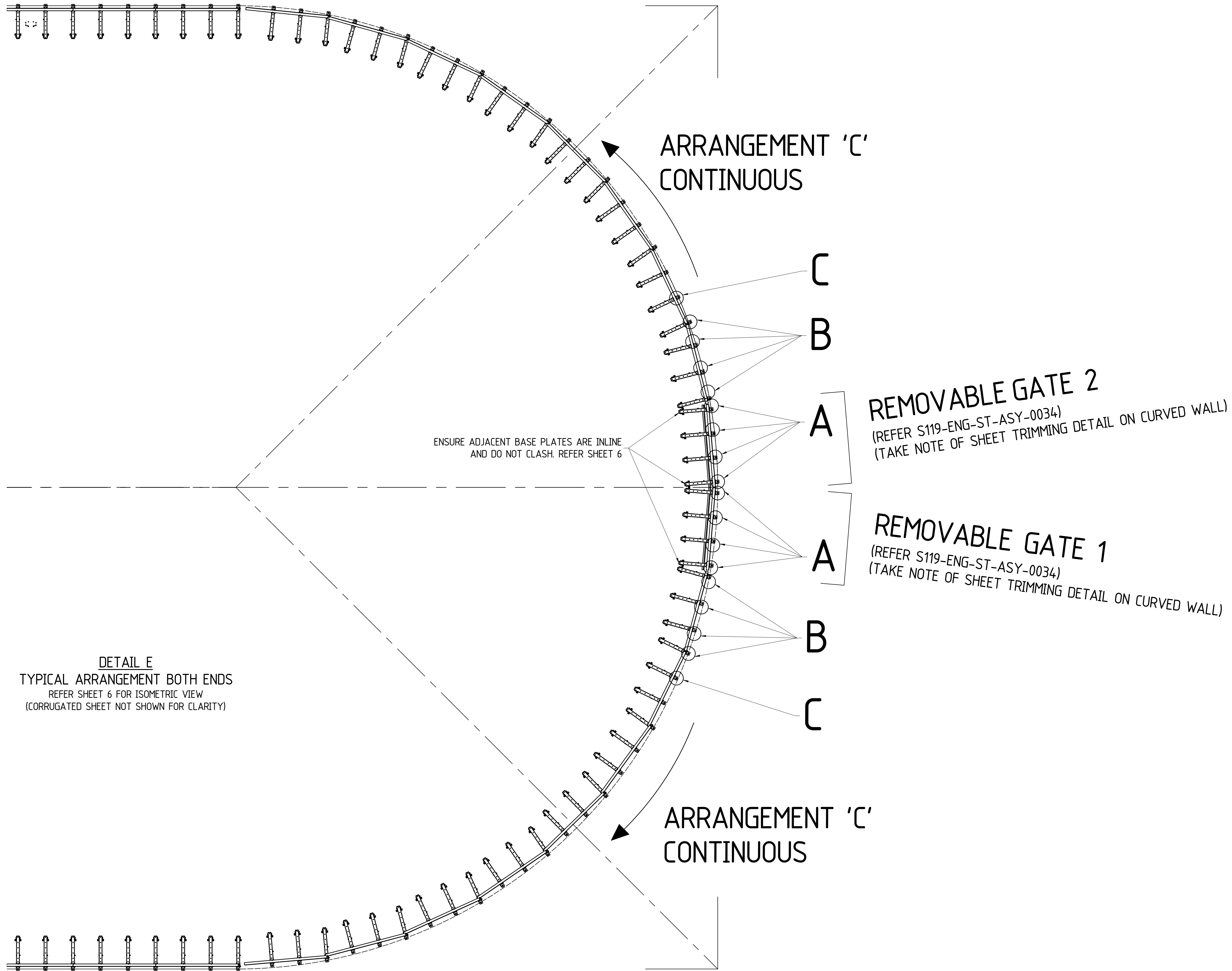
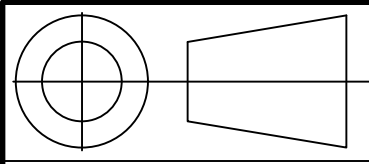
SHEET 3 ON TOP OF SHEET 2-

SHEET 2 ON TOP OF SHEET 1-



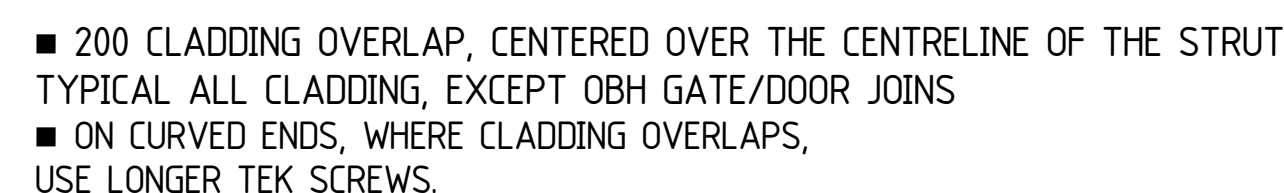
DETAIL V  
SHEET OVERLAP  
STRUT NOT SHOWN FOR CLARITY

[illegible]



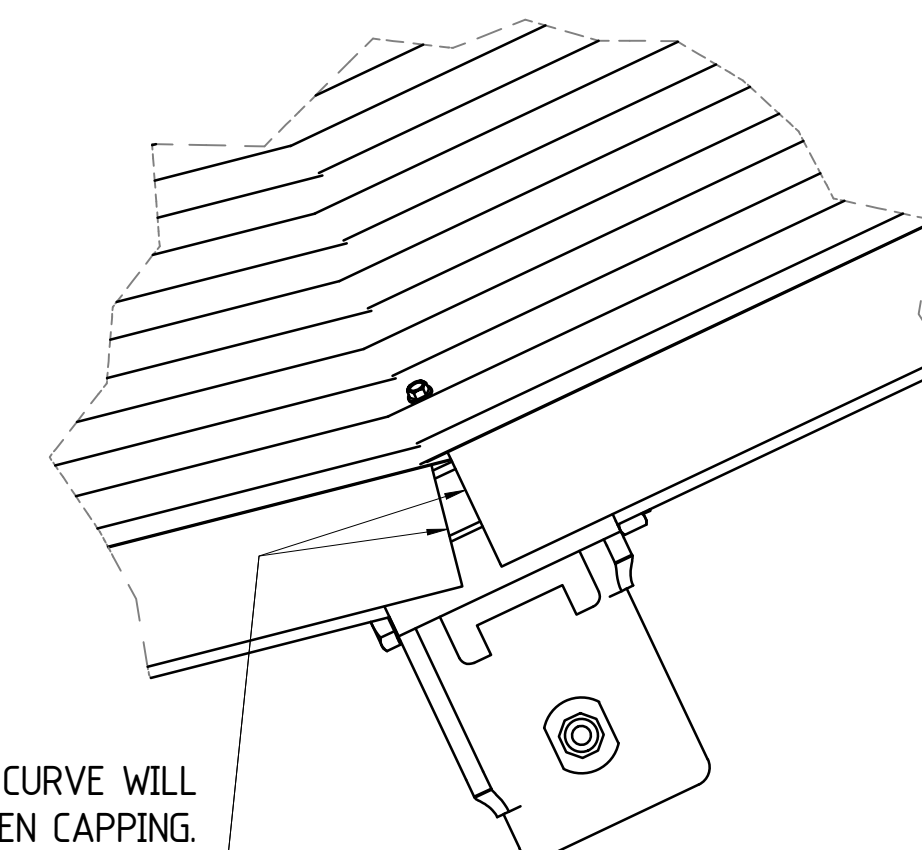
<div>COPYRIGHT: THIS DRAWING AND THE CONTENTS DEPICTED OR WRITTEN THEREON, WHETHER IN WHOLE OR IN PART, IS THE EXCLUSIVE INTELLECTUAL PROPERTY OF CBH GROUP AND SHOULD NOT BE USED FOR ANY PURPOSE WITHOUT THE EXPRESS WRITTEN APPROVAL OF CBH GROUP.</div> <div></div>	<div>CBH GROUP HEAD OFFICE LEVEL 6, 240 ST GEORGES TERRACE, PERTH W.A 6000 PH (08) 9237 9600 FAX (08) 9322 3942</div>																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																															</
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- ATTACH CONVEYOR BELT OVER JOINTS (SEE BOM FOR BELT DETAILS)
- FIX RUBBER USING 45MM LONG TEK SCREWS,  
USING 7 TEK SCREWS PER RUBBER STRIP

- 200 CLADDING OVERLAP, CENTERED OVER THE CENTRELINE OF THE STRUT
- TYPICAL ALL CLADDING, EXCEPT OBH GATE/DOOR JOINS
- ON CURVED ENDS, WHERE CLADDING OVERLAPS,  
USE LONGER TEK SCREWS.



FITTING THE Z-CAPPING TO A CURVE WILL  
CREATE A GAP BETWEEN CAPPING.  
MINIMISE GAP AS MUCH AS POSSIBLE TO AVOID THE  
SHARP EDGES RIPPING THE OBH TARP.  
VERTICAL AND HORIZONTAL MISALIGNMENT  
SHOULD BE A MAXIMUM OF 2MM

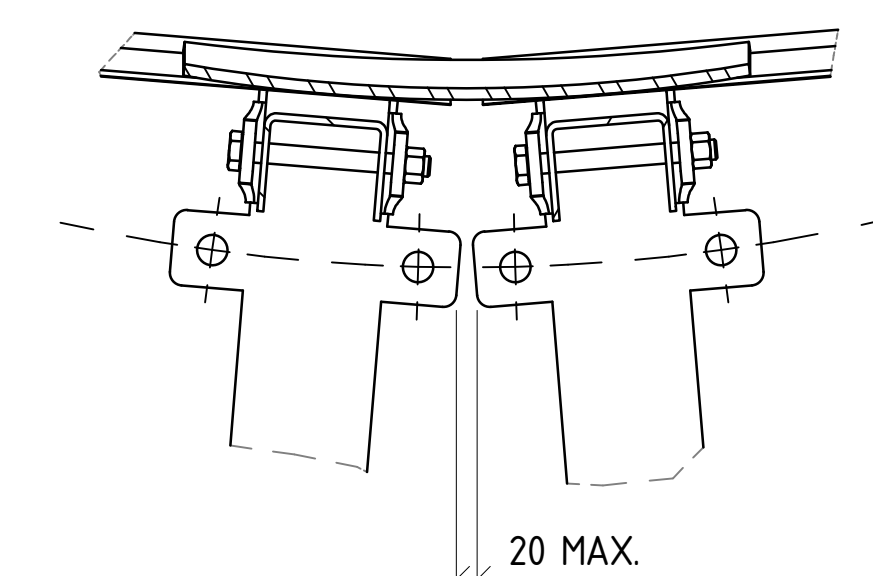
DETAIL AC

CLADDING, Z-CAPPING AND WOOD, ALL TRIMMED  
TO SUIT ON BOTH SIDES TO CREATE A BUTT JOINT  
BETWEEN THE FIXED WALL AND THE REMOVABLE GATE.  
REFER S119-ENG-ST-ASY-0003 FOR CLADDING TRIMMING DETAIL.  
MAX ALLOWABLE GAP BETWEEN BUTT  
JOINTS IS 20mm - TYPICAL ALL GATES

**DETAIL A**  
**FRONT END LOADER ACCESS GATES IN CURVED WALL**  
**TYPICAL BOTH ENDS**

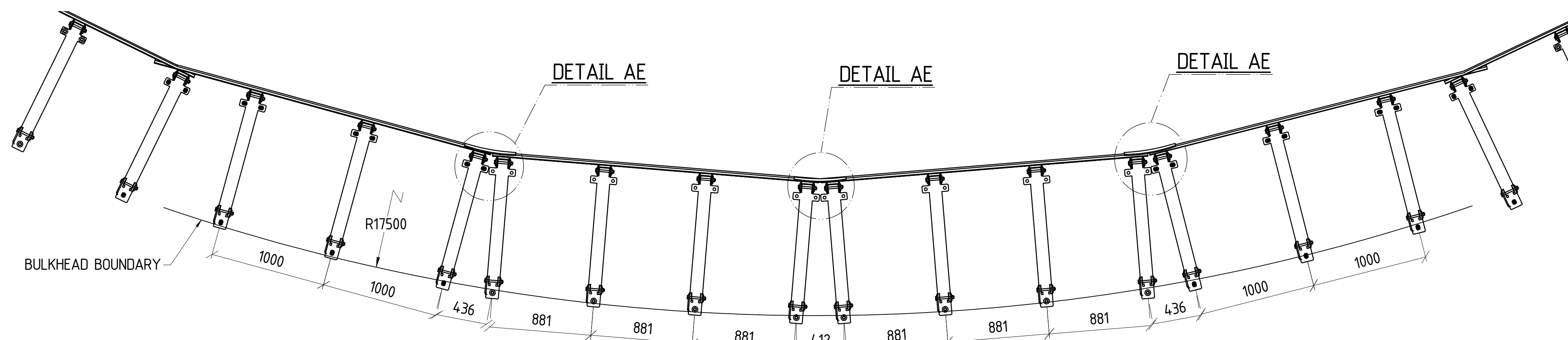
CLADDING, Z-CAPPING AND WOOD, ALL TRIMMED  
TO SUIT ON BOTH SIDES TO CREATE A BUTT JOIN  
BETWEEN THE FIXED WALL AND THE REMOVABLE GATE.  
REFER S119-ENG-ST-ASY-0003 FOR CLADDING TRIMMING DETAIL.  
MAX ALLOWABLE GAP BETWEEN BUTT  
JOINTS IS 20mm - TYPICAL ALL GATES

20 MAX. GAP  
TYPICAL ALL ACCESS WAYS



DETAIL AE  
TYPICAL STRUT FOOT ALIGNMENT  
AT GATE JOINS  
(PINS NOT SHOWN FOR CLARITY)

ELEVATION



SECTION B  
FRAMES FOOT PRINT



CBH GROUP HEAD OFFICE  
LEVEL 6, 240 ST GEORGES TERRACE,  
PERTH W.A 6000  
PH (08) 9237 9600 FAX (08) 9322 3942

DO NOT SCALE FROM THIS DRAWING

[illegible]

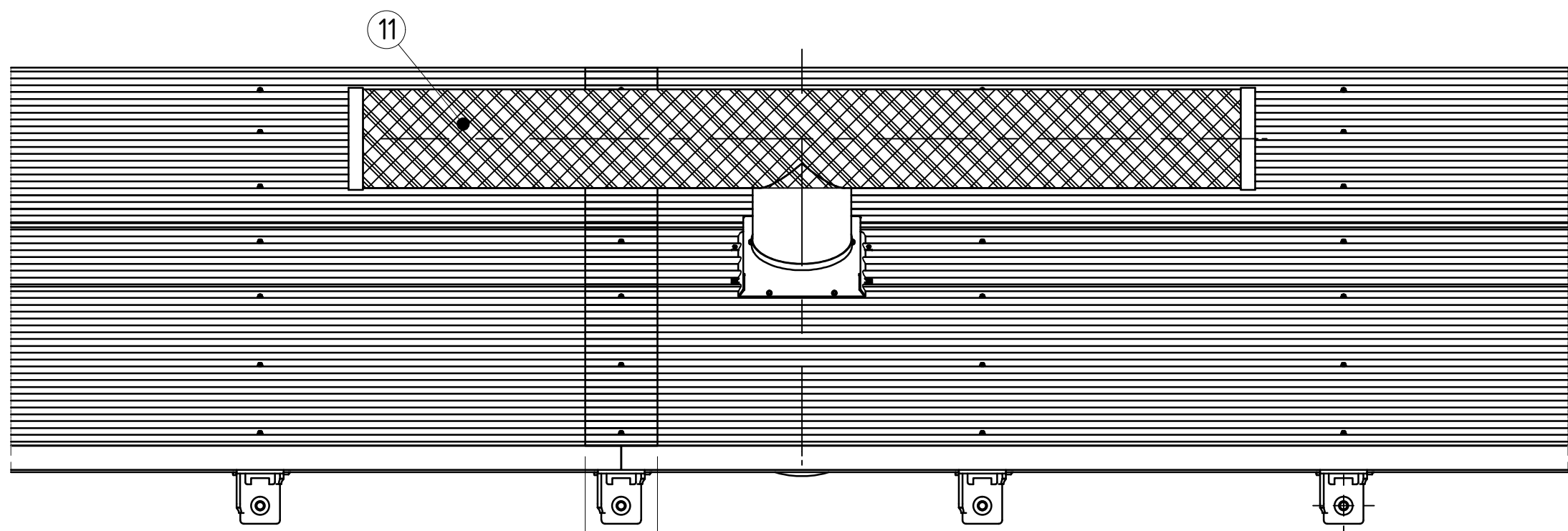
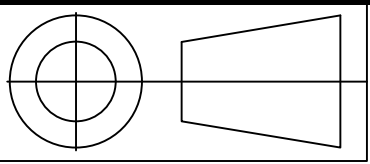
	DRAWN	SCR 10/06/2022
	CHECKED	LS 10/06/2022
	ENGINEER	BC 11/06/2022
P	APPROVED	NH 11/06/2022

20	DRAWING TITLE
20	1.8m OPEN BULK HEAD
20	GENERAL ARRANGEMENT
20	CURVED OBH OPENING DETAIL

SITE	VARIOUS
PROJECT	STANDARD

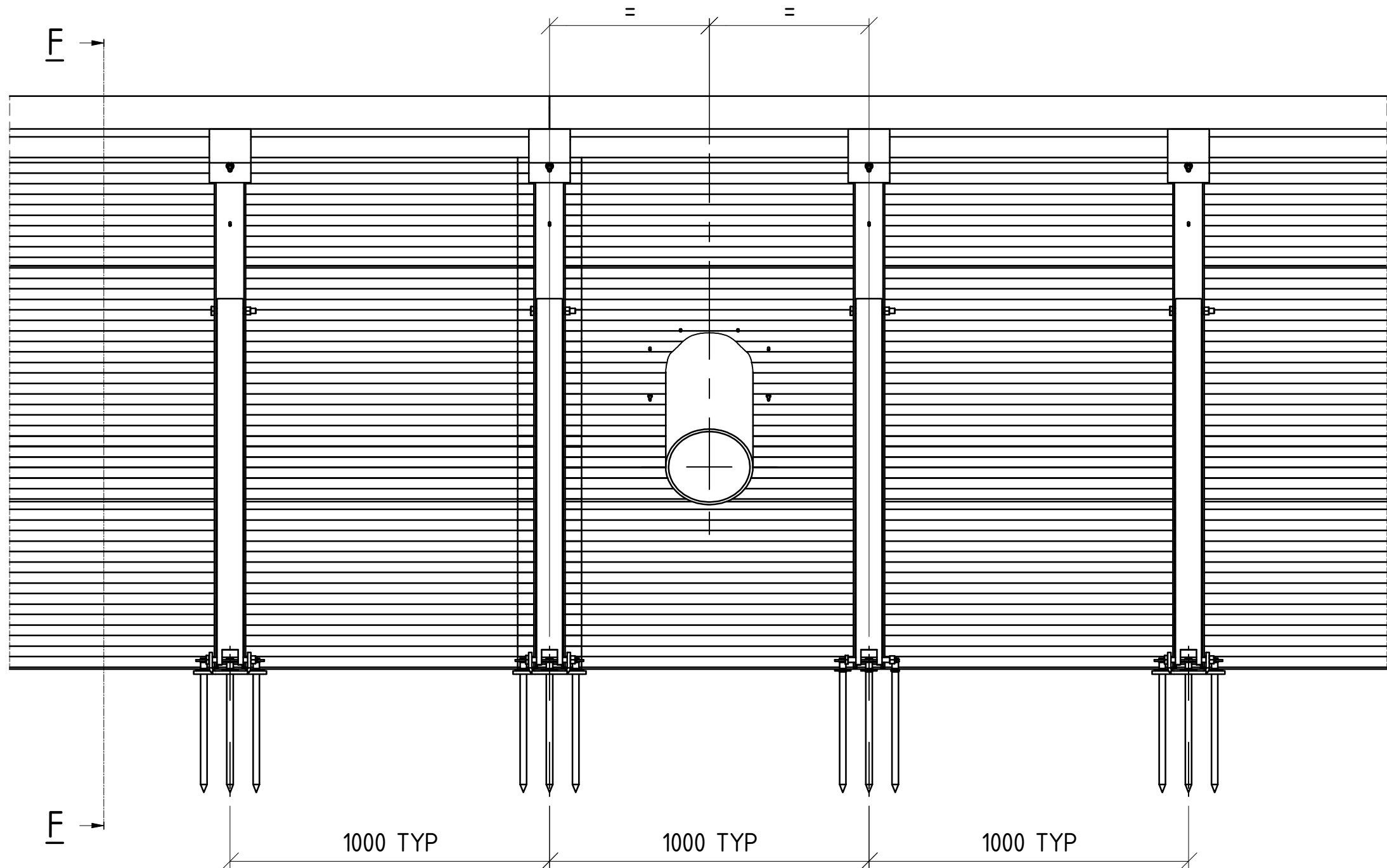
DRAWING No	SHEET	REV
S119-ENG-ST-DGA-0003	6 OF 9	0



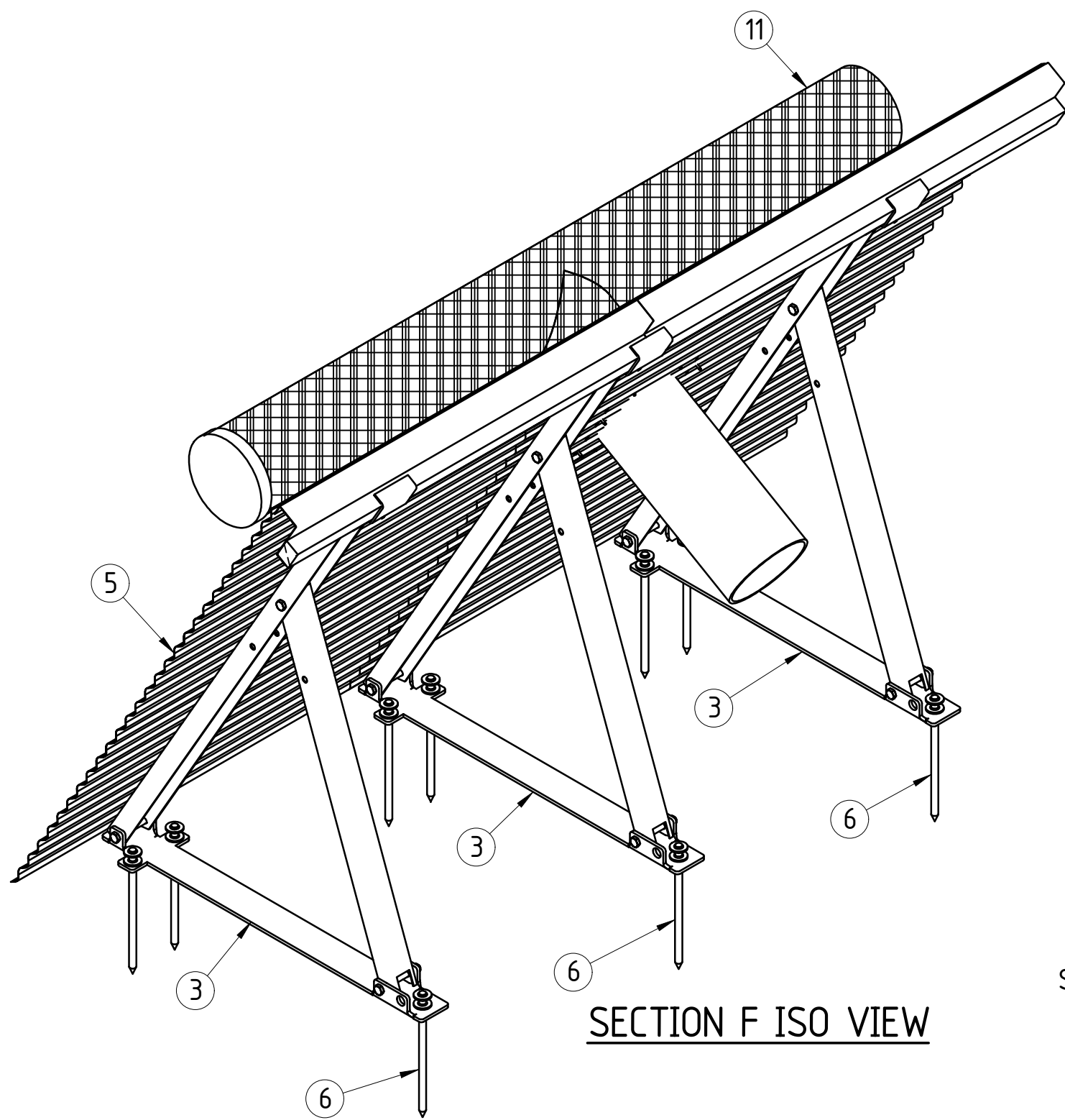


200 CLADDING OVERLAP, CENTERED OVER THE CENTRELINE OF THE STRUT  
TYPICAL ALL CLADDING, EXCEPT OBH GATE/DOOR JOINS

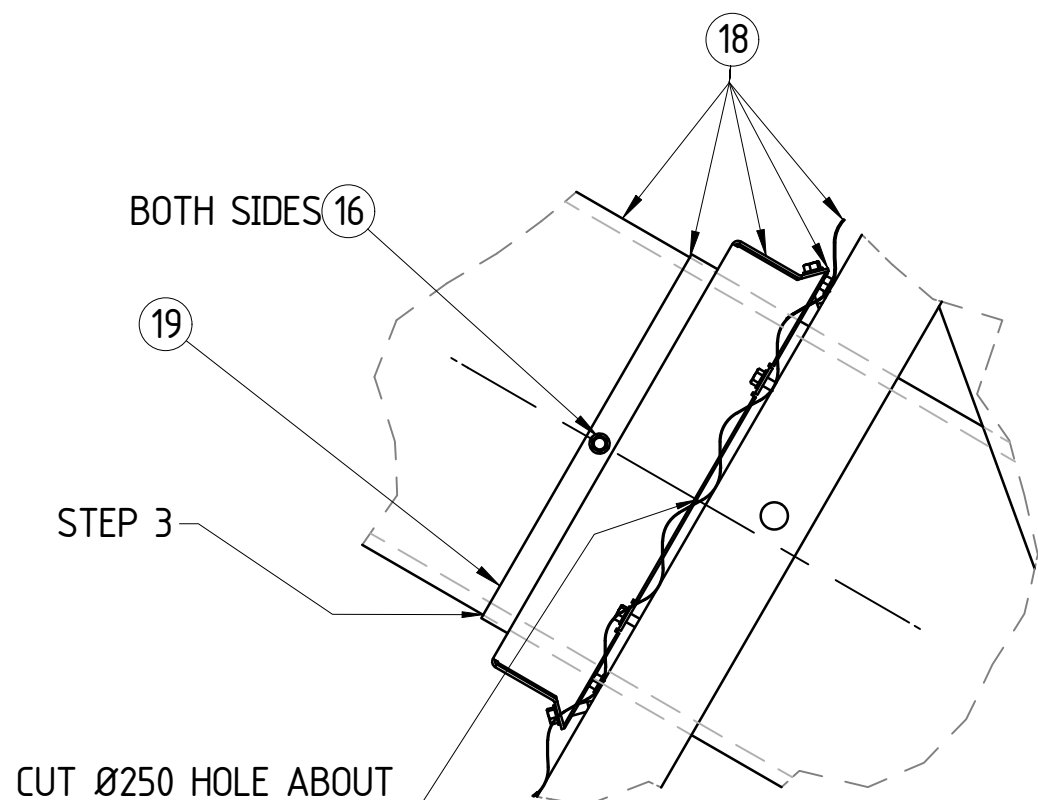
DETAIL B  
'T' PIECE INSTALLATION DETAIL



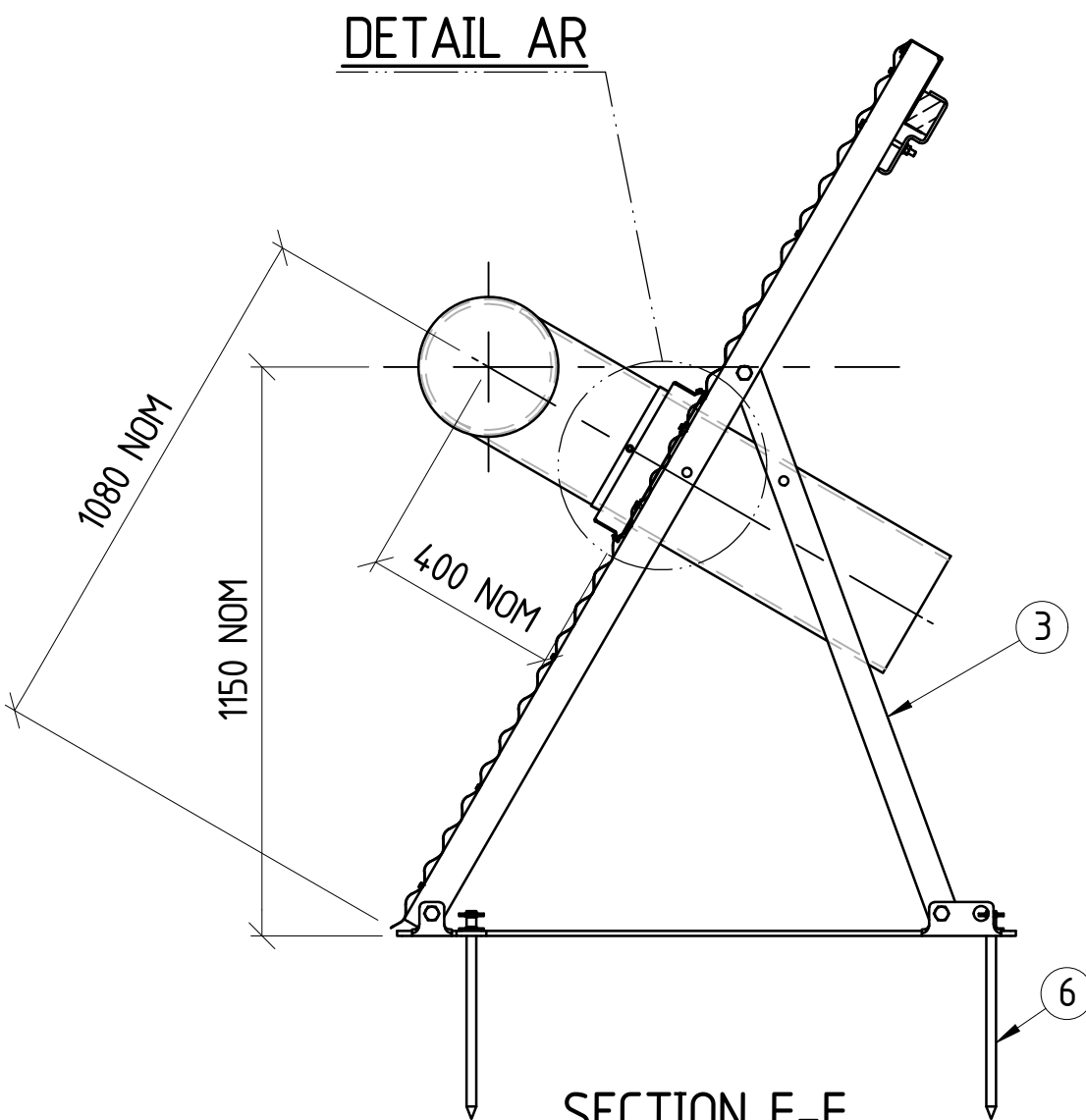
ELEVATION



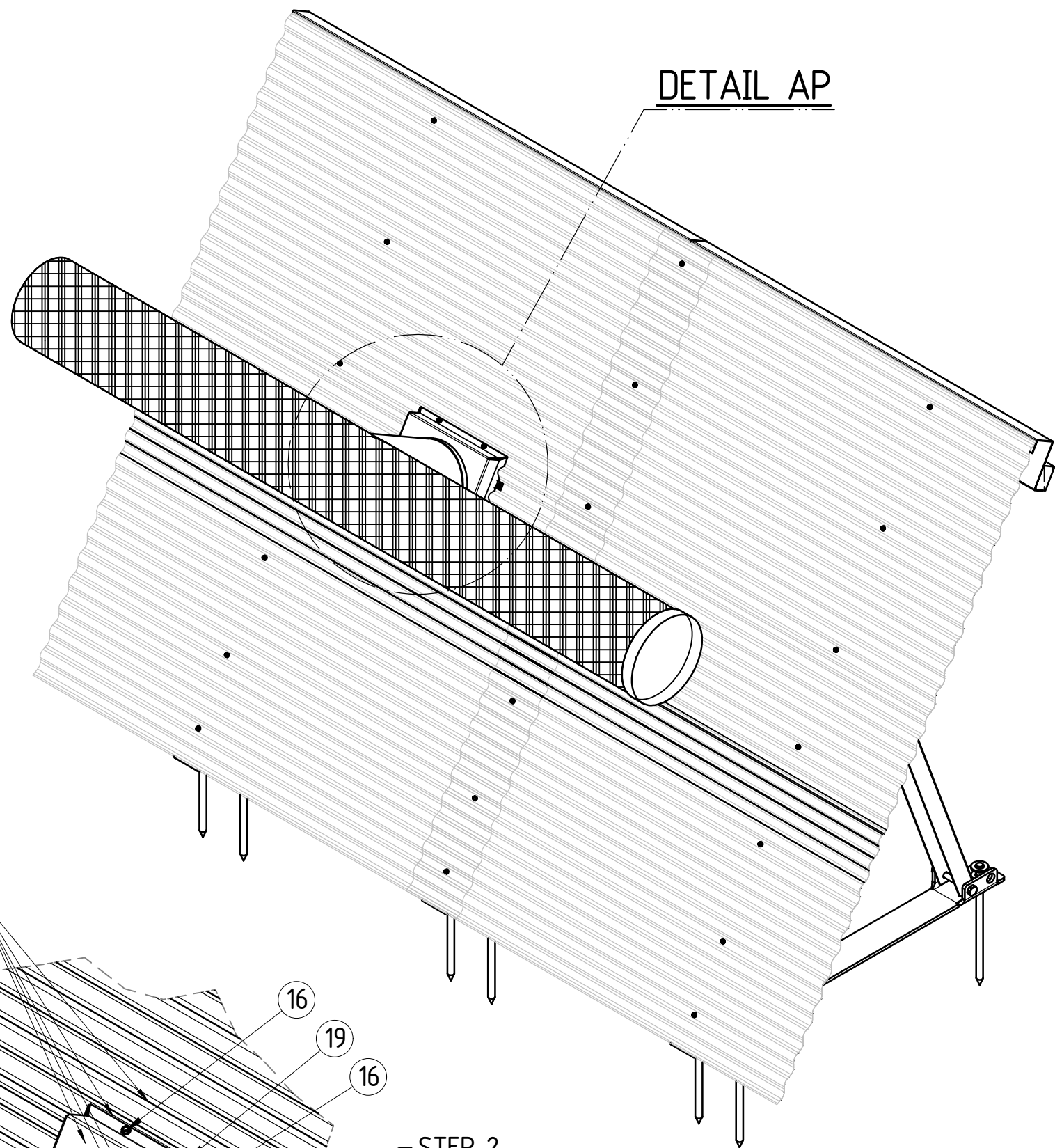
SECTION F ISO VIEW



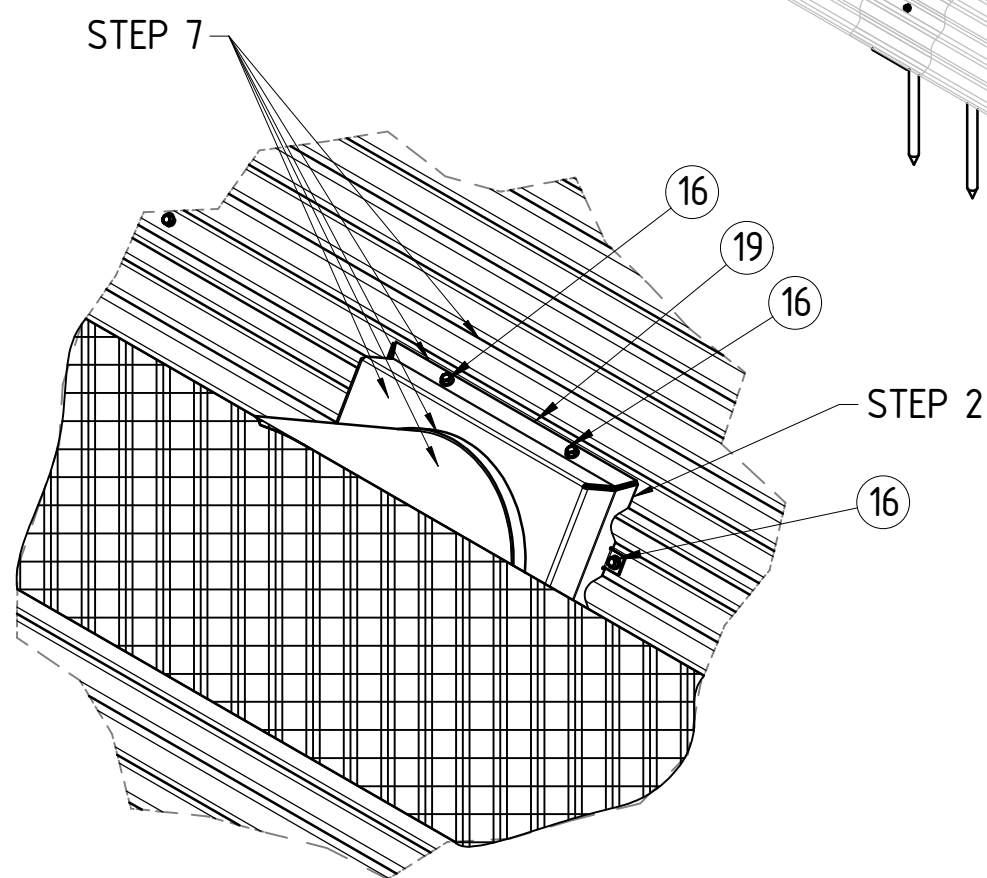
DETAIL AR



SECTION F-F



DETAIL AP



DETAIL AP

BACKGROUND:

- THE 'T' PIECE IS USED TO PUMP HAZARDOUS FUMIGANT INTO THE STORAGE AFTER IT IS FULLY SEALED. CARE MUST BE TAKEN WHEN INSTALLING THE 'T' PIECE AND APPLYING THE SEALANTS TO ENSURE THE SEAL IS APPLIED TO A HIGH QUALITY.

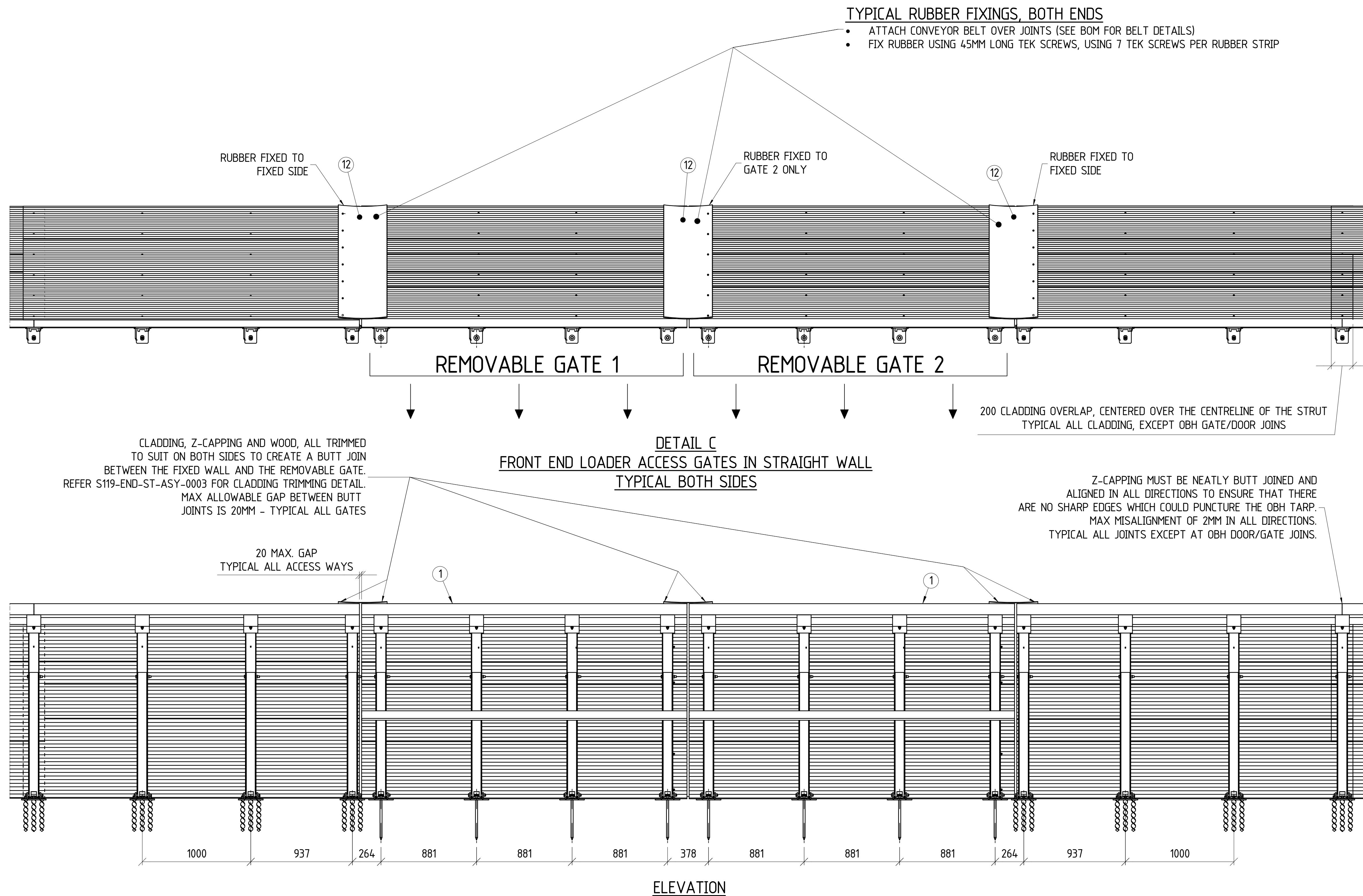
USE THE FOLLOWING QUANTITY'S PER 1 'T'PIECE

- 1 X 600ML SAUSAGE OF BOSTIK SEAL AND FLEX 1
- 1L OF NOVALAST LTM 151

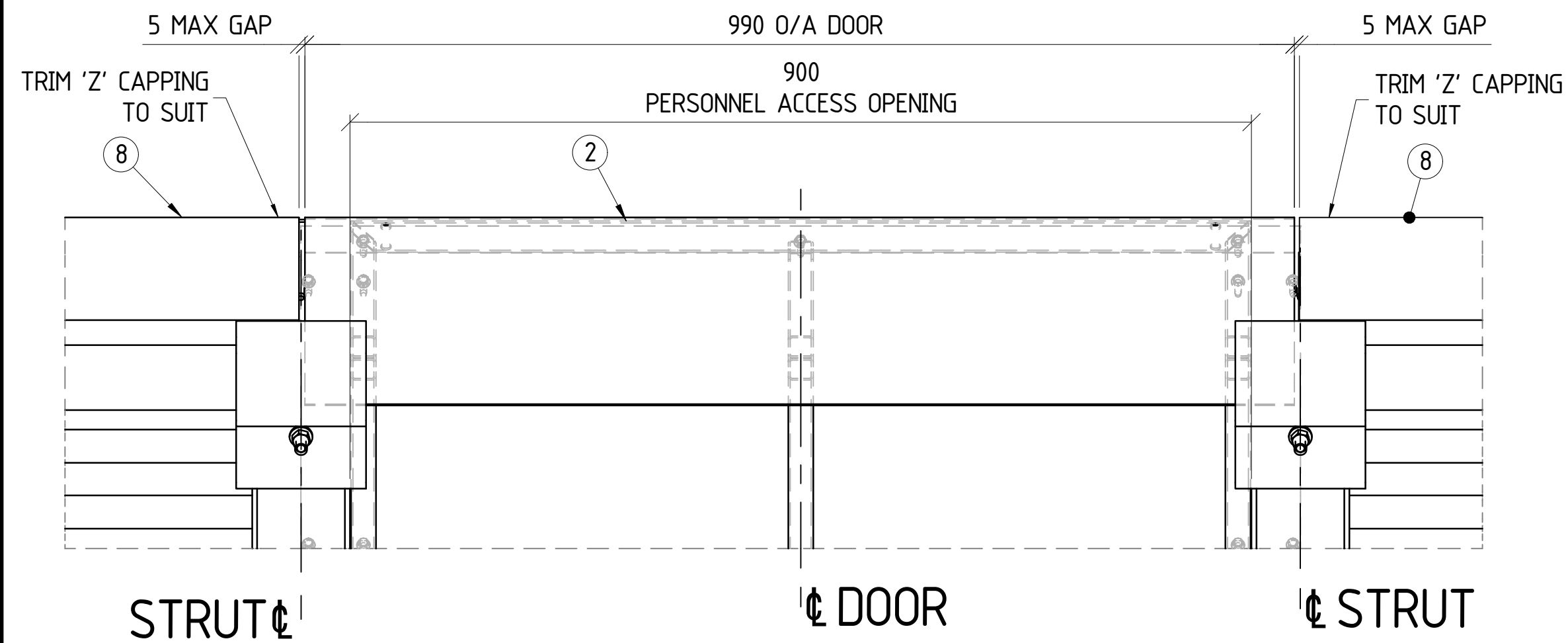
PROCEDURE:

- STEP 1: PREPARE AND CLEAN SURFACES WHERE SEALANTS ARE TO BE APPLIED AS PER MANUFACTURERS SPECIFICATIONS.
- STEP 2: INITIAL COLLAR INSTALL; APPLY A THICK (5-10MM) BEAD OF 'BOSTIK SEAL N FLEX 1' TO ALL EDGES OF THE T-PIECE MOUNTING COLLAR WHICH WILL CONTACT THE CORRUGATED CLADDING. TEK SCREW T-PIECE MOUNT (WITH BOSTIC SEALANT APPLIED) TO THE CLADDING USING 8 TEK SCREWS, EVENLY SPACED AROUND THE T-PIECE MOUNTING COLLAR.
- STEP 3: INSERT T-PIECE INTO THE T-PIECE MOUNTING COLLAR. SECURE THE T-PIECE AT THE LOCATION SHOWN, USING 2 X TEK SCREWS, THROUGH THE MOUNTING COLLAR RING. APPLY A THICK (5-10MM) BEAD OF 'BOSTIK SEAL N FLEX 1' AROUND THE JOIN AND AROUND ANY GAPS, INCLUDING AROUND THE TEK SCREWS. ALSO APPLY A THICK BEAD TO FILL THE GAP BETWEEN THE CLADDING AND THE T-PIECE, ON THE OUTSIDE OF THE BULKHEAD.
- STEP 4: LET SEALANT DRY AS PER MANUFACTURER'S DIRECTIONS.
- STEP 5: APPLY A SECOND THICK (5-10MM) BEAD OF 'BOSTIC SEAL N FLEX 1' AROUND ALL JOINS BETWEEN THE T-PIECE MOUNTING COLLAR, THE T-PIECE AND THE CLADDING.
- STEP 6: LET SEALANT DRY AS PER MANUFACTURER'S DIRECTIONS.
- STEP 7: PAINT THE ENTIRE T-PIECE MOUNTING COLLAR AND 150MM OF CLADDING AROUND THE COLLAR. ALSO PAINT 150MM OF THE T-PIECE, PAST THE COLLAR RING JOIN. PAINT WITH 'NOVALAST 151 LTM'
- STEP 8: LET SEALANT DRY AS PER MANUFACTURER'S DIRECTIONS.

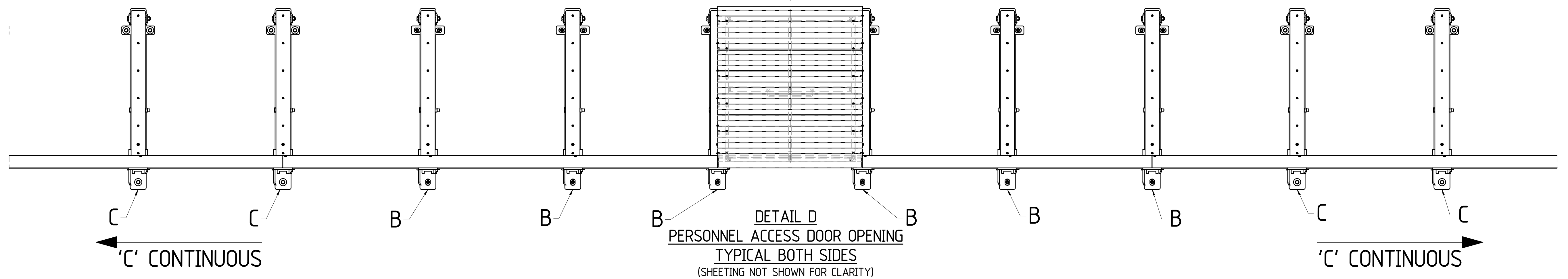




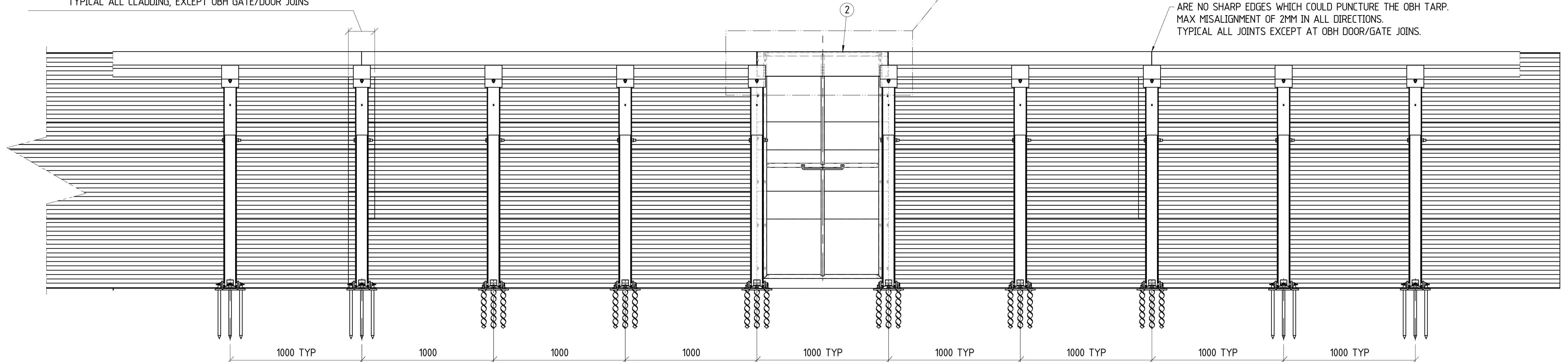




PERSONNEL ACCESS

DETAIL AK

Z-CAPPING MUST BE NEATLY BUTT JOINED AND  
ALIGNED IN ALL DIRECTIONS TO ENSURE THAT THERE  
ARE NO SHARP EDGES WHICH COULD PUNCTURE THE OBH TARP.  
MAX MISALIGNMENT OF 2MM IN ALL DIRECTIONS.  
TYPICAL ALL JOINTS EXCEPT AT OBH DOOR/GATE JOINS.

ELEVATION

DO NOT SCALE FROM THIS DRAWING

REF DRG No.	REFERENCE DRAWING TITLE	REV	DATE

				0	10/06/2021
REVISIONS	BY	CHK	APP	REV	DATE

0	COPIED FROM S-119, ISSUED FOR CONSTRUCTION	SCR	LS	NH
	REVISIONS	BY	CHK	APP

DRAWN	SCR 10/06/2020
CHECKED	LS 10/06/2020
ENGINEER	BC 11/06/2020
APPROVED	NH 11/06/2020

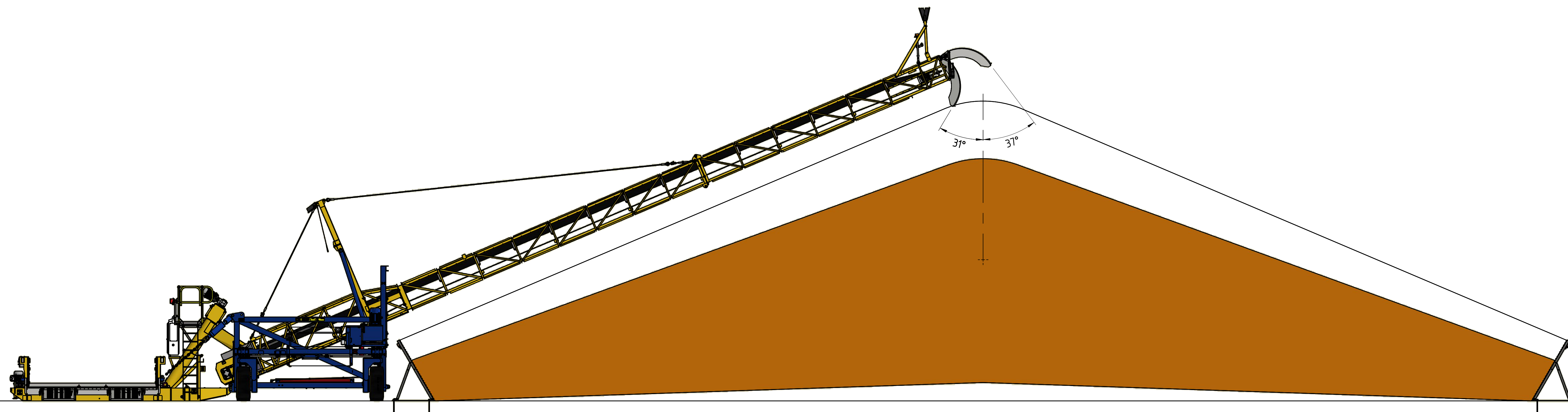
DRAWING TITLE  
1.8m OPEN BULK HEAD  
GENERAL ARRANGEMENT  
PERSONELL ACCESS DOOR DETAIL

SITE VARIOUS		SIZE A1	
PROJECT STANDARD			
DRAWING No S119-ENG-ST-DGA-0003		SHEET 9 OF 9	REV. 0









S040-ENG-ME-DGA-0010  
GENERAL ARRANGEMENT



# Stormwater Management Plan

Project:	Bulyee Peak Planning Stormwater Management Plan
Client:	CBH
Author:	R. Needham
Date:	27 <sup>th</sup> June 2025
Shawmac Document #:	2506012-REP-001
CBH Document #:	TBC

CONSULTING CIVIL AND TRAFFIC ENGINEERS  
1 ST. FLOOR, 908 ALBANY HIGHWAY, EAST VICTORIA PARK WA 6101.  
PHONE|+61 8 9355 1300  
EMAIL| [admin@shawmac.com.au](mailto:admin@shawmac.com.au)





Document Status: Client Review

Version	Prepared By	Reviewed By	Approved By	Date
A	R. Needham	J. Bridge	R. Needham	27.06.25

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File Reference: \\shawmacserver\NewData\Jobs Active 2025\CE - Roads & Drainage\CBH\_Bulyee Emergency\_2506012\3. Documents\3.10 Report\2506012-REP-001\_A.docx



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# 1. Introduction

## 1.1. The Project

CBH are proposing to construct a temporary open bulkhead at their existing site as part of their 2025 Peak Planning Project.

The works involve:

- Demolition of the existing open bulkheads OBH01 and 03 and their pavements.
- Construction of a new emergency specification bulkhead, TBH01, and stacking area over the footprints of the existing OBH01 and 03, and the adjacent pavements.

Refer **Figure 1** for an excerpt of CBH's concept plan and to **Appendix A – CBH Concept Plan** for full details of the proposed works.

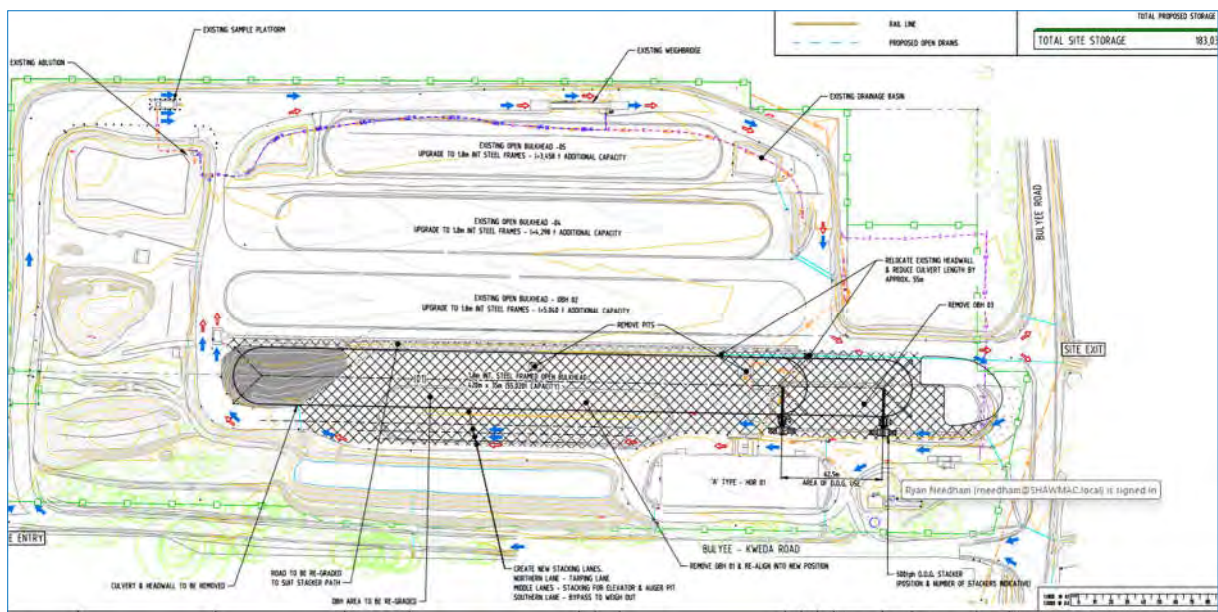


Figure 1: CBH Concept Extract

Figure 2 shows the existing site and the location of the proposed works.





Figure 2: Site Location

## 1.2. Purpose

The purpose of this report is to outline and quantify the proposed stormwater management measures to be adopted in support of the proposed works.

## 2. Pre-developed Situation

### 2.1. Site Characteristics

The existing Bulyee Site comprises of an A type storage shed at the southeastern portion of site, three sealed open bulkheads (OBH01 to OBH03), a conveyor loading system on the south side of OBH02, two emergency bulkheads at the northern portion of site, drainage basins at the northeast and southern corner of site, and a sample hut and weighbridge along the northern boundary. There are open drains along all the boundaries and in the eastern and central portions within the site. The site entry is located at the southwest corner and site exit is at the eastern corner of the site. The western portion of the site is mainly undeveloped with vegetation.

Figure 3 shows the major features of the existing site.

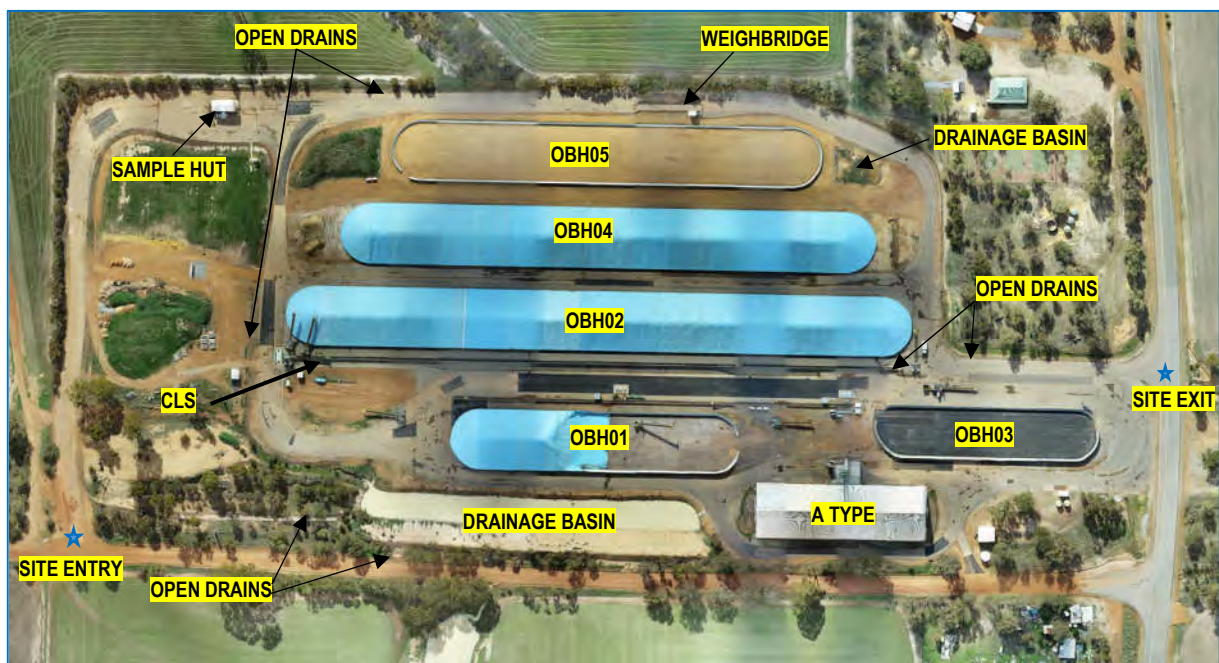
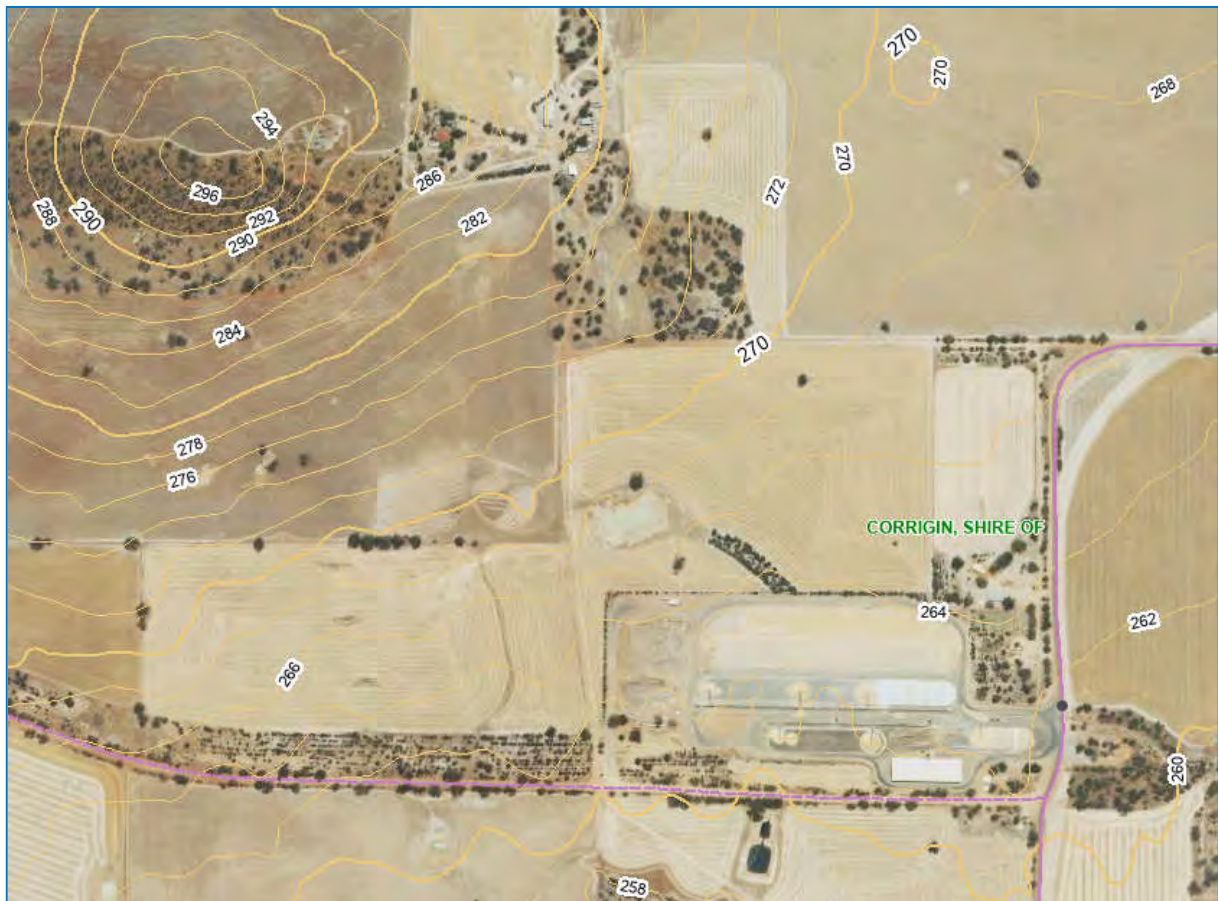


Figure 3: Site Characteristics

## 2.2. Topography

**Figure 4** shows the existing topography (2m contours) of the site and its surrounds. As shown, there is a general fall from the northwest/west to the southeast. The site falls from a high of about 296m in the northwest corner to a low of about 262m along the eastern boundary of the site. Typical site gradients are less than 1% and at an average of 0.5%.



**Figure 4: Existing Terrain**



## 2.3. Geotechnical

CBH commissioned Galt to undertake a geotechnical investigation of the site to support a planned permanent site upgrade in March 2024 (WAB230279-01 002 Rev 2).

Galt noted that as per the Corrigin sheet of the 1:250,000 scale geological series map the site is underlain by alluvial and colluvial deposits comprising silt, sand and gravel derived from underlying and adjacent laterite and bedrock.

From the site investigation Galt found that the subsurface conditions typically comprise a gravelly pavement fill over clayey soils (clayey sand and sandy clay) and possible cemented soils/rock at depth.

Galt recommended to consider the subgrade profile as impermeable for the design of stormwater disposal. Galt also highlighted the risk of stormwater ponding on or near clayey soil horizons.

## 2.4. Environmental

There are no environmentally sensitive features within or immediately surrounding the site. To the west and east of the site there is a natural creek line which flows towards the south passing Bulyee Kweda Road.

**Figure 5** provides an excerpt of the 1:100,000 Geoscience Australia Topographic Map 'Corrigin' and shows the environmentally features surrounding the site.

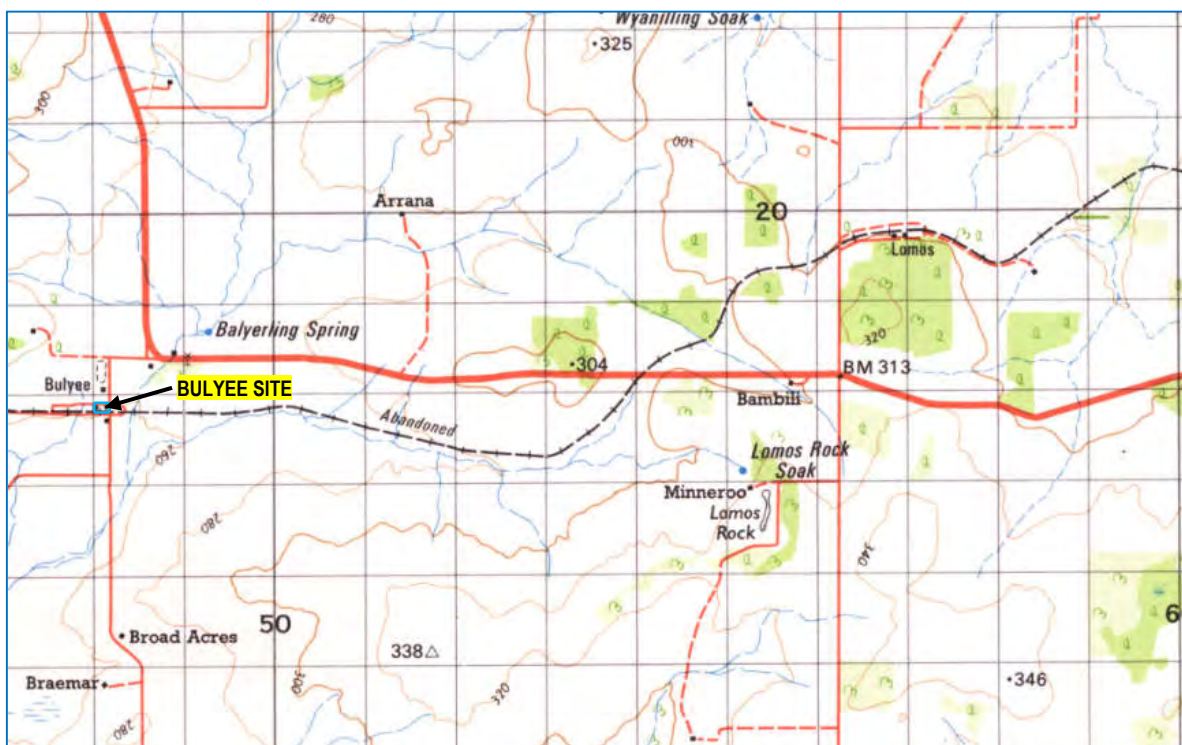


Figure 5: 1:100,000 Geoscience Australia Topographic Map Excerpt



## 2.5. Catchment and Surface Water Flows

As the site is currently developed, the catchment has been altered from its natural state, but in general, surface water flows are maintained towards natural flow paths. **Figure 6** shows the existing major catchment boundaries and stormwater infrastructure.

As shown, the site interacts with four major catchments described as follows:

- Catchment A is the combined external catchments to the north of the site. All stormwater runoff within this vicinity flows towards the northern perimeters of the site and is captured in cut off drains, which ultimately then discharge into the 450mm dia. culvert under Bulyee Road (Culvert 1).
- Catchment B mostly consists of the undeveloped area in the western portion of site. All storm water runoff within this catchment is directed via open drains towards the southern drainage basin. The drainage basin has a 375mm dia. outlet culvert which then discharges into another 375mm dia. culvert under Bulyee-Kweda Road (Culvert 3). Part of the works will be located within this catchment.
- Catchment C contains the north and northeastern parts of the site, and the largest proportion of the proposed works. Part of the stormwater runoff within this catchment is collected by a drainage basin (Basin 1) in the northeastern part of site. This basin has a nominal 750x225mm outlet culvert (Culvert A) connected to an open drain which is in turn connected to combined 300mm/375mm culvert (Culvert B) which outfalls to the cut off drains along the eastern boundary of the site. These cutoff drains also collect runoff from Catchment A and discharge to the 450mm dia. culvert under Bulyee Road (Culvert 1).

Runoff from the remaining portion of this catchment is collected and conveyed by open drains and culverts within the site then discharge into an existing 600mm dia. culvert under Bulyee Road (Culvert 2).

- Catchment D contains the southeastern part of the site and will contain a small portion of the works area. Runoff from this catchment is collected and conveyed by the open drains and culverts within and around the site, flowing east to a 450mm dia. culvert under Bulyee Road (Culvert 4), near the Bulyee-Kweda Road intersection.

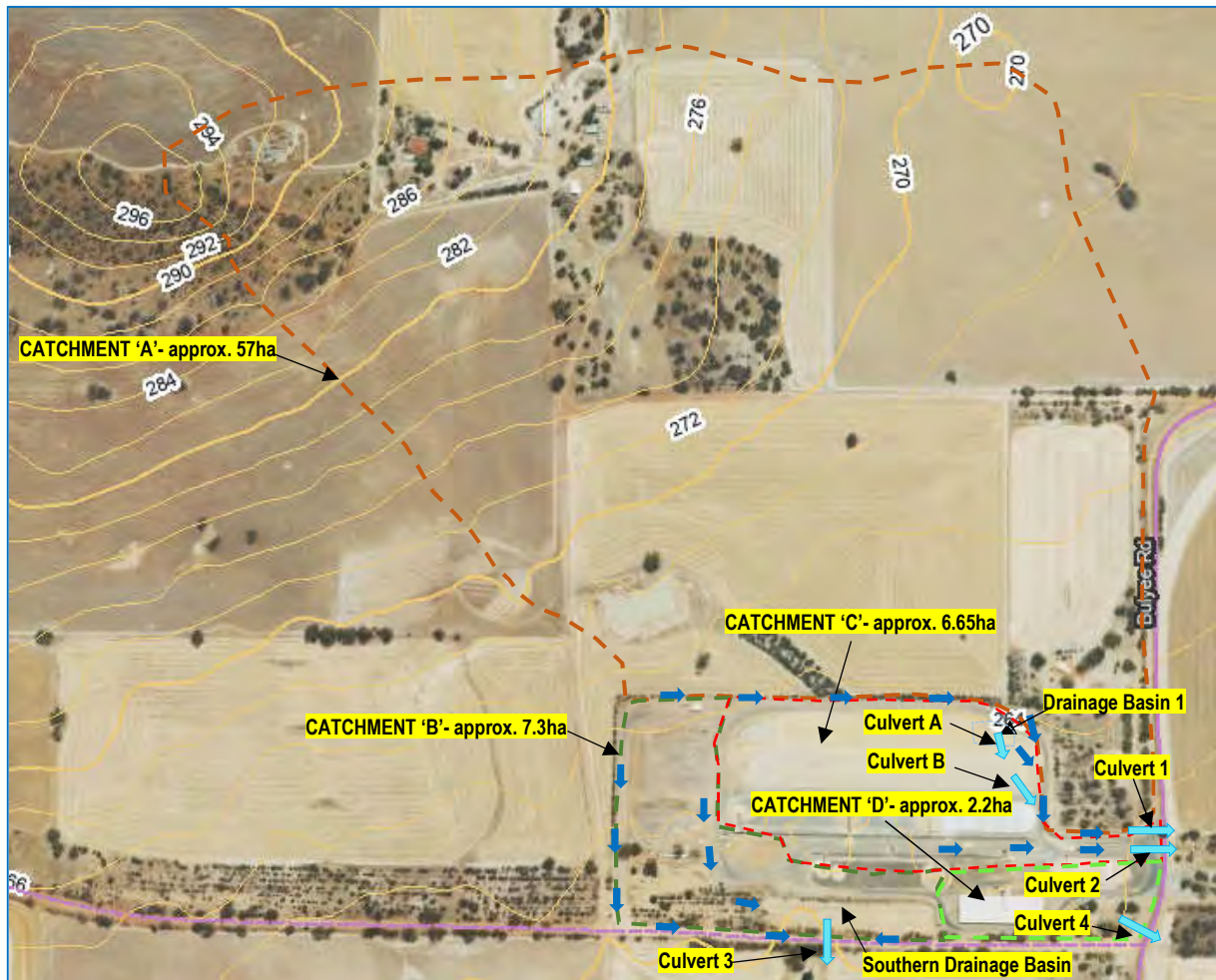


Figure 6: Catchment Characteristics

A XPSTORM model was built for the existing site as a baseline to compare the impacts of the planned works. The model uses the same assumptions described in **Section 3.2**.

The key results from the existing model are provided in **Table 1** and **Table 2**. All results are based on the 20-year event which is the design specification for CBH's permanent facilities.



**Table 1: Existing Basin Data**

Element	Basin 1	Southern
Basin Base Area	82.75m <sup>2</sup>	3,103m <sup>2</sup>
Basin Top Area	496.03m <sup>2</sup>	6,656m <sup>2</sup>
Basin Base Level	261.30	259.50
Basin Top Level	261.80	269.50
Total Basin Capacity	144.7m <sup>3</sup>	4,893m <sup>3</sup>
Basin TWL	261.64	259.75
Lowest Adjacent Shoulder Level	261.80	260.79
Freeboard to Lowest Adjacent Shoulder	0.16	1.04
Critical Event	1hr	4.5hr

**Table 2: Existing Culvert Data**

Culvert	Type	U/S Shoulder or Ground Level	HW Level	Freeboard to U/S	Max Flow (m <sup>3</sup> /s)	Max Velocity (m <sup>3</sup> /s)
Bulyee Rd 1 (north)	1x450 RCP	261.72	261.49	0.23	0.27	2.12
Bulyee Rd 2 (south)	1x600 RCP	261.35	260.58	0.77	0.22	1.83
Culvert 4	1x450 RCP	260.80	260.74	0.06	0.06	0.51
Culvert 3	1x375 RCP	259.69	259.47	0.22	0.21	2.67

### 3. Stormwater Management Strategy

#### 3.1. Strategy Overview

It is noted that the proposed upgrades do not significantly alter the existing stormwater characteristics of the site as the works are wholly contained within the existing site footprint which is almost completely imperviousness. There will be a slight increase in imperviousness as the western extent of the temporary bulkhead will extend over an existing area of bare earth and there will be slight changes in catchment boundaries as the new bulkhead will require some areas to be regraded.

In general, it is proposed to retain the existing stormwater infrastructure as is, noting that the proposed works are only temporary, and that the existing site has been designed to accommodate the 1:20 year event. As the changes in stormwater characteristics of the site are minimal, the existing infrastructure should be capable of accommodating such.

The following changes to the stormwater catchment characteristics are anticipated:

- Catchment 'C' will increase by 7,717m<sup>2</sup> and remain fully impervious (includes the existing bare earth area).
- Catchment 'B' will decrease by 4,432m<sup>2</sup> and slightly increase its imperviousness to 40% (after removal of the bare earth area)
- Catchment 'D' will decrease by 3,285m<sup>2</sup> and slightly decrease its imperviousness to 50% (after removal of an existing sealed section).

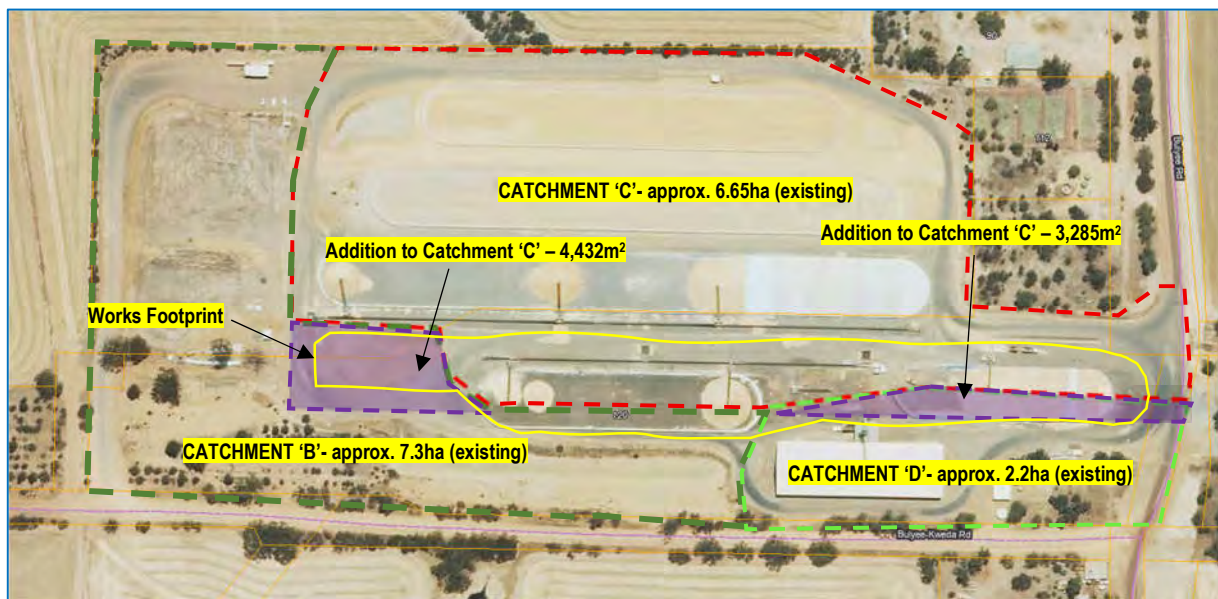


Figure 7: Post-Development Catchments



### 3.2. Design Criteria and Modelling Assumptions

Based on the adopted strategy and CBH's design specifications, the key stormwater management design criteria and assumptions are summarised as follows:

- Adequately protect the site from inundation and flooding both from internal catchments and external upstream catchments.
- Design for a 5-year ARI event.
- Manage, control and convey the design ARI event post development event with a free-board of 300mm. (Consideration may be given to a reduction to 150mm when flooding does not present a risk to infrastructure and operations).
- Open drains are to be set at a minimum 300mm deep below the bottom of pavement, or 600mm below surface where no pavement is to be installed.
- As per CBH Peak Planning Specification, no scour protection or road kerb to be implemented.
- Culverts may have a minimum cover of 400mm (RCP Class 4).
- Minimum culvert size of 450mm diameter (except at basin outlets).
- Minimum drain fall of 0.3%.

An XPSTORM model was built for the proposed temporary works as shown in **Figure 8**.

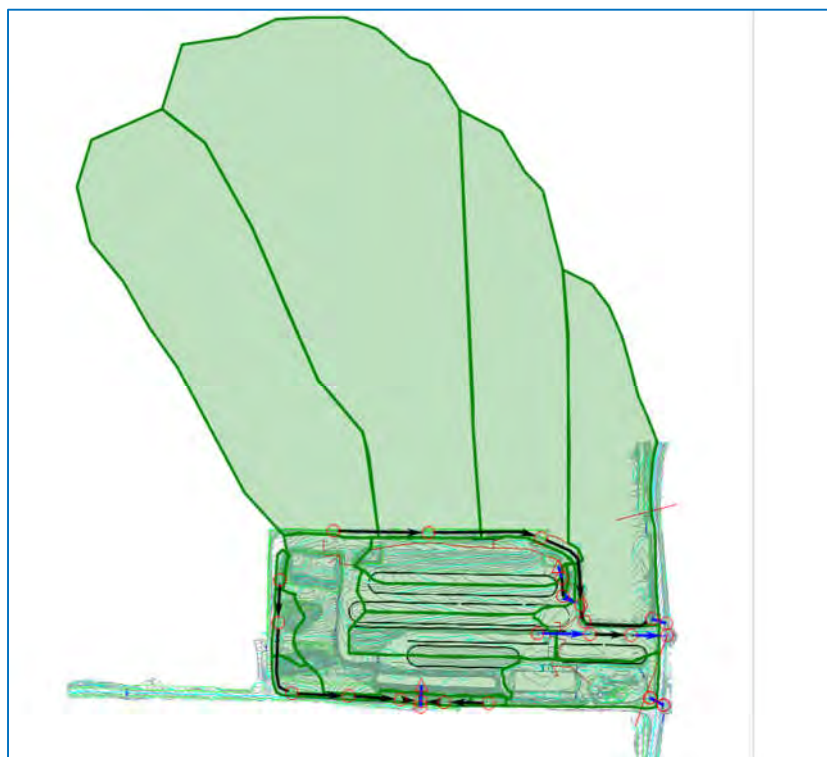


Figure 8: XP Storm Model Layout

The following key assumptions were adopted:

- Design rainfalls and temporal patterns are based on ARR 2019.
- A nominal 50mm/day basin infiltration rate has been assumed to reflect seepage and evaporation.
- Infiltration losses have been assumed as follows:
  - Pervious areas – 15mm initial loss, 0mm continuing loss.
  - Impervious areas (e.g. new/existing pavements) – nil losses (assumed).
- Model outcomes reflect the median event from the hydraulic model.
- Culvert entry/exit loss coefficients are assumed as 0.5/1.0 respectively.
- Mannings 'n' values assumed as follows:
  - Pavement drains – 0.016
  - Table/open drains – 0.025
  - Concrete culverts – 0.014

### 3.3. Stormwater Quantity and Model Outcomes

Refer to **Table 3** and **Table 4** which provide the post-development modelling outcomes. Figures in brackets show the pre-development 20-year event data (per **Section 2.5**). As shown, no element is worse off.

**Table 3: Post-Development Basin Data**

Element	Basin 1	Southern
Basin Base Area	82.75m <sup>2</sup>	3,103m <sup>2</sup>
Basin Top Area	496.03m <sup>2</sup>	6,656m <sup>2</sup>
Basin Base Level	261.30	259.50
Basin Top Level	261.80	269.50
Total Basin Capacity	144.7m <sup>3</sup>	4,893m <sup>3</sup>
Basin TWL	261.47 (261.64)	259.64 (259.75)
Lowest Adjacent Shoulder Level	261.80	260.79
Freeboard to Lowest Adjacent Shoulder	0.33 (0.16)	1.15 (1.04)
Critical Event	1hr	4.5hr

**Table 4: Post-Development Culvert Data**

Culvert	Type	U/S Shoulder or Ground Level	HW Level	Freeboard to U/S	Max Flow (m <sup>3</sup> /s)	Max Velocity (m <sup>3</sup> /s)
Bulyee Rd 1 (north)	1x450 RCP	261.72	260.93 (261.49)	0.79 (0.23)	0.18 (0.27)	1.10 (2.12)
Bulyee Rd 2 (south)	1x600 RCP	261.35	260.53 (260.58)	0.72 (0.77)	0.18 (0.22)	0.95 (1.83)
Culvert 4	1x450 RCP	260.80	260.22 (260.74)	0.58 (0.06)	0.01 (0.06)	0.36 (0.51)
Culvert 3	1x375 RCP	259.69	259.38 (259.47)	0.31 (0.22)	0.10 (0.21)	2.25 (2.67)

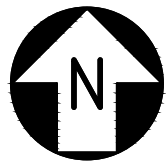


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## Appendix A – CBH Concept Plan

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## HATCHING LEGEND

	AREA OF NEW WORKS	2,400m <sup>2</sup>
	AREA OF RE-WORKED PAVEMENT	23,000m <sup>2</sup>

**PRELIMINARY ISSUE**  
**DO NOT USE FOR CONSTRUCTION**  
DATE 13.06.25

## DRAWING LEGEND

	TRAFFIC MOVEMENTS - TRUCKS FULL
	TRAFFIC MOVEMENTS - TRUCKS EMPTY
	CADASTRAL BOUNDARY
	EPA INDUSTRIAL/SENSITIVE LAND USE SEPARATION DISTANCE - 500m RADIUS
	CBH SITE BOUNDARY
	CBH RAIL LEASE BOUNDARY
	OVERHEAD POWER LINES
	UNDERGROUND POWER CABLES
	UNDERGROUND COMMS CABLES
	UNDERGROUND WATER PIPES
	RAIL LINE
	PROPOSED OPEN DRAINS

## STORAGE CAPACITIES

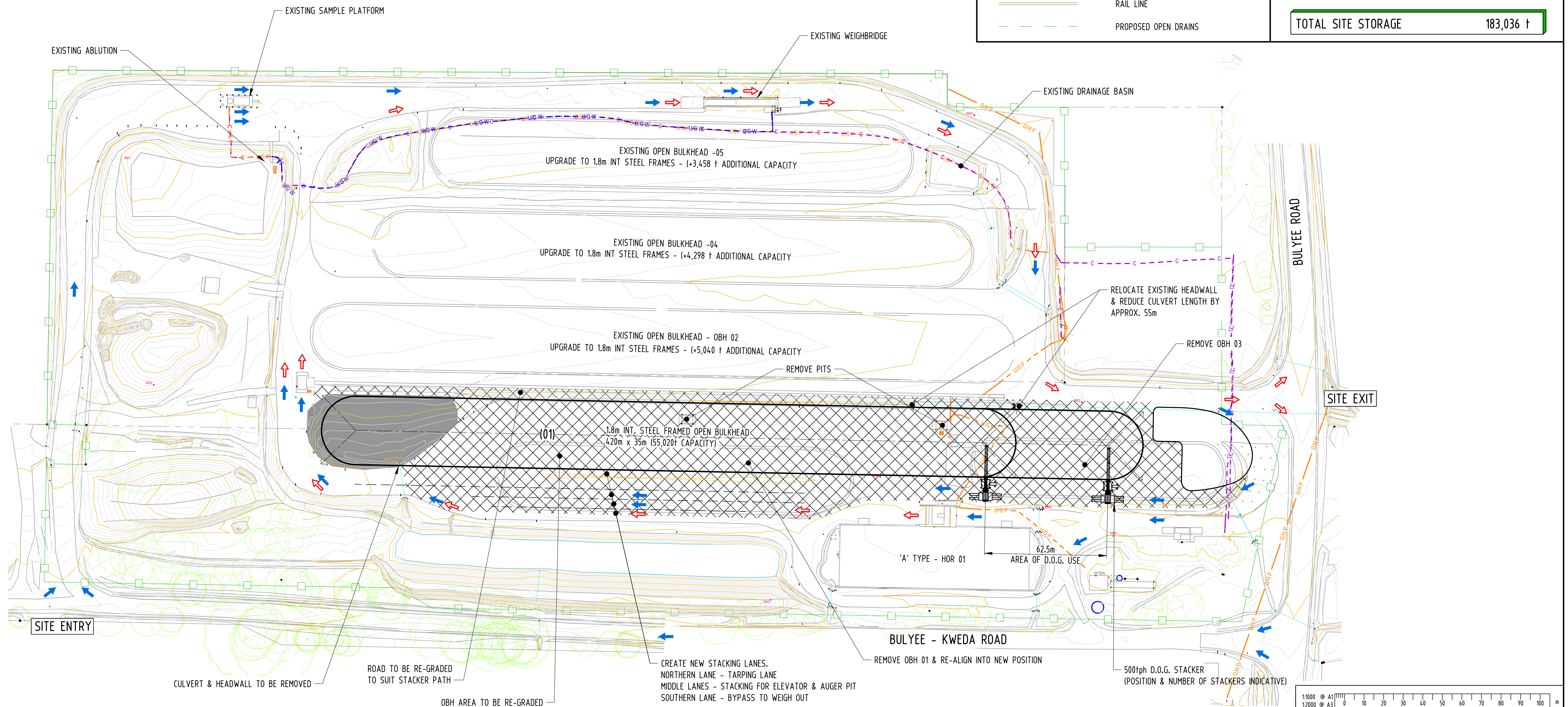
EXISTING STORAGE			
'A' TYPE STORAGE	HOR 01		16,600 t
1.6m INT. STEEL FRAMED OPEN BULKHEAD	(01)		17,000 t
1.2m LOW STEEL FRAMED OPEN BULKHEAD	(02)		42,120 t
1.6m INT. STEEL FRAMED OPEN BULKHEAD	(03)		10,140 t
1.2m LOW STEEL FRAMED OPEN BULKHEAD	(TBH 04)		36,000 t
1.2m LOW STEEL FRAMED OPEN BULKHEAD	(TBH 05)		20,500 t

TOTAL EXISTING STORAGE 142,360 t

PROPOSED STORAGE - PEAK PLANNING			
1.6m INT. STEEL FRAMED OPEN BULKHEAD (REMOVE)	(01)		-17,000 t
1.6m INT. STEEL FRAMED OPEN BULKHEAD (REMOVE)	(03)		-10,140 t
1.8m INT. STEEL FRAMED OPEN BULKHEAD	(01)		55,020 t
1.8m INT. STEEL FRAMED OBH (FRAME UPGRADE)	(02)		5,040 t
1.8m INT. STEEL FRAMED OBH (FRAME UPGRADE)	(TBH 04)		4,298 t
1.8m INT. STEEL FRAMED OBH (FRAME UPGRADE)	(TBH 05)		3,458 T

TOTAL PROPOSED STORAGE 40,676 t

**TOTAL SITE STORAGE 183,036 t**



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**CBH GROUP**  
LEVEL 6  
240 ST GEORGE'S TERRACE  
PERTH W.A. 6000  
PH (08) 9237 9600  
FAX (08) 9322 3942

									SCALE	DRAWN			TITLE
									1:1000	J. Butlingham			BULYEE
									SHEET	CHECKED			2025 PEAK PLANNING
									A1	DESIGNED			OPEN BULKHEAD UPGRADES
									PROJECT	DESIGN APPR			CONCEPTUAL LAYOUT No. 3
-	--	A	13.06.25	ISSUED AS CHECK PRINT AND FOR REVIEW			JB						
REF DRAWING No.	REFERENCE DRAWING TITLE	REV	DATE	REVISION DESCRIPTION			BY	CHK'D	APP'D	CO-ORDINATE SYSTEM	PROJECT APPR		DRG No
										CORRIGIN94			520-ENG-CI-DCO-0007
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													A





Consulting Civil & Traffic  
Engineers, Risk Managers.

PO Box 1271  
East Victoria Park  
WA 6981

P | +61 8 9355 1300  
E | admin@shawmac.com.au

Daniel Sicoe  
Lead – Project Delivery  
CBH  
Level 6, 240 St Georges Terrace  
Perth, WA 60004  
via email daniel.sicoe@cbh.com.au

7<sup>th</sup> July 2025

Dear Daniel

**Re: Bulyee Peak Planning Project – Traffic Impacts**

Further to recent discussions on the matter, we understand that CBH are proposing to undertake temporary works at their existing Bulyee grain receival site to facilitate a predicted excess storage demand from the 2025 harvest. The works will involve the demolition of two existing Open Bulkheads and associated infrastructure for the construction of a single new temporary bulkhead within the footprint of the existing site, as well as upgrading the frames on three existing bulkheads.

Refer to **Figure 1** for the location of the works and the attached concept plan provided by CBH.

This letter is provided to outline the traffic impacts associated with the upgrades to support CBH's Development Application to the Shire of Corrigin.



Figure 1: CBH Concept Excerpt

The proposed site works consist of constructing a single emergency specification (unsealed) bulkhead and upgrading the frames on three existing bulkheads to provide 40,676t of additional storage.

Although there is an increase in total site storage, CBH advise that there is not expected to be an increase in grower demand, and it is anticipated that the development will result in a net decrease in peak truck movements which occur during the busy harvest period. This is because Harvest Essential Moves (HEM's) will be reduced. HEM's occur when local production exceeds the onsite storage capacity, and to continue to offer a service to growers during the harvest, grain must be out-turned to restore storage capacity. The proposed increase in storage will accordingly reduce the risk that storage capacity be exceeded, and that out-turning needs to be undertaken during the busy harvest period.

Out-turning outside of the harvest period will ultimately be required to remove all grain from site for export, but this will be undertaken at the same rate that currently occurs (approximately 2,000t/day), although over a longer period, proportional to the increase in storage.

In accordance with WAPC's Transport Impact Guidelines (refer excerpt in **Figure 2**), for individual developments which generate a low traffic impact (<10 vehicle trips during peak hour) a formal transport impact document is not normally required, but a brief description of the proposed development should be provided to confirm the low traffic impacts.

As explained, the modest increase in storage capacity will not result in any increase in peak hour trips,

but rather is likely to result in a reduction in peak movements. Accordingly, the traffic impacts are low (nil), and a formal transport impact document is not needed.

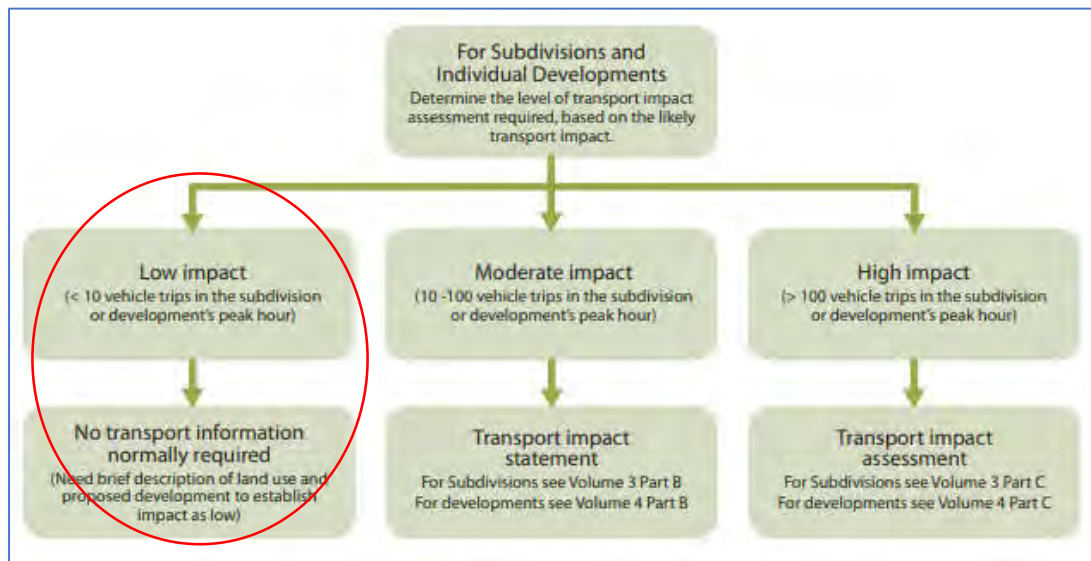


Figure 2: Project Location

I trust this letter addresses CBH's and the Shire's requirements and should you have any queries please do not hesitate to contact the undersigned.

Kind Regards

Ryan Needham

Manager, Civil

Attachments:

520-ENG-CI-DCO-0007 Rev A – CBH Concept Plan

# SHIRE OF CORRIGIN

## Information and Communication Technology (ICT) Strategic Plan

*2025–2030*



9 Lynch Street, PO Box 221, Corrigin WA 6375  
(08) 90632203

[shire@corrigin.wa.gov.au](mailto:shire@corrigin.wa.gov.au)  
[www.corrigin.wa.gov.au](http://www.corrigin.wa.gov.au)

Strengthening our community now to grow and prosper into the future



## Our Mission

We provide leadership to our local community and the delivery of services and facilities to make Corrigin a healthy, happy, growing and inclusive community

Prepared for: Shire of Corrigin Council  
Prepared by: Wallis Computer Solutions (WCS)  
Date: October 2025

### Shire of Corrigin

9 Lynch Street  
PO Box 221  
Corrigin WA 6375

Phone: 08 9063 2203  
Email: [shire@corrigin.wa.gov.au](mailto:shire@corrigin.wa.gov.au)  
Website: <https://www.corrigin.wa.gov.au/>  
Contact: Chief Executive Officer

## Document Control

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Draft 1	Myra Henry	Draft Reviewed and updated	October 2025
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# 1. Executive Summary and Objectives

The Shire of Corrigin has recently reviewed its 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. It combines the Strategic Community Plan and Corporate Business Plan, setting out long-term priorities, goals, and the overall vision for local government decision-making.

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 Shire of Corrigin is committed to strategic planning and leadership, focused on strengthening our community now to grow and prosper into the future. We strive to provide services and facilities that make Corrigin a healthy, happy, growing, and inclusive community.

Information and Communication Technology (ICT) has transformed how people communicate, interact, make decisions, and conduct business. It is central to how the Shire operates and delivers services. ICT will continue to play a critical role in enabling efficient, effective, and innovative service delivery for our community and stakeholders.

The Strategic ICT 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.

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.

Key objectives:

- Maintain a resilient and secure ICT infrastructure aligned to Essential Eight Maturity Level 2+.
- Ensure ICT investments deliver measurable value for the community.
- Modernise the Shire’s Enterprise Resource Planning system (ERP) and business applications to enable data- driven decision-making.

- Strengthen ICT governance and align policies with DLGSC frameworks.
- Support staff with reliable technology tools and remote access capability.

## 2. ICT Environment Overview

The Shire of Corrigin's ICT environment supports day-to-day operations across multiple locations including the Administration Office, Community Resource Centre (CRC), Works Depot, and Swimming Pool. Systems are managed currently under a comprehensive Gold Managed Service Agreement (MSA) with Managed Service Provider (currently Wallis Computer Solutions(WCS)), ensuring 24/7 monitoring, updates, and technical support.

### 2.1 ICT Infrastructure

The core server infrastructure is based on a Dell PowerEdge virtual host (VMHost) running Windows Server 2022 and 2016 instances, including a Domain Controller (SOCR-S22DC), Remote Desktop Server (SOCR-S22RDS), and Altus Application Server (SOCR-ALTUS). These servers are managed under Microsoft Hyper-V virtualisation and protected by an Eaton 9PX UPS for power conditioning and continuity.

End-user computing includes 35 desktops and laptops located across the Administration, CRC, Depot, and Pool sites. Devices are Microsoft Intune-managed and AzureAD-joined, providing centralised policy control, update management, and security compliance. All workstations are equipped with Windows 10 or 11 Business editions and licensed under Microsoft 365 Business Premium.

Peripheral and printer devices are managed under an annual hardware allowance and are replaced as required through the lifecycle budget.

### 2.2 Network Architecture

The Shire's network environment has been designed to provide high performance, resilience, and security. Core networking hardware consists of Cisco Layer 3 48-port and 24-port switches at the Administration/CRC building, and a Ubiquiti 8-port Layer 2 switch at the Depot. VLAN segmentation separates administration, public, and works traffic to maintain data integrity and compliance with cybersecurity standards.

A Domotz network monitoring system provides live telemetry and alerting for all switches and connected devices. Wireless connectivity across facilities is delivered by Ubiquiti UniFi access points, ensuring reliable and secure coverage.

### 2.3 Internet and Connectivity

Internet services are delivered through a Fusion Broadband bonded service combining Optus 4G, Telstra 4G, and Starlink satellite connections. The system provides an aggregated bandwidth of approximately 150 Mbps downstream,



delivering redundancy and seamless failover in the event of a link failure. This configuration ensures consistent connectivity even in adverse conditions or regional outages.

## 2.4 Cloud and Software Services

The Shire operates a hybrid cloud environment with Microsoft 365 Business Premium as the core productivity platform. Applications include Exchange Online, OneDrive, Teams, and SharePoint Online. Security is enhanced through Microsoft Defender for Endpoint, Defender for Server, and Microsoft Intune device management.

Datto BCDR provides continuous backup and disaster recovery capabilities. The system replicates data both locally and to a 2TB encrypted cloud repository. Monthly restore testing validates backup integrity and readiness.

Business systems include SynergySoft v11 and Altus ERP, supporting financial, asset, and records management functions. These systems will be replaced by a new cloud-based ERP during FY2028–FY2029.

## 2.5 Cybersecurity

Cybersecurity management is delivered through a combination of technology, policy, and user training. The Sophos XGS Firewall provides advanced intrusion detection, VPN connectivity, and web content filtering. Security operations are managed under a WCS Managed Security Agreement, incorporating the ACSC Essential Eight framework.

The Shire is currently operating at an estimated Maturity Level 1 and is progressing toward Level 2 compliance by FY2026/27.

User security awareness is reinforced through monthly uSecure training and phishing simulations. Multi-factor authentication (MFA) is mandatory for all staff using Microsoft 365 and remote access systems.

## 2.6 Physical and Environmental

The server room within the Administration building is secured with restricted access, temperature monitoring, and dedicated power conditioning. An Eaton 9PX UPS and managed Datto ePDU provide remote control and monitoring of power distribution. Environmental monitoring through Managed Service Provider (currently WCS) provides alerts for temperature, humidity, and electrical anomalies, ensuring hardware protection.

## 3. ICT Strategic Review

The ICT Strategic Review assesses the current maturity and alignment of the Shire's technology operations against the Department of Local Government, Sport and Cultural Industries (DLGSC) ICT Governance and Cyber Security Framework (2022) and the Local Government ICT Capability Framework (2021). This review demonstrates that the Shire's ICT environment is well-managed, reliable, and aligned with industry best practices, but requires ongoing development in governance and policy formalisation.

### 3.1 Framework Alignment

The DLGSC Framework defines five domains essential to ICT maturity and digital governance across local governments. The Shire's current and target states are summarised below, illustrating progress toward full maturity by 2030.

**Governance and Accountability:** The Shire has strong operational oversight through its Managed Service Provider (currently WCS) and the CEO, with ICT decisions made collaboratively. Formal governance documents, including an ICT Governance Policy, and the establishment of ongoing Executive Meetings to discuss ICT strategy, adopt governance policies, and initiate an ERP tender will be introduced by 2026 to ensure alignment and transparency.

**Risk and Security Management:** The Shire actively manages risk through Essential Eight compliance, managed firewall systems, and backups. However, formal cybersecurity incident response plans and regular penetration testing are priorities for 2026 to achieve full DLGSC compliance.

**Business Systems and Data Management:** Current ERP systems provide core business functionality but lack modern integration and analytics. The planned ERP migration by FY2030 will deliver improved data management, reporting, and cross-departmental collaboration.

**ICT Infrastructure and Cloud:** The Shire operates stable infrastructure with hybrid cloud integration. The long-term strategy is a full transition to cloud-hosted systems by 2030, reducing dependency on physical servers.

**Service Delivery and Support:** Through WCS's Gold MSA, the Shire benefits from proactive maintenance, monitoring, and user support with defined service levels. Future focus areas include measuring user satisfaction and implementing performance dashboards.

### 3.2 Maturity Assessment (Current vs Target)

The table below describes the Shire's current and target maturity levels by 2030 across key ICT capability areas. This analysis supports strategic planning and funding prioritisation.

- Cybersecurity: Currently Level 2 (Reactive) – Target Level 4 (Proactive). Full Essential Eight compliance, MFA, and penetration testing.
- Infrastructure: Currently Level 3 (Managed) – Target Level 5 (Optimised). Cloud-first architecture and removal of legacy servers.
- Business Systems: Currently Level 2 (Fragmented) – Target Level 4 (Integrated). New ERP deployment and system interoperability.
- Support Services: Currently Level 3 (Managed) – Target Level 4 (Continuous Improvement). Annual SLA review and staff feedback integration.

### 3.3 Key Findings

- The Shire maintains a mature and stable ICT environment with proactive monitoring and managed services.
- Cybersecurity maturity continues to improve, but incident management policies require formalisation.
- Current ERP systems (SynergySoft/Altus) are approaching end-of-life and should be replaced by 2030.
- Network and power infrastructure are reliable but due for lifecycle replacement within five years.
- ICT governance processes should evolve into structured strategic oversight with documented KPIs and reporting.

### 3.4 Strategic Opportunities

- Develop a Digital Transformation Roadmap to align technology projects with community outcomes and ensure ICT initiatives deliver measurable value.
- Review and update ICT policies regularly to maintain compliance and align with best practices, addressing emerging technologies and future risks.
- Establish an ongoing Executive Meeting to discuss ICT strategy. The Shire's Executive Team (CEO, Deputy CEO, and Manager of Works and Services) will work collaboratively with the ICT provider, holding quarterly catch-ups and discussing ICT matters during monthly executive meetings. Outcomes will be communicated back to respective teams to maintain transparency and support informed decision-making.
- Continue partnership with the Managed Service Provider (currently WCS) for cybersecurity, monitoring, and infrastructure management, ensuring service delivery meets agreed standards and supports strategic objectives.

- Collaborate with regional local governments (ROC) to explore shared ERP hosting and procurement efficiencies, leveraging economies of scale and fostering regional cooperation.

## 4. Future Direction (2025–2030)

The Shire of Corrigin's ICT Future Direction defines the pathway to achieve a digitally mature, secure, and cloud-enabled environment by 2030. The strategic direction aligns with the WA Department of Local Government, Sport and Cultural Industries (DLGSCI) ICT Capability Framework, focusing on governance, resilience, and innovation. The Shire aims to achieve ICT Capability Level 4 (Strategic) by 2030, supporting service excellence, operational efficiency, and digital inclusion.

### 4.1 Strategic Vision

By 2030, the Shire will operate a fully integrated, cloud-first ICT environment that enables real-time collaboration, data-driven decision-making, and seamless service delivery to the community. This transformation will position the Shire as a regional leader in digital governance, cybersecurity, and sustainability.

Key outcomes include:

- Full cloud transition of ERP, records, and storage systems.
- Achieve and maintain compliance with ACSC Essential Eight Maturity Level 2.
- Regional collaboration for shared ICT hosting and procurement efficiencies.
- Integration of smart technologies for infrastructure and environmental monitoring.



## 4.2.1 5-Year Digital Roadmap Overview

The roadmap below outlines major focus areas and milestones through 2030:

Financial Year	Key Focus Area	Major Deliverables	Outcome
<b>FY2025/26</b>	Cybersecurity and Stability	Essential Eight review, ERP market analysis, Review current ICT policies and creation of new ICT policies if required	Improved resilience and planning foundation
<b>FY2026/27</b>	Governance and ERP Procurement	Establish an ongoing Executive Meeting to discuss ICT strategy, adopt an ICT Governance Policy, and initiate an ERP tender.	Formalised governance and ERP selection
<b>FY2027/28</b>	Infrastructure and Policy Modernisation	Replace Cisco switches and UPS, update ICT policies, confirm ERP vendor	Improved infrastructure and compliance alignment
<b>FY2028/29</b>	ERP Implementation and Cloud Migration	Deploy new SaaS ERP, migrate file servers, upgrade Wi-Fi to 6E standard	Integrated and cloud-first operations
<b>FY2029/30</b>	Optimisation and Digital Maturity	Decommission legacy servers, complete maturity review, implement data dashboards	Sustained efficiency and insight-driven governance

## 4.2.2 Five-Year Roadmap

The roadmap below details the annual focus and key activities required to realise the strategic vision.

### FY2025/26 – Security and Stability

- Maintain operational stability across sites; complete Windows 11 upgrades on remaining devices.
- Progress Essential Eight controls (hardening, patching cadence, admin privilege restrictions).
- Confirm ERP scope and success criteria; draft high-level requirements and market scan.
- Validate backup growth to 2TB and test recovery time objectives (RTO/RPO) against business needs.
- Prepare network inventory and design standards for upcoming switch/Wi-Fi lifecycle replacements.

### FY2026/27 – Governance and ERP Planning

- Establish ongoing Executive Meeting to discuss ICT strategy, adopt an ICT Policies, and initiate an ERP tender.
- Review ICT Governance Policy, Cybersecurity Policy, Acceptable Use, and Incident Response Plan.
- Run an ERP readiness and options assessment; develop the Procurement Plan and EOI/RFT documents.
- Uplift user security awareness program and phishing simulations; expand privileged access management.
- Define data classification and retention schedules to support future ERP migration.

### FY2027/28 – Infrastructure Modernisation and ERP Tender (ERP starts March 2028)

- Replace core Cisco switches; standardise VLANs and QoS; document as-built network diagrams.
- Adopt a configuration baseline for Wi-Fi and endpoint security; ensure NAC-ready posture.
- Issue ERP tender; complete demonstrations, reference checks, and value for money assessment
- Finalise target architecture (integration, identity, data migration, reporting) and the cutover plan.
- Approve benefits realisation framework and change management approach.

## FY2028/29 – ERP Implementation and Cloud Migration

- Execute ERP implementation, data cleansing and migration, integrations, and parallel runs.
- Upgrade Wi-Fi to Wi-Fi 6; standardise managed ePDU for remote power management.
- Transition appropriate workloads to cloud services; reduce on-premise reliance where feasible.
- Deliver role-based training, updated
- procedures, and support model handover.
- Track benefits, KPIs, and user adoption; remediate gaps with hypercare.

## FY2029/30 – Cloud Transition Completion and Optimisation

- Decommission remaining on-premise servers; complete server retirement and disposal processes.
- Optimise licensing, storage, and support costs post-ERP; update disaster recovery runbooks.
- Conduct a post-implementation review and maturity reassessment against DLGSC frameworks.
- Embed continuous improvement cycle and agree the next three-year digital roadmap.

## 4.3 Transformation Programs (Program Charters)

### ERP Replacement Program

**Purpose:** Replace legacy SynergySoft/Altus with a modern cloud ERP to improve financial control, records, asset and works management, rates, and reporting.

**Scope:** core ERP, integrations, data migration, analytics, and training.

**Success Measures:** audit readiness, on-time reporting, reduced manual handling, fewer spreadsheets, faster month-end close, improved customer responsiveness.

### Cybersecurity Uplift Program

**Purpose:** Achieve and sustain Essential Eight Maturity Level 2+ with policy, controls, and monitoring.

**Scope:** application control, macro restrictions, patch cadence, privilege management, MFA, daily backups, user hardening, and incident response exercising.

**Success Measures:** reduced incidents, audit conformance, successful tabletop exercises, improved phishing-resilience metrics.

## Network Modernisation Program

**Purpose:** Refresh switching and Wi-Fi, standardise configurations, and uplift monitoring to support cloud workloads.

**Scope:** L3 core switches, VLAN design, Wi-Fi 6 upgrade, NAC-ready design, ePDU rollout, and documentation.

**Success Measures:** improved uptime, consistent performance, simplified support, and faster fault isolation.

## Data Governance and Analytics Program

**Purpose:** Improve information quality, security, and reuse.

**Scope:** data classification, retention schedules, M365 information architecture, records integration with ERP, and Power BI reporting foundations.

**Success Measures:** cleaner data migrations, compliant retention, executive dashboards adopted.

## Workforce Capability Program

**Purpose:** Lift digital literacy, security behaviours, and ERP proficiency.

**Scope:** role-based learning paths, micro-learning cadence, and onboarding refresh.

**Success Measures:** training completion, help-desk reduction, and improved user satisfaction.

## Business Continuity and DR Program

**Purpose:** Ensure critical services can recover within agreed RTO/RPO.

**Scope:** DR runbooks, failover tests, backup restoration drills, communications templates.

**Success Measures:** tested recovery times, audit evidence, and annual improvements.



## 5. Asset Replacement Plan

The Asset Replacement Plan ensures all ICT assets are maintained within optimal lifecycle parameters, balancing performance, cost, and reliability. The plan integrates with the Shire's Asset Management Plan and Long-Term Financial Plan (LTFP).

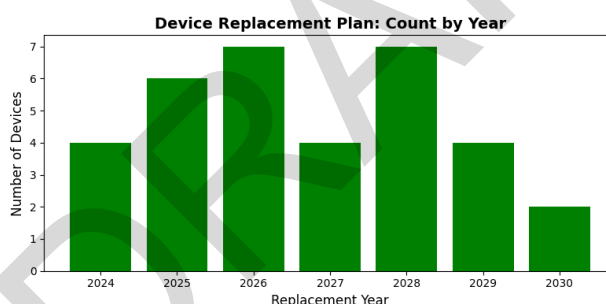
Asset Category	Lifecycle (Years)	Next Replacement	Comments
<b>Laptops and Desktops</b>	4–5	Ongoing	Rolling replacement via Managed Service Provider (currently WCS) MSA
<b>Servers and Virtual Hosts</b>	7	N/A	To be phased out by 2030
<b>Network Switches and UPS</b>	6–8	FY2027/28	Planned Cisco refresh and UPS upgrade
<b>Firewall and Security Devices</b>	4	FY2026/27	Next-gen Sophos upgrade
<b>Datto BCDR System</b>	5	FY2028/29	Upgrade to higher capacity and retention
<b>ERP System</b>	10+	FY2028/29	Cloud transition and integration

Annual reviews will be conducted with Managed Service Provider (currently WCS) to ensure asset replacement aligns with vendor support cycles, budget forecasts, and environmental sustainability targets (e.g., e-waste recycling and energy-efficient devices).

## 6. Budget and Financial Plan

The Budget and Financial Plan underpins ICT sustainability by integrating operational and capital budgets within the Long-Term Financial Plan (LTFP). It reflects anticipated cost escalations, ERP project investment, and post-cloud savings. Data has been derived from the *SOCR ICT Strategic Planning Budget 2025–2030 Spreadsheet*.

Category	FY25/26	FY26/27	FY27/28	FY28/29	FY29/30
<b>IT Hardware</b>	\$58,300	\$60,049	\$61,850	\$63,706	\$65,617
<b>Software and Licensing</b>	\$56,037	\$57,718	\$59,449	\$61,233	\$63,070
<b>Backups (2TB Datto)</b>	\$14,881	\$15,327	\$15,787	\$16,260	\$16,748
<b>Security and Cyber</b>	\$17,113	\$17,626	\$18,155	\$18,700	\$19,261
<b>Internet Services</b>	\$8,346	\$8,596	\$8,854	\$9,120	\$9,394
<b>IT Support (MSA)</b>	\$41,171	\$42,406	\$43,678	\$44,988	\$46,338
<b>ERP Project*</b>	\$100,000	\$100,000	\$50,000		
<b>Server Decommission</b>	-	-	-	-	\$5,000



Graph: Replacement Plan

\* In FY24/25, an allowance of \$100,000 was allocated to a reserve for the future ERP replacement project, and a new ERP system may require an increase to the software and licensing budget.

Post-cloud transition, operating costs are expected to stabilise with annual CPI adjustments, and external grant funding opportunities may be explored for cybersecurity and ERP-related initiatives. The ICT budget will be reviewed annually as part of the Shire's budget process and updated in line with the upcoming financial year and other Integrated Planning and Reporting (IPR) requirements to ensure alignment with strategic priorities, emerging technology needs, and community expectations. These annual reviews support strong governance by keeping ICT investments relevant and cost-effective, while mitigating financial and operational risks through timely adjustments for technology changes, compliance obligations, and lifecycle replacements. This proactive approach reduces the likelihood of unexpected costs and ensures transparency in decision-making.

## 7. Governance and Risk Management

ICT governance ensures strategic alignment, accountability, and risk management. The Shire's model is based on DLGSC ICT Governance and Cyber Security Framework principles, incorporating clear reporting lines and controls.

Governance structure:

- Council: Provides strategic oversight and funding approval.
- Chief Executive Officer (CEO): Accountable for ICT strategy and performance.
- Executive Management Team: Quarterly oversight, chaired by the CEO, including Managed Service Provider (currently WCS) representation.
- Managed Service Provider (currently Wallis Computer Solutions): Delivers managed services, security operations, and reporting.
- Audit, Risk, and Improvement Committee: Reviews ICT risk register and annual performance.

A structured ICT Risk Register will track operational, cyber, and compliance risks. Each risk is assessed against likelihood and impact, with mitigations mapped as required.

Risk	Likelihood	Impact	Mitigation
Cybersecurity Breach	Medium	High	Essential Eight compliance; MFA; 24/7 monitoring; firewall and antivirus updates; staff education; strong authentication.
ERP Project Delay / Slow Adoption	Medium	High	Project governance; vendor SLAs; milestone tracking; staff engagement; collaboration with ROEroc.
Hardware Failure	Low	Medium	Lifecycle replacement; Datto BCDR; vendor support for installation and maintenance.
Network Outage	Medium	Medium	Bonded 4G/Starlink redundancy; identify single points of failure; implement failover devices.
Data Loss	Low	High	Datto backup replication; regular restore testing.
Lack of ICT Investment / No Strategic Direction	Medium	High	ICT strategic planning; forward budgeting; maintain and update ICT Strategic Plan.
End-of-Life Hardware / OSH-WHS Risks	Medium	High	Timely hardware replacement; consider OSH/WHS requirements; enclosures for noisy ICT equipment.
Vendor Dependency / Contract Changes	Medium	High	Provider-neutral planning; clear exit strategies; documentation for continuity.

Regular risk reviews will occur biannually with the Audit, Risk, and Improvement Committee. Findings and performance metrics will be incorporated into the Executive's review of its current risk dashboard, which will align to ISO 31000—an international standard for risk management that ensures a structured and effective approach to identifying and mitigating risks.

DRAFT



## 8. Recommendations

The following recommendations establish a roadmap for implementation and continuous improvement of ICT governance and operations at the Shire of Corrigin:

1. Endorse this Strategic ICT Plan as part of the Integrated Planning and Reporting Framework.
2. Approve LTFP funding for ERP implementation (\$300,000 across FY2027/28–FY2029/30).
3. Endorse the lifecycle replacement program and associated annual budget submissions.
4. Maintain partnership with Managed Service Provider (currently WCS) for managed ICT and cybersecurity services.
5. Require annual reporting to the Audit, Risk, and Improvement Committee on Essential Eight maturity, DR testing, roadmap progress, and benefits realisation.
6. Note that on-premise servers will be decommissioned after ERP go-live by 2030, with a dedicated decommission budget allocation.
7. Undertake annual staff cybersecurity training and awareness initiatives.

The successful execution of these recommendations will ensure the Shire of Corrigin maintains a secure, innovative, and sustainable ICT environment aligned with DLGSC's digital transformation objectives.

## 9. Appendices

### Appendix 1: Hardware (Laptops/Workstations) Lifecycle Replacement Schedule

User/location	Description	Computer ID	Purchased	Office version	Synergy linked	Replacement Due	Status
rates	Laptop	SOCR-LP26WX	22/05/2020	MS365	YES	2024	overdue
depot	Laptop	SOCR-LP27WX	20/08/2020	MS365	YES	2024	overdue
eho	Laptop	SOCR-LP31WX	25/08/2020	MS365	YES	2024	overdue
cdf	Laptop	SOCR-LP32WX	7/09/2020	MS365	YES	2024	overdue
crclaptop1(old)	Laptop	SOCR-LP35WX	16/03/2021	MS365	YES	2025	due now
roeeho	Laptop	SOCR-LP36WX	15/07/2021	MS365	YES	2025	due now
works	Laptop	SOCR-LP38WX	2/09/2021	MS365	YES	2025	due now
roads	Laptop	SOCR-LP39WX	2/09/2021	MS365	YES	2025	due now
crclaptop2	Laptop	SOCR-LP52WX	7/10/2021	MS365	YES	2025	due now
depot	WorkStation	SOCR-WS25WXI	16/06/2020	MS365	YES	2025	due now
ceo	Laptop	SOCR-LP43WXI	5/01/2022	MS365	YES	2026	upcoming
chambers	Laptop	SOCR-LP44WX	3/11/2022	MS365	YES	2026	upcoming
csolibrary	WorkStation	SOCR-WS33WX	11/01/2021	MS365	YES	2026	upcoming
csotourism	WorkStation	SOCR-WS34WX	14/01/2021	MS365	YES	2026	upcoming
ao	WorkStation	SOCR-WS37WX	11/08/2021	MS365	YES	2026	upcoming
crcpublic1	WorkStation	SOCR-WS53WX	7/10/2021	MS365	YES	2026	upcoming
crcpublic2	WorkStation	SOCR-WS54WX	7/10/2021	MS365	YES	2026	upcoming
spare	Laptop	SOCR-LP22WX	1/04/2023	MS365	YES	2027	upcoming
eso	Laptop	SOCR-LP49WX	31/01/2023	MS365	YES	2027	upcoming
dceo	Laptop	SOCR-LP50WX	2/02/2023	MS365	YES	2027	upcoming
wcs	WorkStation	WCSMGMT-SOCR	9/08/2022	MS365	YES	2027	upcoming
pool	Laptop	SOCR-LP58WXI	16/05/2024	MS365	YES	2028	upcoming
finance	Laptop	SOCR-LP59WXI	16/05/2024	MS365	YES	2028	upcoming

User/location	Description	Computer ID	Purchased	Office version	Synergy linked	Replacement Due	Status
<b>ceo</b>	Laptop	SOCR-LP60WXI	3/10/2024	MS365	YES	2028	upcoming
<b>rates</b>	WorkStation	SOCR-WS46WX	31/01/2023	MS365	YES	2028	upcoming
<b>finance</b>	WorkStation	SOCR-WS47WX	31/01/2023	MS365	YES	2028	upcoming
<b>reception</b>	WorkStation	SOCR-WS48WX	31/01/2023	MS365	YES	2028	upcoming
<b>fao</b>	WorkStation	SOCR-WS51WX	14/03/2023	MS365	YES	2028	upcoming
<b>crclaptop1(new)</b>	Laptop	SOCR-LP61WXI	3/10/2025	MS365	YES	2029	upcoming
<b>parks</b>	WorkStation	SOCR-WS55WXI	8/05/2024	MS365	YES	2029	upcoming
<b>cgndepot</b>	WorkStation	SOCR-WS56WXI	8/05/2024	MS365	YES	2029	upcoming
<b>crccoordinator</b>	WorkStation	SOCR-WS57WXI	6/05/2024	MS365	YES	2029	upcoming
<b>csolibrary</b>	WorkStation	SOCR-WS62WXI	4/11/2025	MS365	YES	2030	upcoming
<b>wcs</b>	WorkStation	WCSMGMT-SOCR	12/09/2025	MS365	YES	2030	upcoming

## AUTHORISATION TO PURCHASE GOODS AND SERVICES

**Policy Owner:** Corporate and Community Services  
**Person Responsible:** Deputy Chief Executive Officer, Senior Finance Officer  
**Date of Approval:** 17 October 2017  
**Amended:** 16 October 2018, 18 October 2022, 23 October 2023, 16 December 2025

**Objective:** To establish guidelines for the purchasing of goods and services by employees, ensure appropriate authorisation of liabilities and payments, and strengthen internal control measures including segregation of duties for high value purchases.-

**Policy:** The CEO is permitted to issue orders and purchase all authorised expenditure on Council behalf.

The following employees are authorised, on delegation by the CEO, to purchase goods and services included in the annual budget

Position	Amount
Deputy CEO	\$50,000
Manager Works and Services	\$50,000
Building Officer	\$40,000
Pool Manager	\$5,000
Leading Hand – Roads & Civil	\$5,000
Leading Hand – Parks, Gardens & Town Maintenance	\$5,000
Customer Service Officer (Shire Administration), Administration Officer, Executive Support Officer, Finance Administration Officer, Finance/HR Officer, Senior Finance Officer, Community Resource Centre Coordinator and Workplace Safety and Depot Administration Officer	\$1,000

### Purchase Orders

A purchase order is required for all expenditure over \$100 and will only be raised for items within a budget.

The CEO or Deputy CEO may authorise expenditure without a purchase order for services that may include (but not limited) to the following: utilities, insurance premiums, subscription renewals, general service charges and the like.

Direct purchases using credit cards do not require a purchase order.

The following information is to be included on the Purchase Order:

- Date Requested.
- Requesting Officer.
- Contact details of supplier.
- Description of goods including quantity.



- General ledger code (request code from Finance Officer if not known).
- Date required by if applicable.
- Include supporting information e.g. Council resolution in support of request, delivery location, date required etc.
- Details of verbal or written quotations or tender.

Evidence of requested quotes should be maintained such as names, telephone numbers, email addresses and written correspondence.

Quotes for goods and services may be selected based for reasons other than price alone, such as previous good service, availability and reliability. Recording the reasons for selection is required to demonstrate the probity of all purchasing decisions. Quotes and supporting documentation should be attached to the purchase order and forwarded to the Finance Administration Officer.

### **Segregation of Duties**

For purchases exceeding \$50,000 (including GST), and for minor plant, equipment or tyre purchases exceeding \$1,000, the Ordering Officer and Authorising Officer must be different individuals.

- The Ordering Officer is responsible for checking and signing to confirm goods or services have been received and quantities match.
- The Authorising Officer must independently review, verify, and sign to confirm receipt before payment approval.

This requirement is in addition to existing purchasing and creditor procedures and forms part of the Shire's internal control framework to reduce the risk of error, fraud, or unauthorised expenditure.



# Customer Service Charter

The Shire of Corrigin is committed to providing the highest standard of service to all our customers. Our customers have the right to expect excellent service from all areas of the organisation.

## Our Core Values

- We will be professional and have a strong work ethic
- We will work together as a team to achieve our goals
- We will take pride in our work and strive to continually improve the way we do things
- We will communicate with each other and to our community in a positive and respectful manner
- We will provide a safe, healthy, and inclusive work environment
- We will support local businesses when possible
- We will be a leader in local government governance and operations

## Our Customer Service Standards

Our employees will:

- identify themselves
- listen carefully to what you have to say
- be helpful, polite, and courteous
- follow through on any commitments they make
- value and encourage your feedback

Our information will be:

- easy to access
- accurate and consistent
- relevant and practical

Our actions will:

- be fair and impartial
- be completed within a specified timeframe
- take your individual needs into consideration

## Our Commitment to Customer Service

We will:

- answer telephone calls promptly and respond to telephone messages by the end of the next working day
- respond to verbal queries within 5 working days
- respond to written queries within 10 working days
- respond to complaints within 10 working days
- update you on the progress of your query or complaint if a delay is likely
- acknowledge and rectify when an error has occurred
- honour the Shire of Corrigin Code of Conduct
- in giving advice of a refusal, approval, or authorisation (including a licence or permit) with or without conditions, officers will provide the details of how, to whom and by when an appeal, objection or review of the decision can be made, if such right exists either at law or Council Policy.

## Communication

### Communication with the Community

The Shire of Corrigin uses a range of methods for communicating with the general public including:

1. Council meetings, community forums, public meetings, and Annual Electors Meetings.
2. Advertisements in the West Australian for legislated statewide public notices.
3. Advertisements in the Narrogin Observer and/or the local Windmill newspaper for local public notices.
4. Displaying information with poster displays.
5. Bulk email distribution list.
6. Shire website.
7. Facebook page.
8. Delivered leaflets; and
9. Noticeboard located at the Administration Office, Community Resource Centre, and Main Street.

One, or a combination, of any of the above methods may be used at any time to notify members of the public of activities and events within the Shire of Corrigin and to promote the Shire generally.

Additionally, the monthly newsletter, will be distributed via a bulk email distribution list to the community as well as being included in The Windmill, on the shire social media page and on the website.

### Abusive Customers

Where a customer is abusive or uses bad language, the communication may be terminated immediately by the Officer. If face to face, the Officer may walk away. If by telephone, the Officer may terminate the call. If in an email the address may be blocked or not responded to.

The Chief Executive Officer may decide (or delegate to Managers) to limit or cease responses to any person who is abusive and or derogatory in his/her communication with the Shire or who fails to accept that the Shire has done all that it can to assist. A decision of this nature will be communicated in writing to the person.

If an Officer feels threatened by the language or behaviour of the customer, the Police may be notified.

## Our Expectations of the Customer

To help us meet our commitments we ask you to:

- Treat officers with courtesy and respect.
- Provide accurate and complete details.
- Make an appointment in relation to a complex enquiry or need to see a specific officer; and
- Be considerate by not talking on your mobile phone whilst being served.

## Compliments and Complaints

**A Compliment** is an expression of approval or praise about our products or services. To give us a compliment a simple 'Thank You' or acknowledgement of quality service with a letter, email, or comment on our social media.

**A Suggestion** is an idea or proposal that you believe will help improve our products and services.

**A Works Request** is used to report a problem or request a service from the Shire in relation to one of our many services or facilities maintained by the Shire. A works request can be completed by attending our Administration Office or on our website. A Works Request is not a request for private works on private property or facilities.

**A Complaint** is an expression of dissatisfaction about our products or services, or the complaints handling process itself, where you expect a response or resolution.

### **What is not a complaint?**

1. A request for service.
2. A request for information or an explanation of a policy or procedure.
3. Disagreement with a policy or procedure of the Council.
4. An expression concerning the general direction and performance or behavior of the Shire or its Councillors; and
5. Reports about neighbours, noise, dogs, nuisances, unauthorised building work or similar issues that fall into the regulatory aspect of the Shire's service.

### **Complaints Management Process**

A complainant may make a complaint by phone, email or in person to any Shire of Corrigin representative but will be required to formalise the complaint in writing. Correspondence should be addressed to the Chief Executive Officer and the complainant's contact details are required to be provided.

Your complaint should include:

- who or what you are complaining about.
- what you think has gone wrong.
- how you have been affected.
- when the issue occurred.
- details of any telephone conversations and/or meetings.
- copies of relevant documents (e.g. correspondence);
- what you have done to try and resolve the issue.
- the outcome you are seeking

Once a complaint is lodged, we undertake to acknowledge it in writing if it has not previously been resolved. We will inform you of any progress within seven working days.



Some complaints may take longer to finalise, due to the complexity of the issue. If this is the case, we will keep you involved in the process and provide you with regular feedback.

If you need any further clarification on how your complaint will be managed, we will provide you with information on our Complaint Handling Procedure.

If a complaint remains unresolved or you are dissatisfied with our process in dealing with a complaint, alternative avenues to explore include:

***Ombudsmans Office*** – The Ombudsman investigates complaints about State Government departments, agencies, and boards; government services such as hospitals, prisons, schools and Local Governments. The Ombudsman will generally ask that you try to resolve the complaint first with the public authority involved.

Mail: PO Box Z5386, St Georges Terrace, Perth WA 6831  
Telephone: (08) 9220 7555 or Toll Free 1800 117 000  
Website: [www.ombudsman.wa.gov.au](http://www.ombudsman.wa.gov.au)  
Email: [mail@ombudsman.wa.gov.au](mailto:mail@ombudsman.wa.gov.au)

#### ***Department of Local Government –***

The Department of Local Government provides oversight, support and regulatory guidance to local governments in Western Australia. Complaints about the conduct of Council Members are managed under the *Local Government Act 1995* and the *Local Government (Model Code of Conduct) Regulations 2021*. Minor breach complaints must be lodged in writing with the Shire's Complaints Officer, who will assess and refer them through the State's legislated process. Serious or statutory breach matters may be referred directly to the Department for investigation or advice.

Mail: Gordon Stephenson House, Level 2, 140 William Street, Perth WA 6000  
Telephone: (08) 9222 3333 or Toll Free 1800 634 541  
Website: [https://www.wa.gov.au/organisation/departments-of-local-government-industry-regulation-and-safety](https://www.wa.gov.au/organisation/departments/departments-of-local-government-industry-regulation-and-safety)  
Email: [online@lgirs.wa.gov.au](mailto:online@lgirs.wa.gov.au)

#### **How you can contact us**

**Phone:** (08) 9063 2203  
**In person:** 9 Lynch Street, Corrigin WA 6375  
8.30am – 4.30pm  
Monday to Friday  
**Mail:** PO Box 221 Corrigin WA 6375  
**Email:** [shire@corrigin.wa.gov.au](mailto:shire@corrigin.wa.gov.au)  
**Website:** [www.corrigin.wa.gov.au](http://www.corrigin.wa.gov.au)  
**Facebook:** <https://www.facebook.com/ShireofCorrigin>

*Endorsed by Council XXXX, Resolution XXXX*



# Annual Report

## 2024-2025





# Shire of Corrigin

9 Lynch Street  
Corrigin WA 6375  
(08) 9063 2203

[shire@corrigin.wa.gov.au](mailto:shire@corrigin.wa.gov.au)  
[www.corrigin.wa.gov.au](http://www.corrigin.wa.gov.au)



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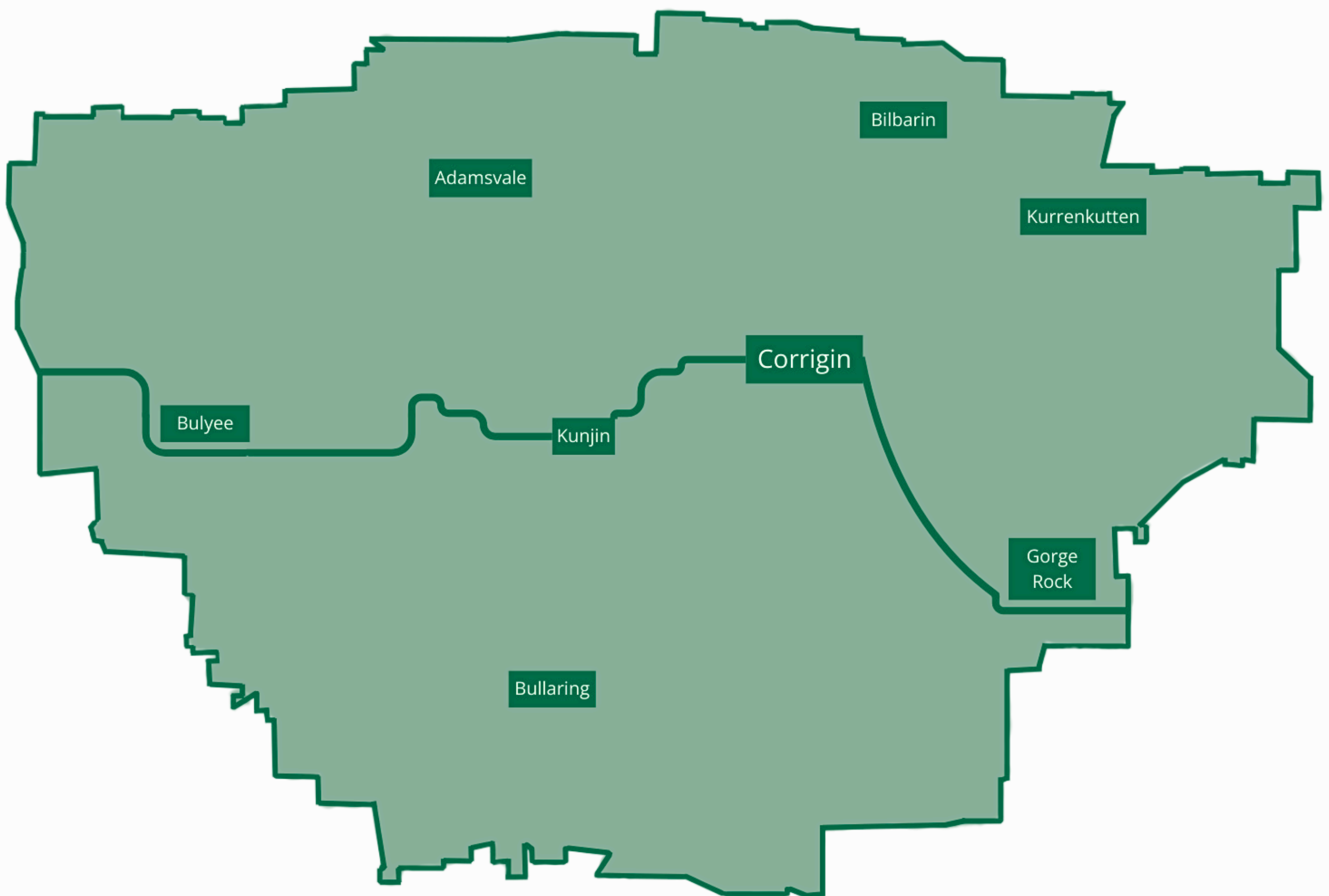


# Introduction to the Shire of Corrigin

The Shire of Corrigin is located in the Roe region of Western Australia's Wheatbelt approximately 2.5 hours drive east of Perth. The Shire of Corrigin covers an area of around 3,095 square kilometres.

Corrigin is a vibrant country community founded on broad acre farming. Known for its agricultural industry, particularly cereal cropping and sheep farming. Corrigin is also recognised for its natural beauty, including scenic drives, wildflower season, and Gorge Rock.

Corrigin provides a range of services to meet the community's needs including education, health and wellness, recreation facilities, volunteer programs, and affordable land and housing. These offerings help to build a strong and connected community and attract visitors, making the Shire of Corrigin a lively place. Over 1,000 proud and friendly locals are keen to welcome all visitors and prospective residents to Corrigin and hope that you enjoy the town as much as we do.





# Our Vision

Strengthening our  
community now to grow  
and prosper into the future





# Our Mission

We provide leadership to our local community and the delivery of services and facilities to make Corrigin a healthy, happy, growing and inclusive community





# President's Report

It is my pleasure to present the Annual Report for the Shire of Corrigin for the 2024/25 financial year. This year has been one of steady progress, with Council and staff working together to deliver important projects, strengthen governance, and continue investing in the future of our community.

## 2024/2025 Budget

In July 2024, Council adopted the Shire's Budget, which included a 4% rate rise. The budget provided for \$2.83 million towards road and footpath projects, \$1 million for plant and equipment, \$346,000 for land and building upgrades, \$409,000 for parks and ovals, and \$396,000 for other infrastructure. These allocations reflect Council's commitment to maintaining essential services while also investing in community facilities and infrastructure improvements across the district.

## Infrastructure and Community Projects

Council delivered a number of projects that enhanced safety, accessibility, and the overall amenity of the town. The front steps of the Corrigin Town Hall were revitalised, removing the old ramp and restoring the historic look of the building, while a new ramp was installed at the side to ensure accessibility. The installation of new lighting at the Corrigin airstrip has improved safety and usability, particularly for emergency services and after-dark operations. The removal of trees along Kirkwood Street addressed safety concerns, improved traffic visibility, and opens the opportunity for the future installation of a footpath.

## Council Update

In March 2025, Councillor Brooke Filinski resigned from her position on Council. I would like to thank Brooke for her contribution during her time with the Shire of Corrigin and for her commitment to representing the community.

## Strategic Planning

Council has continued its focus on long-term planning and aligning community priorities with Council objectives. Work has commenced on developing a new overarching Council Plan, which will integrate the Corporate Business Plan and Strategic Community Plan into a single forward-looking framework. This new Council Plan is not just an update, but a refreshed vision for the Shire over the next decade.

Community consultation has been undertaken to gather input on priorities and aspirations, and Councillor workshops have been held to guide the development of this plan.

Important governance and planning documents endorsed this year included:

- Register of Policies – annual review endorsed October 2024
- Corporate Business Plan – reviewed and endorsed June 2025
- Delegations Register – reviewed and endorsed June 2025

These reviews ensure our governance framework remains current, transparent, and aligned with the needs and expectations of our community.

## Acknowledgements

I would like to extend my sincere appreciation to all Councillors for their dedication and support throughout the year. Their commitment to making balanced and informed decisions has been invaluable in guiding the Shire forward.

I also acknowledge our CEO, Ms Natalie Manton, and the Shire staff for their professionalism and tireless efforts in delivering quality services and projects for Corrigin. Their work is vital to the success of our Shire and deeply appreciated.

Finally, thank you to the Corrigin community for your ongoing involvement and support. The progress we achieve each year is made possible through the shared efforts of Council, staff, and residents working together for the benefit of our district.

Cr Des Hickey  
President





# Chief Executive Officer's Report

It is my pleasure to present the 2024/25 Annual Report to the residents and ratepayers of the Shire of Corrigin.

The Shire administration and works teams continued to focus on the delivery of services to the community during 2024/25. The outside works team worked tirelessly throughout the year delivering the large capital works program together with ongoing road maintenance.

Despite the challenges of a long, hot summer, the parks, gardens, and ovals continued to receive positive feedback from both locals and visitors, reflecting the pride the staff take in maintaining these public areas.

## Major Projects

A major highlight of the year was the restoration of the Corrigin Town Hall including the reinstatement of the front steps and installation of new accessible ramp on the northern side of the building. The improvements will ensure that the iconic Town Hall continues to be enjoyed by the community well into the future.

Local Roads and Community Infrastructure funding was used to upgrade the airstrip lights providing a more reliable and safer landing area for the Royal Flying Doctor Service.

## Road Program Updates

In the 2024/25 financial year approximately 7 km of Corrigin Quairading Road and Wickepin Corrigin Road were reconstructed and widened. Delays in obtaining a clearing permit for the planned reconstruction works on the Wickepin Corrigin Road required the team to move to a new section of the road where a clearing permit was not required rather than jeopardise the funding. A final seal was applied to 5.3km of Corrigin Quairading Road and Babakin Corrigin Road.

The shoulder widening program continued with 2.34km on the Yealering Kulin Road to improve road safety. Approximately 8 km narrow bitumen roads were resealed with crumbed rubber helping to extend the useful life of the road.

The disaster recovery work was finalised in 2024/25 following the major flood event in July 2021 and fire in February 2022. By combining disaster recover funding for reinstatement with Local Roads and Community Infrastructure funding the shire was able to upgrade and lift the floodway on the Wickepin Corrigin Road. The upgrade improved safety and reduced the risk of future flooding, ensuring better access and reliability for road users during adverse weather conditions.

## Staff

During the year an informal farewell was held for Peter Kirkwood at the depot where he was congratulated for his outstanding contribution to the shire over 39.5 years. Such a dedicated and loyal employee is rare, and his dedication, reliability and loyalty to the shire was outstanding.

Several employees reached significant length of service milestones during the year including Nick Darke who was congratulated for 10 years with the shire along with Mark Channon, Kylie Caley, Brendon Gerrard and Gerry Smith who all received Certificates of Appreciation for five (5) years with the Shire of Corrigin.

Thank you to Deputy CEO Myra Henry and the office team and Terry Barron and the outside team for their dedication and hard work throughout the year.

## Thank You

I would like to extend my appreciation to the President Cr Des Hickey, Councillors and all the staff for their ongoing support and collaboration over the past year.

I look forward to exciting and new projects planned for the coming year build a strong, progressive and thriving community and a great place to work.

Natalie Manton  
Chief Executive Officer





# Our Council Members



**Cr Desmond Hickey**  
President  
Term Expiry: 2025



**Cr Sharon Jacobs**  
Deputy President  
Term Expiry: 2027



**Cr Matthew Dickinson**  
Councillor  
Term Expiry: 2025



**Cr Brydon Fare**  
Councillor  
Term Expiry: 2025



**Cr Brooke Filinski**  
Councillor  
Retired from Council March 2025



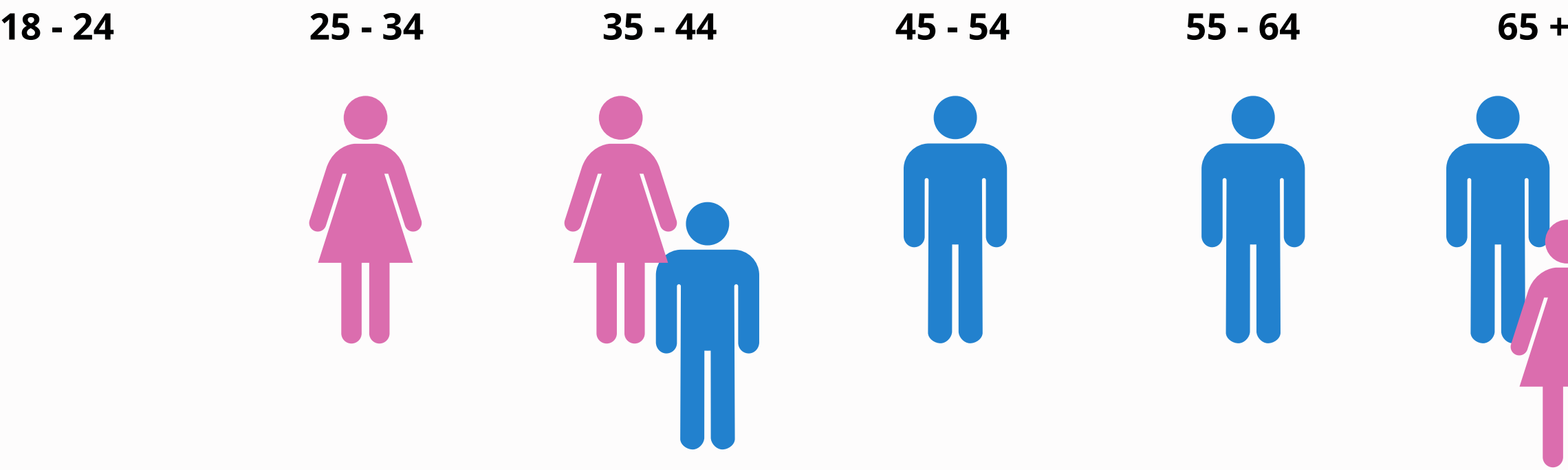
**Cr Michael Weguelin**  
Councillor  
Term Expiry: 2027



**Cr Megan Leach**  
Councillor  
Term Expiry: 2027

## Elected Member Diversity Data

The Council comprised four male and three female elected members in the following age ranges:





# Elected Member Meeting Attendance

The number of meetings attended by elected members during the 2024/2025 financial year is summarised below:

**Table 1:** Attendance of elected members at Council Meetings - 1 July 2024 to 30 June 2025.

Elected Member	Ordinary Council Meetings	Special Meetings	Apologies	Leave of Absence
Cr D Hickey	11	1	0	0
Cr S Jacobs	11	1	0	0
Cr B Fare	10	0	2	0
Cr B Filinski (Retired Mar 2025)	7	1	1	0
Cr M Dickinson	10	0	2	0
Cr M Leach	10	1	1	0
Cr M Weguelin	8	1	2	1

**Table 2:** Attendance of elected members at Committee Meetings - 1 July 2024 to 30 June 2025.

Elected Member	Audit & Risk Management	Bushfire Advisory	Local Emergency Management	CEO Performance Review
Cr D Hickey	5	2	4	1
Cr S Jacobs	5	N/A	2	1
Cr B Fare	3	N/A	N/A	1
Cr B Filinski (Retired Mar 2025)	4	N/A	N/A	N/A
Cr M Dickinson	3	1	N/A	0
Cr M Leach	4	N/A	N/A	1
Cr M Weguelin	2	N/A	N/A	1

# Elected Member Training

Section 5.127 of the Local Government Act 1995 requires a local government to prepare a report for each financial year on the training completed by Council Members in the financial year.

The Annual Report on elected member training is published on the Shire of Corrigin website within one month after the end of the financial year to which the report relates.

Elected Member	Training Course Description	Dates(s)
<b>President</b> Cr Desmond Hickey	Conflicts of Interest	17 March 2020
	Meeting Procedures	27 April 2020
	Serving on Council	2 September 2020
	Understanding Financial Reports and Budgets	7 October 2020
	Understanding Local Government	18 February 2020
<b>Deputy President</b> Cr Sharon Jacobs	Conflicts of Interest	17 March 2020
	Meeting Procedures	20 April 2020
	Serving on Council	8 September 2020
	Understanding Financial Reports and Budgets	11 October 2020
	Understanding Local Government	18 February 2020
Cr Michael Weguelin	Conflicts of Interest	13 July 2020
	Meeting Procedures	4 April 2020
	Serving on Council	5 October 2020
	Understanding Financial Reports and Budgets	5 October 2020
	Understanding Local Government	18 February 2020
Cr Matthew Dickinson	Conflicts of Interest	17 March 2020
	Meeting Procedures	22 April 2020
	Serving on Council	18 October 2022
	Understanding Financial Reports and Budgets	16 August 2022
	Understanding Local Government	18 February 2020
Cr Brydon Fare	Conflicts of Interest	29 March 2022
	Meeting Procedures	21 June 2022
	Serving on Council	5 April 2022
	Understanding Financial Reports and Budgets	28 March 2022
	Understanding Local Government	29 March 2022



# Elected Member Training

Elected Member	Training Course Description	Dates(s)
Cr Megan Leach	Conflicts of Interest	5 January 2024
	Meeting Procedures	2 May 2024
	Serving on Council	20 May 2024
	Understanding Financial Reports and Budgets	19 May 2024
	Understanding Local Government	5 January 2024
Cr Brooke Filinski Resigned March 2025	Conflicts of Interest	5 January 2024
	Meeting Procedures	14 February 2024
	Serving on Council	15 May 2024
	Understanding Financial Reports and Budgets	14 February 2024
	Understanding Local Government	5 January 2024

# Elected Member Fees and Allowances

Elected Member	Fees/Allowance	Amount (\$)
<b>President</b> Cr Desmond Hickey	Meeting Fee - President	\$8,000
	President Allowance	\$8,000
	ICT Allowance	\$1,000
	<b>TOTAL</b>	<b>\$17,000</b>
<b>Deputy President</b> Cr Sharon Jacobs	Meeting Fee - Deputy President	\$4,500
	Deputy President Allowance	\$2,000
	ICT Allowance	\$1,000
	<b>TOTAL</b>	<b>\$7,500</b>
Cr Michael Weguelin	Meeting Fee - Councillor	\$4,500
	ICT Allowance	\$1,000
	<b>TOTAL</b>	<b>\$5,500</b>
Cr Matthew Dickinson	Meeting Fee - Councillor	\$4,500
	ICT Allowance	\$1,000
	<b>TOTAL</b>	<b>\$5,500</b>
Cr Brydon Fare	Meeting Fee - Councillor	\$4,500
	ICT Allowance	\$1,000
	<b>TOTAL</b>	<b>\$5,500</b>



# Elected Member Fees and Allowances

Elected Member	Fees/Allowance	Amount (\$)
Cr Megan Leach	Meeting Fee - Councillor	\$4,500
	ICT Allowance	\$1,000
	<b>TOTAL</b>	<b>\$5,500</b>
Cr Brooke Filinski	Meeting Fee - Councillor	\$3,150
	ICT Allowance	\$700
	Child Care Fees	\$120.90
	<b>TOTAL</b>	<b>\$3,970.90</b>





# Local Government (Model Code of Conduct) Regulations 2021 - Complaints Register

The regulations require the reporting of various offences by elected members, as prescribed by the Regulations. Elected members must comply with their obligations under the *Local Government Act 1995* and subsidiary legislation. Complaints about elected member conduct are to be made to the Complaints Officer, who in accordance with section 5.120 of the *Local Government Act 1995*, must be a designated senior employee. The Shire of Corrigin Complaints Officer is the Chief Executive Officer.

Section 5.121 of the *Local Government Act 1995* requires the Annual Report to contain details of the entries made in the Complaints Register regarding complaints made about elected members. There are no formal complaints in the Register of Complaints.

No remuneration and allowances were paid by the Local Government under Schedule 5.1 clause 9 during the financial year.

There was no amount ordered under section 5.110(6)(b)(iv) to be paid by a person against whom a complaint was made under section 5.107(1), 5.109(1) or 5.114(1) to the Local Government during the financial year.





# Our Executive Management



**Natalie Manton**  
Chief Executive Officer



**Myra Henry**  
Deputy Chief Executive Officer



**Terry Barron**  
Manager of Works and Services

## Employee Remuneration Disclosure

The *Local Government (Administration) Regulations 1996* requires the Annual Report to include the number of employees of the local government entitled to an annual salary of \$130,000 or more; and the number of those employees with an annual salary entitlement over \$130,000.

The number of employees entitled to an annual salary of \$130,000 or more for 2024/2025 is set out below:

From	To	Number
\$130,000	\$139,999	
\$140,000	\$149,999	1
\$150,000	\$159,999	
\$160,000	\$169,999	
\$170,000	\$179,999	
Total		1

The Shire of Corrigin is classified as a Band 4 Shire with the Total Reward Package for the CEO to be between \$150,000 - \$230,000.

The total remuneration paid to the CEO including base salary, superannuation, motor vehicle, professional memberships, allowances, and fringe benefits tax for 2024/2025 financial year was \$217,689



# Strategic Community Plan

The Strategic Community Plan reinforces our commitment to the people who live, work, and visit Corrigin. The purpose of this document is to provide a clear purpose and strategic direction for our Shire, and to source the funding and support required to address the community priorities detailed later in this document.

It was developed based on:

- The State Government's Blueprint for the region and other relevant policies, plans and strategies from both the State and Federal Governments.
- Extensive community engagement on what is important to the people that live within our Shire.
- Input from Elected Members and Staff based on feedback they have received and their strong desire to deliver positive outcomes for their community.
- Current partnerships and projects already being delivered.

## How the Strategic Community Plan Will be Used

The Strategic Community Plan outlines how the Shire will work towards a positive future for the Shire of Corrigin community as it seeks to achieve its vision inspired by the community's aspirations. The Strategic Community Plan influences how the Shire uses its resources to deliver services to the community and is the primary driver for all other planning undertaken by the Shire.

The Shire of Corrigin used the Strategic Community Plan to:

- Guide priority setting and decision making;
- Provide a mechanism for the ongoing integration of local planning initiatives;
- Inform decision making of other agencies and organisations, including community and State Government;
- Provide a rationale to pursue grants and other resources by demonstrating how specific projects align with the aspirations of our community, within the strategic direction of the Shire;
- Inform potential investors and developers of our community's key priorities, and the way we intend to grow and develop;
- Engage local businesses, community groups, and residents in various ways to contribute to the Shire's future; and
- Provide a framework for monitoring progress against our vision.

## Progress Reporting

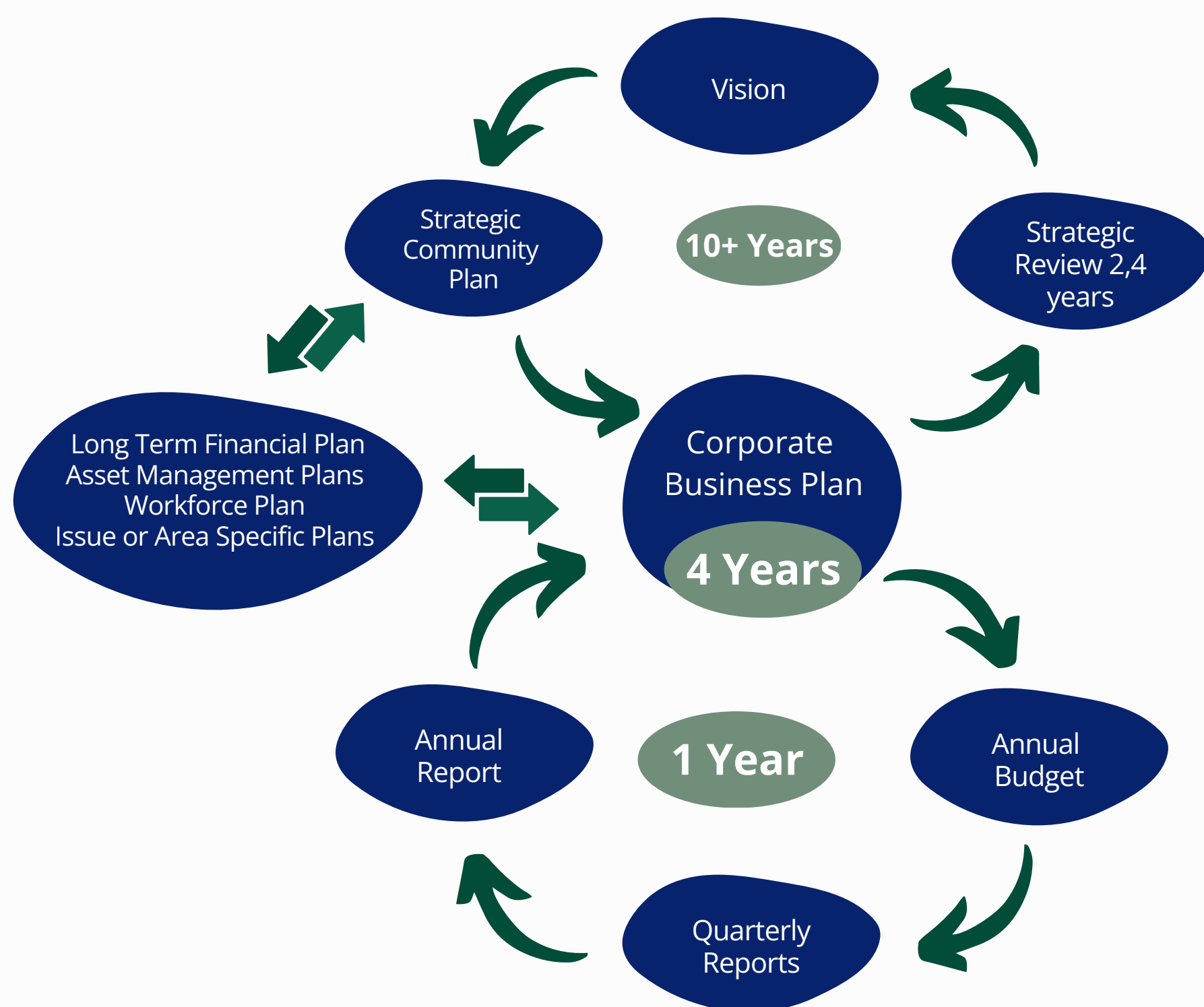
The Shire of Corrigin has adopted a traffic light based quarterly update to report progress against the priorities as detailed in the Corporate Business Plan. In addition, results are formally communicated to the community annually via the legislated Annual Report.

**Strategic Community Plan** - *The 10-year strategy and planning tool for the Shire. It is the principle guiding document for the remainder of the Shire's strategic planning as community engagement is central to this Strategic Community Plan.*

**Corporate Business Plan** - *The core components of this Corporate Business Plan include four-year delivery program, aligned to the Strategic Community Plan and accompanied by financial projections.*







# Integrated Planning and Reporting Reviews

An interim review of the Strategic Community Plan was conducted in 2023 and a major review requiring extensive community engagement in 2025 as legislated. In addition, the Corporate Business Plan was reviewed and updated annually to reflect any changes to priorities, service levels and the budget.





# Strategic Community Plan 2024/25 - Progress

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

## 1. Social: An effectively serviced, inclusive and resilient community

Strategic Community Plan	Corporate Business Plan
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No	Community Priority	#	Actions	Progress/ Status
1.1	Joint planning with local and external key stakeholders to help improve the sense of place and access to opportunities for young people	1.1.1	Develop a Youth Action Plan	Action plan was endorsed by Council at the December 23 Council Meeting and released to the public via the website.
		1.1.2	Prioritise strategies and together with local and regional stakeholders work towards implementing them	Continued to promote the Edna Stevenson Scholarship Fund.
		1.1.3	Advocate for the retention of the DHS and childcare service	Continued to offer support to the High School and Daycare to advocate for staff, housing, and funding.
1.2	Facilitate and advocate for the provision of quality health services, health facilities and programs in the Shire	1.2.1	Support the medical practitioner to provide a sustainable business model at the Medical Centre to ensure residents have regular access to services	Contract entered with Dr Thyragaraj Ramakrishna and First Health in March 2020 for 3 years. Contract extended for a further 3 years as of April 2023. Continue to support all medical services to ensure there is an ongoing delivery of medical services to the community.
		1.2.2	Work with neighbouring local governments and key stake holders to have a collaborative approach to the provision of medical and allied health services to the region	Advocated for continual improvement of the health services available in the district. Industry was successful in changes to the Local Government (Functions and General) Regulations 1996 in relation to tender exemption for medical services in regional areas. Assisting neighbouring shires with provision of medical services queries
		1.2.3	Renewal of Shire owned primary and allied health infrastructure in line with the Asset Management Plan and Long-Term Financial Plan	Upgrade Wellness Centre and Medical Centre Roof and minor refurbishments.
		1.2.4	Undertake programs, strategies and initiatives from the Aged Friendly Community Plan	New dual access pathway constructed on McAndrew Ave and Spanney Street. Regular maintenance to pathways and accessways. Collaborate with Senior Citizen's Committee to establish relationships with home care providers. CRC in collaboration with external stakeholders such as Police have held Gopher Training days for community that include road safety, safe operation of gophers and the importance of using correct pathways.
		1.2.5	Collaborate with key stakeholders for the provision of sustainable aged care facilities and services	Assisted Senior Citizens Committee with future planning of building upgrades.



		1.2.6	Lobby stakeholders to ensure the necessary health and age care services are accessible in Corrigin	Met with local members of state and federal parliament as well as service providers regarding aged care services.
		1.2.7	Promote local employment and business opportunities in the health, medical and aged care service industry	Engagement with Wheatbelt Business Network, local and regional business, doctor, hospital, and aged care providers.
1.3	Support and help facilitate community events and inclusive initiatives	1.3.1	Collaborate with the CRC and local groups to deliver community events and initiatives that are diverse and inclusive to local needs	School holiday programs, Adult Learners Week (pottery), Rotary Park Opening, Firestorm book launch, Succession Planning Workshop, SOCK Week, Pre Harvest Breakfasts
		1.3.2	Together with local stakeholders identify and brand Corrigin's arts and culture identity	Ongoing interaction with Arts Club to promote arts based activities. Supported market days and exhibitions. Commenced planning for murals
1.4	Support local volunteer organisations through initiatives that reduce volunteer fatigue and strengthen their resilience	1.4.1	Together with the CRC, deliver targeted support and guidance to local volunteer organisations for their ongoing longevity, governance, and valued contributions	Provided assistance to community groups and sporting clubs with funding opportunities and community grants. Community Assistance Program.
		1.4.2	Continue to lobby the key stakeholders to ensure the necessary support is provided for volunteer services who support Corrigin	Participated in meetings and information sessions on aged care providers. Meeting with the Minister of Lands and lobbied state government via WALGA to increase availability of housing available in Corrigin.
		1.4.3	Continue to provide the Community Grant Scheme	Advertising of the program annually with applications presented to Council at the April Council meeting.
1.5	Support emergency services planning, risk mitigation, response, and recovery.	1.5.1	Joint planning with stakeholders at a local and sub regional level for disaster preparedness and emergency response	Local Emergency Management Committee (LEMC) meetings held quarterly , attend regional meetings and workshops with Department of Fire and Emergency Services (DFES), Delivered training to bush fire brigade members. Submitted grant for generator at evacuation centre
		1.5.2	Scenario planning and training	LEMC meetings and exercises quarterly. Participation in regional emergency service meetings and information sessions. Bush Fire brigade member training.





2. ECONOMIC: A strong diverse economy supporting agriculture, local business and attracting new industry

Strategic Community PlanCorporate Business Plan

No	Community Priority	#	Actions	Progress/ Status
2.1	Support the diverse industry across the Shire	2.1.1	Identify and prioritise strategies in the Economic and Tourism Development Strategy and incorporate into LTFP and budget	Participated in initiatives to promote Corrigin and the Pathways to Wave Rock. New brochures and signage. Website updated
		2.1.2	Together with the CRC and stakeholders implement priorities in the Economic and Tourism Development Strategy	Updated signage and communication with key tourism operators in the community to identify needs.
		2.1.3	Determine and respond as required to the current and future demand for industrial land	Department of Planning, Lands, and Heritage released one industrial lot to open market and other lots unavailable due to native title settlement claim.
		2.1.4	Advocate for improved communications infrastructure within the district by lobbying stakeholders to meet the needs of the district, both residential and commercial, now and into the future.	Lease with Crisp Wireless to install equipment in Corrigin. Lobbying of Telstra to improve services within the shire is ongoing. Battery life upgraded to mobile phone tower Corrigin
		2.1.5	Support local business development initiatives where possible	Needs analysis and business case developed to support funding application.
2.2	Coordinated planning and promotion of the visitor and tourist experience	2.2.1	Update and improve visitor information infrastructure as well as online, face to face, and print communication channels	Come Explore Corrigin integrated into the shire website. Roe Tourism, Corrigin and Bulyee RV Area and Gorge Rock signs installed. Rotary Park Redevelopment. RV Area promoted
		2.2.2	Work towards and achieve RV friendly accreditation	Recreational Vehicle (RV) friendly accredited.
		2.2.3	Active participation and contribution to Roe Tourism to achieve local and regional tourism strategies	Attended Roe Tourism meetings and implementation of strategies through promotional material, signage and active participation.
		2.2.4	Promote and support local events with emphasis on events that deliver increased visitation	Supported Corrigin Agricultural Society for the annual Corrigin Show and Unveiling of the Mural. Corrigin Speedway. WA Golf Association regional event





2.3	Active engagement, participation, and planning in regional groups	2.3.1	In collaboration with neighbouring local governments attract external funding for significant infrastructure and service priorities that meet resident and business needs	Housing Needs Analysis completed. Key Worker Housing Business Case completed. Grant writer engaged to write funding application for new housing units in Corrigin and surrounding Roe ROC shires.
2.4	Local businesses and the Shire have access to diverse skills and experiences	2.4.1	Shire workforce to include trainees and apprentices	Hosted student work placement program and traineeship.
		2.4.2	Flexible employment models offered to Shire workforce to achieve positive community, social, environment and governance outcomes	Application package updated. Attraction and retention benefits offered including Health and Wellbeing Allowance, Housing Allowance, study leave, flexible work arrangements.
		2.4.4	Allocate resources and work towards achieving the Marketing Action Plan	Annual review and update of website, newsletter, social media and networking activities
		2.4.5	Renewal and maintenance of Shire owned housing	Regular maintenance by the Building Officer. Upgrades or renewals included in annual budget in line with 10 year plan.
		2.4.6	In collaboration with neighbouring local governments, advocate for improvements to State Housing Policy	Advocacy through Roe ROC and Central Country Zone for social housing and for government employees.





3. ENVIRONMENT: An attractive, natural and built environment for the benefit of current and future generations

Strategic Community Plan	Corporate Business Plan
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No	Community Priority	#	Actions	Progress/ Status
3.1	Safe, efficient, and well-maintained road and footpath infrastructure	3.1.1	Update, review, and achievement of the 10-year Road Works Program	10 year program reviewed annually. Major review 2024/25 to update plan for next 10 years.
		3.1.2	Update, review, and achievement of the Road Management Plan including network hierarchy and service levels	Bike Plan completed 2023/24
		3.1.3	Achievement towards the Footpath Management Plan	Completed June 2024.
		3.1.4	Advocacy towards funding and improvements to State and Federal owned roads	Successful funding application for footpath upgrades.
3.2	Parks, gardens, recreational and social spaces are safe and encourage active, engaged, and healthy lifestyles	3.2.1	Manage and maintain the Council's parks, gardens, and open space at appropriate service levels and standards.	Upgrade of football, cricket and hockey playing surface. Rotary Park Redevelopment completed. Preliminary consultation on Skate Park as existing facility is at end of useful life.
		3.2.2	Redevelop Rotary Park and Hill Street open space	Rotary Park upgrade is complete. Trees planed in Hill Street open space.
		3.2.3	Work with local sport and recreation clubs to plan sport and recreation facility upgrades in a cohesive and coordinated manner	Upgrades and maintenance to sporting fields and car park areas. Bird netting installed at CREC to deter swallows from nesting.
		3.2.4	Upgrade lighting at the Corrigin oval and hockey field	Lighting upgraded and new Hockey lights installed prior to the 2022 season.
		3.2.5	Forward plan with key stakeholders for the enhancement of the CBD	Council discussion of incentives for main street improvements
		3.2.6	Implement plans for the enhancement of the CBD as well as the townscape aesthetics	Main Street planting maintained.



3.3	We prepare and maintain our assets for the current and future community	3.3.1	Shire Asset Management Plan reviewed, updated, integrated, and implemented	Completed as part of the annual budget process
		3.3.2	Municipal Heritage Inventory and Conservation Plans reviewed, updated, integrated, and implemented	
		3.3.3	Review, update, and work towards achievement of our Disability, Access, and Inclusion Plan	Community consultation conducted as part of review in 2025.
3.4	Maintain a high standard of environmental health and waste services	3.4.1	Maintain an effective and efficient transfer station that allows for expansion and rehabilitation	Department of Water and Environment Regulation (DWER) annual report completed. Asbestos to Bendering Landfill site due to requirement for clearing permit to expand Corrigin Transfer Station
		3.4.2	Provide an effective and efficient recycle service as well as green waste disposal	Containers for Change Scheme service commenced 2020. Information provided to the community educating on recycling. Updated guidelines for the green waste disposal site to reduce fire risk.
		3.4.3	In collaboration with neighbouring local governments, maintain the Bendering waste disposal site that allows for expansion and rehabilitation	Bendering Waste Landfill Management Plan endorsed by Roe ROC member Councils in July 22 and 2024
		3.4.4	Deliver statutory requirements in Environmental Health	Annual reports submitted to DWER for waste and water reuse scheme
3.5	Conservation of our natural environment	3.5.1	Provide adequate infrastructure which allows the enjoyment of Council's natural resources, including reserves, but does not cause harm to the area.	
		3.5.2	Support the local agricultural sector and local agricultural groups by lobbying stake holders to address local concerns and issues facing the industry now and into the future	Liaison with Corrigin Farm Improvement Group and members of parliament. Supported local government submission to live sheep export ban.
		3.5.3	Work in collaboration with groups and organisations to deliver projects and programs that promote and protect the districts natural disaster resources as well as agricultural industry	Submitted discussion paper to WALGA Central Country Zone, met with Director General DWER and hosted workshop on clearing permits
3.6	Demonstrate sustainable practices of water management	3.6.1	Develop a vision for the sustainable practices of water management across the Shire	Erection of new tanks, upgrades to underground water infrastructure and installation of water sustainability infrastructure was completed in 20/21 under the Drought Relief Funding program.
		3.6.2	Attract external funding to implement the water vision of the Shire	Continue to seek appropriate funding for water wise projects
		3.6.3	Continue to implement and monitor water wise practices across Shire owned facilities and services.	Reuse and ground water used on gardens at Rotary Park and oval.



4. GOVERNANCE AND LEADERSHIP: Strong governance and leadership

Strategic Community Plan			Corporate Business Plan	
No	Community Priority	#	Actions	Progress/ Status
4.1	Succession planning for key leadership roles (Council and workforce)	4.1.1	Review, update, and work towards the achievement of Workforce Plan	Review of processes and employee satisfaction. EBA negotiations and renewal of agreement completed in September 22.
4.2	Communication to the workforce and community is consistent	4.2.1	Shire communication is aligned to policy and best practice engagement standards	Regular staff meetings, Health and Wellbeing Allowance, additional COVID Leave and Employee Assistance Program to ensure staff are well supported
		4.2.2	Review and implementation of Council's Customer Service Charter	Review of the Customer Service Charter October 2024.
		4.2.3	Employ professional customer service workforce who have the required knowledge and training including the provision of adequate resources (policy /information on services etc.) to ensure a good standard of Customer Service	Professional, friendly and helpful staff provided a high level of customer service to the community and visitors.
4.3	Forward planning and implementation of plans to achieve strategic direction and service levels	4.3.1	Work with external organisations to collaboratively plan and achieve improved community, education, health and business outcomes.	Collaborative projects include Bendering Landfill Site, Key Worker Housing Project, Regional Planning Strategy, Wheatbelt South Aged Housing Alliance
		4.3.2	Continue representation on relevant Boards, Committees and Working groups to influence positive local and regional outcomes.	Represented Shire at WALGA Central Country Zone, Roe Regional Organization of Councils, Regional Road Group, Senior Citizens Committee, Roe Tourism, Health, Education, and business organisations





4.4	Provide informed and transparent decision making that, meets our legal obligations, and the needs of our diverse community	4.4.1	Councillor training provided and completed	Current Councillors have all completed the mandatory training.
		4.4.2	Quarterly reports to Council, staff and the community on achievement of SCP and CDP outcomes (internal and external)	Updates were provided on the outcomes.
		4.4.3	Regular reviews of Council's LTFP to ensure the long-term financial stability of the Shire	Review of LTFP presented to Council 2023 and 2024.
		4.4.4	Provide Council adequate and appropriate financial information on a timely basis	Monthly financial reports are presented to Council at the Ordinary Meeting of Council.
4.5	Implement systems and processes that meet legislative and audit obligations	4.5.1	Continual improvement in governance and operational policies, processes and implementation	Governance and operational processes and policies are continually reviewed for improvement.





# Major Projects 2024-2025

The Shire of Corrigin achieved the following projects within the 2024/2025 budget:

## Land and Buildings

Corrigin Town Hall Front Steps and Accessible Ramp	\$27,103
CREC Portico Entrance	\$16,500
Medical and Wellness Centre Re-Roof	\$136,230
15 McAndrew Avenue Upgrade Ducted Air conditioning	\$117,820
Corrigin Waste Facility Roof Installed Over Donga	\$8,745

	<b>\$306,398</b>
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## Infrastructure - Roads

Yealering - Kulin Road Shoulder Reconditioning	\$89,622
Gill Road Reseal	\$131,779
Bendering Road Reseal	\$85,267
Corrigin - Bruce Rock Road Feature Survey/ Design	\$112,945
Rabbit Proof Fence Road Floodway Reconstruction	\$298,497
Jose Street & McAndrew Street Reseal	\$92,854
Corrigin Quairading Road Reconstruction, Widening and Final Seal	\$452,462
Wickepin Corrigin Road Reconstruction, Widening and Floodway Lift	\$738,059
Babakin Corrigin Road Reconstruction, Widening and Final Seal	\$462,656

	<b>\$2,464,141</b>
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## Plant and Equipment

Parks and Gardens Trailer	\$33,072
Chief Executive Officer	\$76,793
Environmental Health Officer Vehicle	\$59,816
Doctor Vehicle	\$62,330
Manager of Works Vehicle	\$59,816

	<b>\$291,827</b>
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## Infrastructure - Other

Airstrip Pilot Activated Lights Upgrade	\$374,001
Installed Pool Cover	\$16,255

	<b>\$390,256</b>
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## Furniture and Equipment

CREC new Public Address System	\$49,349
CRC Audio Visual Equipment Upgrade	\$2,909
Medical Centre Server Upgrade	\$22,092

	<b>\$74,350</b>
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<b>Total Capital Projects</b>	<b>\$3,526,972</b>
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# Future Projects 2025-2026

The Shire of Corrigin budget for 2025-2026 proposes to undertake the following projects:

## Land and Buildings

CRC Front Desk Re-Fitout	\$20,000
Replace Carpets - 1 Spanney Street	\$10,000
Redevelopment of the Bilbarin Hall Precinct	\$150,000
Construct Shade Shelter - Indoor Netball Court	\$80,000
Install Fans Indoor Netball Court	\$60,000
Construct Portico at CREC Entrance	\$50,000
	<b>\$370,000</b>

## Plant and Equipment

ROE EHO Vehicle	\$65,000
CREC Generator (Power Resilience Project)	\$156,000
Standard Flow Skid Steer Mulcher - Attachment	\$80,000
Skid Steer Loader	\$140,000
Tipper Truck	\$231,000
Crew Cab Truck	\$140,000
Crew Cab Truck	\$130,000
Prime Mover	\$350,000
Tri Axle Low Loader Trailer	\$170,000
MWS Vehicle	\$65,000
7x5 Tandem Tipper Trailer	\$15,000
7x5 Tandem Tipper Trailer	\$15,000
Miscellaneous Small Plant	\$20,000
Forklift	\$53,000
CEO Vehicle	\$85,000
DCEO Vehicle	\$60,000
	<b>\$1,775,000</b>

## Infrastructure - Parks and Ovals

Reticulation Upgrade - CREC	\$500,000
Shade Shelter Over BBQ - Rotary Park	\$10,000
Redevelopment of old Tennis Courts	\$100,000
Lighting the Way Project - Solar Bollard Lighting - Hills Street	\$10,000
	<b>\$620,000</b>

## Infrastructure - Other

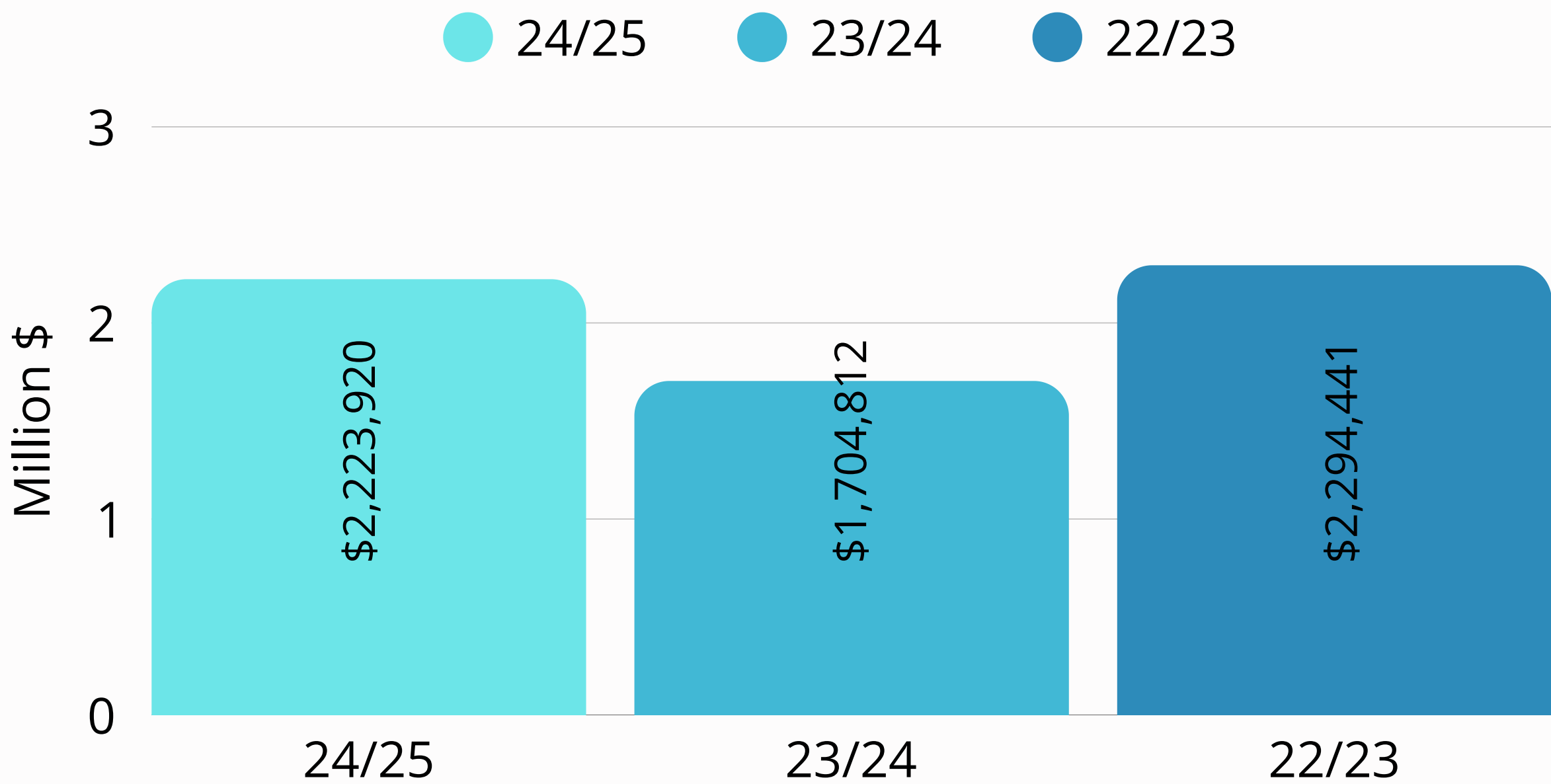
Transfer Station Concrete Retaining Wall - Hook Bins	\$20,000
Replace Extension Joints, Re-grout & Re-line - Swimming Pool	\$40,000
Replace Swimming Pool Shade Sails	\$7,500
Pool - Basketball Refurbishments	\$15,000
Electric Vehicle Charging Station - CWA	\$60,000
Install Patio - Caravan Park	\$20,000
	<b>\$162,500</b>

Infrastructure - Roads

Reseal Lynch Street Near Church	\$21,375
Reseal Bendering Road	\$36,000
Reconstruct and widen Bendering Road	\$215,000
Shoulder Re-conditioning - Dry Well Road	\$197,066
Upgrades to Bullaring-George Road & Rabbit Proof Fence Road Intersection	\$311,684
Widen and Gravel Re-sheet Doyle Road	\$56,160
Final Seal Quairading Road	\$102,000
Feature Survey & Geotechnical Investigation Rabbit Proof Fence Road	\$44,020
Finalise Design and Pavement Analysis Corrigin - Bruce Rock Road	\$30,400
Final Seal Babakin - Corrigin Road	\$185,000
Reconstruct Corrigin South Road	\$443,200
Reconstruct & Widen Wickepin - Corrigin Road	\$417,000
Final Seal Wickepin - Corrigin Road	\$81,000
Reseal Bilbarin - Quairading Road	\$139,104
	\$2,279,009
Furniture and Equipment	
Loch Ness Dam Aerator	\$20,000
OHS Equipment - Chemical Treatment Upgrades	\$45,000
New PA and Sound System at Pool	\$6,000
Pump Room & Pool Ventilation Systems Upgrades	\$26,500
eTag's Reader	\$10,000
	\$107,500
Total Capital Projects	\$5,314,009

Capital Grants, Subsidies and Contributions

In accordance with the *Local Government Act 1995 S 5.53(2)(i)* and the *Local Government (Administration) Regulations 1996 19BE*, Council have received the following Capital Grants, subsidies and contributions to replace and renew Shire assets:







# National Competition Policy

This policy was introduced by the Commonwealth Government in 1995 to promote competition for the benefit of business, consumers, and the economy by removing what was considered to be unnecessary protection of monopolies of markets where competition can be enhanced. It affects Local Governments as factors such as exemption from company and income tax or possible local regulations and laws may give local government a potential advantage over private contractors. In respect to Council's responsibilities under to the National Competition Policy, the Shire reports as follows:

- No business enterprise of the Shire of Corrigin has been classified by the Australian Bureau of Statistics as either a Public Trading Enterprise or a Public Financial Enterprise.
- Competitive neutrality has not applied to any activities undertaken by the Shire in this reporting period.
- No allegations of non-compliance with the competitive neutrality principles have been made by any private entity.
- The principles of competitive neutrality will be implemented in respect of any relevant activity undertaken during the next financial reporting period.
- No structural reforms were required or undertaken.
- Legislative reviews are carried out as part of normal processes, and no significant restrictions were identified during the reporting period.

## Freedom of Information

In complying with the *Freedom of Information Act 1992*, the Shire of Corrigin is required to prepare and publish an information statement.

The Shire of Corrigin Information Statement is reviewed annually and is available via the Shire of Corrigin website or at the Shire Administration Office at 9 Lynch Street, Corrigin during business hours. The information statement contains advice on the type of documents available to the public and how to access those documents.

The Shire received four Freedom of Information applications in the 2024/2025 reporting year.

## Records Management

The Shire of Corrigin is committed to meeting the requirements of the *State Records Act 2000* which requires the Shire to maintain and dispose of all records in the prescribed manner.

The Synergysoft Electronic Records Keeping System was used during the year and training was provided for all staff who create, collect and use records. Informal training sessions were held throughout the year to ensure adherence to the State Records Act. Retaining documents in an electronic records management system delivers the best practice in recordkeeping and provides an efficient document processing service to meet customer needs and volume demands.

In accordance with the *State Records Act 2000* the Shire of Corrigin is required to have an approved Record Keeping Plan (RKP). The plan sets out matters about how records are created and how the Shire retains its records. The Shire's RKP was reviewed during the year and approved by the State Records Commission in August 2023 with an update due to be assessed in August 2028. The latest review of the Shire of Corrigin RKP was endorsed by Council in June 2023.

New employees were informed of their recordkeeping responsibilities as part of the Shire of Corrigin Induction Program. New Employees were given hands on training as part of their overall induction to the organisation.



# Disability Access and Inclusion Plan

All Western Australian Local Governments are required to develop and implement a Disability Access and Inclusion Plan (DAIP) to improve access to their services for people with disability. The *Disability Services Act 1993* requires public authorities to lodge a DAIP to the Disability Services Commission.

The Shire of Corrigin endorsed the DAIP in June 2025 for the period 2025-2030. Council is required to report on activities as they relate to the seven desired DAIP outcomes. A copy of the Shire of Corrigin DAIP 2025-2030 is available on the Shire website or at the Shire Administration Office.

Since the adoption of the initial plan adopted in 2007, the Shire has implemented many initiatives and made significant progress towards ensuring the community is accessible and inclusive for people of all ages and abilities and continues with this commitment.

## Public Interest Disclosures

The *Public Interest Disclosures Act 2003* facilitates the disclosure of public interest information and provides protection for those making such disclosure and those who are the subject of disclosures. The Act provides a system for the matters disclosed to be investigated and for appropriate action to be take.

The Chief Executive Officer has complied with all obligations under the Act including:

- Appointing the Executive Support Officer as the Public Interest Disclosure Officer for the organisation and publishing a procedure relating to the Shire's obligation. The Shire of Corrigin Public Interest Disclosure Procedures Manual and other relevant information is available on the Shire of Corrigin website or at the Shire Administration Office.
- Providing protection from detrimental action or the threat of detrimental action for an employee of the Shire who makes an appropriate disclose of public interest information.

In the 2024/25 financial year no public interest disclosures were received by the Shire.

## Trading Undertakings and Major Trading Undertaking

The shire did not undertake any trading undertakings or Major trading undertakings during the reporting period.





**SHIRE OF CORRIGIN**  
**FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30 JUNE 2025**

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The Shire of Corrigin conducts the operations of a local government with the following community vision:

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

Principal place of business:  
9 Lynch Street  
CORRIGIN WA 6375





**SHIRE OF CORRIGIN  
FINANCIAL REPORT  
FOR THE YEAR ENDED 30 JUNE 2025**

*Local Government Act 1995  
Local Government (Financial Management) Regulations 1996*

**Statement by CEO**

The accompanying financial report of the Shire of Corrigin has been prepared in compliance with the provisions of the *Local Government Act 1995* from proper accounts and records to present fairly the financial transactions for the reporting period ended 30 June 2025 and the financial position as at 30 June 2025.

At the date of signing this statement the particulars included in the financial report are not misleading or inaccurate.

Signed on the            20th            day of            November            2025

*N. Manton*

\_\_\_\_\_  
CEO

Natalie Manton

\_\_\_\_\_  
Name of CEO



**SHIRE OF CORRIGIN  
STATEMENT OF COMPREHENSIVE INCOME  
FOR THE YEAR ENDED 30 JUNE 2025**

	Note	2025 Actual \$	2025 Budget \$	2024 Actual \$
<b>Revenue</b>				
Rates	2(a),26	3,149,171	3,149,420	3,007,710
Grants, subsidies and contributions	2(a)	2,211,722	790,227	2,797,247
Fees and charges	2(a)	956,850	793,273	779,144
Interest revenue	2(a)	365,289	258,063	254,520
Other revenue	2(a)	330,297	1,383,857	1,555,353
		<b>7,013,329</b>	<b>6,374,840</b>	<b>8,393,974</b>
<b>Expenses</b>				
Employee costs	2(b)	(2,565,347)	(2,840,580)	(2,454,384)
Materials and contracts		(2,194,951)	(3,863,982)	(2,677,401)
Utility charges		(405,966)	(320,869)	(314,138)
Depreciation		(4,341,301)	(6,368,422)	(4,725,690)
Finance costs	2(b)	(55,726)	(55,726)	(54,845)
Insurance		(320,559)	(326,024)	(289,111)
Other expenditure	2(b)	(143,910)	(157,468)	(240,425)
		<b>(10,027,760)</b>	<b>(13,933,071)</b>	<b>(10,755,994)</b>
		<b>(3,014,431)</b>	<b>(7,558,231)</b>	<b>(2,362,020)</b>
Capital grants, subsidies and contributions	2(a)	2,223,920	2,651,843	1,704,812
Profit on asset disposals		55,500	264,678	122,907
Loss on asset disposals		(26,454)	(166,805)	(29,345)
Fair value adjustments to financial assets at fair value through profit or loss	4(b)	(3,551)	0	1,681
Share of net profit of associates accounted for using the equity method	23(c)	(30,928)	0	(13,522)
		<b>2,218,487</b>	<b>2,749,716</b>	<b>1,786,533</b>
<b>Net result for the period</b>		<b>(795,944)</b>	<b>(4,808,515)</b>	<b>(575,487)</b>
<b>Other comprehensive income for the period</b>				
<i>Items that will not be reclassified subsequently to profit or loss</i>				
Changes in asset revaluation surplus	16	0	0	7,654,285
<b>Total other comprehensive income for the period</b>	16	<b>0</b>	<b>0</b>	<b>7,654,285</b>
<b>Total comprehensive income for the period</b>		<b>(795,944)</b>	<b>(4,808,515)</b>	<b>7,078,798</b>

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



**SHIRE OF CORRIGIN**  
**STATEMENT OF FINANCIAL POSITION**  
**AS AT 30 JUNE 2025**

	Note	2025	2024
		\$	\$
<b>CURRENT ASSETS</b>			
Cash and cash equivalents	3	3,915,716	4,105,541
Trade and other receivables	5	195,543	129,210
Other financial assets	4(a)	4,259,215	4,329,307
Inventories	6	167,803	197,911
Other assets	7	297,762	10,483
<b>TOTAL CURRENT ASSETS</b>		<b>8,836,039</b>	<b>8,772,452</b>
<b>NON-CURRENT ASSETS</b>			
Trade and other receivables	5	17,197	12,970
Other financial assets	4(b)	79,620	83,171
Inventories	6	1,045,000	1,235,000
Investment in associate	23(a)	41,553	65,977
Property, plant and equipment	8	34,553,918	35,295,832
Infrastructure	9	171,715,779	172,132,255
<b>TOTAL NON-CURRENT ASSETS</b>		<b>207,453,067</b>	<b>208,825,205</b>
<b>TOTAL ASSETS</b>		<b>216,289,106</b>	<b>217,597,657</b>
<b>CURRENT LIABILITIES</b>			
Trade and other payables	12	355,673	265,367
Contract liabilities	13	0	468,078
Borrowings	14	103,465	98,827
Employee related provisions	15	374,081	402,691
<b>TOTAL CURRENT LIABILITIES</b>		<b>833,219</b>	<b>1,234,963</b>
<b>NON-CURRENT LIABILITIES</b>			
Borrowings	14	1,023,119	1,126,584
Employee related provisions	15	54,612	62,010
<b>TOTAL NON-CURRENT LIABILITIES</b>		<b>1,077,731</b>	<b>1,188,594</b>
<b>TOTAL LIABILITIES</b>		<b>1,910,950</b>	<b>2,423,557</b>
<b>NET ASSETS</b>		<b>214,378,156</b>	<b>215,174,100</b>
<b>EQUITY</b>			
Retained surplus		34,343,145	35,260,315
Reserve accounts	29	4,450,533	4,329,307
Revaluation surplus	16	175,584,478	175,584,478
<b>TOTAL EQUITY</b>		<b>214,378,156</b>	<b>215,174,100</b>

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





**SHIRE OF CORRIGIN**  
**STATEMENT OF CHANGES IN EQUITY**  
**FOR THE YEAR ENDED 30 JUNE 2025**

	<b>Note</b>	<b>Retained surplus</b>	<b>Reserve accounts</b>	<b>Revaluation surplus</b>	<b>Total equity</b>
		<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
<b>Balance as at 1 July 2023</b>		<b>35,051,198</b>	<b>5,113,911</b>	<b>167,930,193</b>	<b>208,095,302</b>
Comprehensive income for the period					
Net result for the period		(575,487)	0	0	(575,487)
Other comprehensive income for the period	16	0	0	7,654,285	7,654,285
Total comprehensive income for the period		(575,487)	0	7,654,285	7,078,798
Transfers from reserve accounts	29	3,609,904	(3,609,904)	0	0
Transfers to reserve accounts	29	(2,825,300)	2,825,300	0	0
<b>Balance as at 30 June 2024</b>		<b>35,260,315</b>	<b>4,329,307</b>	<b>175,584,478</b>	<b>215,174,100</b>
Comprehensive income for the period					
Net result for the period		(795,944)	0	0	(795,944)
Total comprehensive income for the period		(795,944)	0	0	(795,944)
Transfers from reserve accounts	29	3,961,259	(3,961,259)	0	0
Transfers to reserve accounts	29	(4,082,485)	4,082,485	0	0
<b>Balance as at 30 June 2025</b>		<b>34,343,145</b>	<b>4,450,533</b>	<b>175,584,478</b>	<b>214,378,156</b>

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



**SHIRE OF CORRIGIN  
STATEMENT OF CASH FLOWS  
FOR THE YEAR ENDED 30 JUNE 2025**

	Note	2025 Actual \$	2024 Actual \$
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>			
<b>Receipts</b>			
Rates		3,196,692	3,016,237
Grants, subsidies and contributions		1,636,716	2,797,247
Fees and charges		956,850	930,068
Interest revenue		365,289	254,520
Goods and services tax received		597,243	380,428
Other revenue		330,294	1,698,510
		7,083,084	9,077,010
<b>Payments</b>			
Employee costs		(2,595,779)	(2,397,461)
Materials and contracts		(2,408,420)	(2,856,376)
Utility charges		(405,966)	(314,138)
Finance costs		(55,726)	(60,157)
Insurance paid		(320,559)	(289,111)
Goods and services tax paid		(597,365)	(354,704)
Other expenditure		76,090	(240,425)
		(6,307,725)	(6,512,372)
<b>Net cash provided by operating activities</b>		775,359	2,564,638
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>			
Payments for investments in associates		(6,504)	(1,773)
Payments for purchase of property, plant & equipment	8(a)	(616,093)	(2,589,690)
Payments for construction of infrastructure	9(a)	(2,848,249)	(2,220,399)
Proceeds from capital grants, subsidies and contributions		2,223,920	2,142,313
Distributions from investments in associates		0	(4,773)
Proceeds for financial assets at amortised cost		70,092	784,604
Proceeds from sale of property, plant & equipment		310,477	405,591
<b>Net cash (used in) investing activities</b>		(866,357)	(1,484,127)
<b>CASH FLOWS FROM FINANCING ACTIVITIES</b>			
Repayment of borrowings	28(a)	(98,827)	(94,396)
<b>Net cash (used in) financing activities</b>		(98,827)	(94,396)
<b>Net increase (decrease) in cash held</b>		(189,825)	986,115
Cash at beginning of year		4,105,541	3,119,426
<b>Cash and cash equivalents at the end of the year</b>		3,915,716	4,105,541

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



**SHIRE OF CORRIGIN**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE YEAR ENDED 30 JUNE 2025**

	Note	2025 Actual \$	2025 Budget \$	2024 Actual \$
<b>OPERATING ACTIVITIES</b>				
<b>Revenue from operating activities</b>				
General rates	26	3,067,412	3,067,661	2,959,713
Rates excluding general rates	26	81,759	81,759	47,997
Grants, subsidies and contributions		2,211,722	790,227	2,797,247
Fees and charges		956,850	793,273	779,144
Interest revenue		365,289	258,063	254,520
Other revenue		330,294	1,383,857	1,555,963
Profit on asset disposals		55,500	264,678	122,907
Fair value adjustments to financial assets at fair value through profit or loss	4(b)	(3,551)	0	1,681
Share of net profit of associates accounted for using the equity method	23(c)	(30,928)	0	(13,522)
		7,034,347	6,639,518	8,505,650
<b>Expenditure from operating activities</b>				
Employee costs		(2,565,347)	(2,840,580)	(2,454,384)
Materials and contracts		(2,194,951)	(3,863,982)	(2,677,401)
Utility charges		(405,966)	(320,869)	(314,138)
Depreciation		(4,341,301)	(6,368,423)	(4,725,690)
Finance costs		(55,726)	(55,726)	(54,845)
Insurance		(320,559)	(326,024)	(289,111)
Other expenditure		(143,910)	(157,468)	(240,425)
Loss on asset disposals		(26,454)	(166,805)	(29,345)
		(10,054,214)	(14,099,877)	(10,785,339)
Non-cash amounts excluded from operating activities	27(a)	4,555,112	6,270,550	4,795,104
<b>Amount attributable to operating activities</b>		1,535,245	(1,189,809)	2,515,415
<b>INVESTING ACTIVITIES</b>				
<b>Inflows from investing activities</b>				
Capital grants, subsidies and contributions		2,223,920	2,651,843	1,704,812
Proceeds from disposal of assets		310,477	654,485	405,591
Distributions from investments in associates	23(b)	0	0	(4,773)
		2,534,397	3,306,328	2,105,630
<b>Outflows from investing activities</b>				
Payments for investments in associates	23(b)	(6,504)	0	(1,773)
Acquisition of property, plant and equipment	8(a)	(616,093)	(1,448,500)	(2,589,690)
Acquisition of infrastructure	9(a)	(2,848,249)	(3,640,676)	(2,220,399)
		(3,470,846)	(5,089,176)	(4,811,862)
Non-cash amounts excluded from investing activities	27(b)	0	(258,131)	0
<b>Amount attributable to investing activities</b>		(936,449)	(2,040,979)	(2,706,232)
<b>FINANCING ACTIVITIES</b>				
<b>Inflows from financing activities</b>				
Transfers from reserve accounts	29	3,961,259	3,233,135	3,609,904
		3,961,259	3,233,135	3,609,904
<b>Outflows from financing activities</b>				
Repayment of borrowings	28(a)	(98,827)	(98,827)	(94,396)
Transfers to reserve accounts	29	(4,082,485)	(3,149,667)	(2,825,300)
		(4,181,312)	(3,248,494)	(2,919,696)
<b>Amount attributable to financing activities</b>		(220,053)	(15,359)	690,208
<b>MOVEMENT IN SURPLUS OR DEFICIT</b>				
<b>Surplus or deficit at the start of the financial year</b>	27(c)	3,177,009	3,246,147	2,677,618
Amount attributable to operating activities		1,535,245	(1,189,809)	2,515,415
Amount attributable to investing activities		(936,449)	(2,040,979)	(2,706,232)
Amount attributable to financing activities		(220,053)	(15,359)	690,208
<b>Surplus or deficit after imposition of general rates</b>	27(c)	<b>3,555,752</b>	<b>0</b>	<b>3,177,009</b>

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



**SHIRE OF CORRIGIN  
FOR THE YEAR ENDED 30 JUNE 2025  
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**SHIRE OF CORRIGIN  
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30 JUNE 2025**

**1. BASIS OF PREPARATION**

The financial report of the Shire of Corrigin which is a Class 4 local government comprises general purpose financial statements which have been prepared in accordance with the *Local Government Act 1995* and accompanying regulations.

**Local Government Act 1995 requirements**

Section 6.4(2) of the *Local Government Act 1995* read with the *Local Government (Financial Management) Regulations 1996* prescribe that the financial report be prepared in accordance with the *Local Government Act 1995* and, to the extent that they are not inconsistent with the *Local Government Act 1995*, the Australian Accounting Standards. The Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and Interpretations of the Australian Accounting Standards Board were applied except for disclosure requirements of:

- AASB 7 Financial Instruments Disclosures
- AASB 16 Leases paragraph 58
- AASB 101 Presentation of Financial Statements paragraph 61
- AASB 107 Statement of Cash Flows paragraphs 43 and 45
- AASB 116 Property, Plant and Equipment paragraph 79
- AASB 137 Provisions, Contingent Liabilities and Contingent Assets paragraph 85
- AASB 140 Investment Property paragraph 75(f)
- AASB 1052 Disaggregated Disclosures paragraph 11
- AASB 1054 Australian Additional Disclosures paragraph 16

The *Local Government (Financial Management) Regulations 1996* specify that vested land is a right-of-use asset to be measured at cost, and is considered a zero cost concessionary lease. All right-of-use assets under zero cost concessionary leases are measured at zero cost rather than at fair value, except for vested improvements on concessionary land leases such as roads, buildings or other infrastructure which continue to be reported at fair value, as opposed to the vested land which is measured at zero cost. The measurement of vested improvements at fair value is a departure from AASB 16 *Leases* which would have required the Shire to measure any vested improvements at zero cost.

The *Local Government (Financial Management) Regulations 1996* provide that:

- land and buildings classified as property, plant and equipment; or
- infrastructure; or
- vested improvements that the local government controls;

and measured at reportable value, are only required to be revalued every five years. Revaluing these non-financial assets every five years is a departure from AASB 116 *Property, Plant and Equipment*, which would have required the Shire to assess at each reporting date whether the carrying amount of the above mentioned non-financial assets materially differs from their fair value and, if so, revalue the class of non-financial assets.

Accounting policies which have been adopted in the preparation of this financial report have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the financial report has been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

**Critical accounting estimates and judgements**

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses.

The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying amounts of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

As with all estimates, the use of different assumptions could lead to material changes in the amounts reported in the financial report.

The following are estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year and further information on their nature and impact can be found in the relevant note:

- Fair value measurement of assets carried at reportable value including:
  - Property, plant and equipment - note 8
  - Infrastructure - note 9
- Expected credit losses on financial assets - note 5
- Assets held for sale - note 7
- Impairment losses of non-financial assets - Note
- Investment property - note 11
- Estimated useful life of intangible assets - note 11
- Measurement of employee benefits - note 15
- Measurement of provisions - note 15

Fair value hierarchy information can be found in note 25

**The local government reporting entity**

All funds through which the Shire controls resources to carry on its functions have been included in the financial statements forming part of this financial report.

All monies held in the Trust Fund are excluded from the financial statements. A separate statement of those monies appears at Note 30 of the financial report.

**Initial application of accounting standards**

During the current year, the following new or revised Australian Accounting Standards and Interpretations were applied for the first time.

- AASB 2020-1 *Amendments to Australian Accounting Standards*
  - *Classification of Liabilities as Current or Non-current*
- AASB 2022-5 *Amendments to Australian Accounting Standards*
  - *Lease Liability in a Sale and Leaseback*
- AASB 2022-6 *Amendments to Australian Accounting Standards*
  - *Non-current Liabilities with Covenants*
- AASB 2023-3 *Amendments to Australian Accounting Standards*
  - *Disclosure of Non-current Liabilities with Covenants: Tier 2*
- AASB 2024-1 *Amendments to Australian Accounting Standards*
  - *Supplier Finance Arrangements: Tier 2 Disclosures*
- AASB 2023-1 *Amendments to Australian Accounting Standards*
  - *Supplier Finance Arrangements*

These amendments are not expected to have any material impact on the financial report on initial application.

- AASB 2022-10 *Amendments to Australian Accounting Standards*
  - *Fair Value Measurement of Non-Financial Assets of Not-for-Profit Public Sector Entities*

These amendment may result in changes to the fair value of certain non-financial assets on revaluation. The impact has not been quantified as it is not considered practicable to determine the amount of the difference in fair value attributable to the change in the standard.

**New accounting standards for application in future years**

The following new accounting standards will have application to local government in future years:

- AASB 2014-10 *Amendments to Australian Accounting Standards*
  - *Sale or Contribution of Assets between an Investor and its Associate or Joint Venture*
- AASB 2024-4b *Amendments to Australian Accounting Standards*
  - *Effective Date of Amendments to AASB 10 and AASB 128 [deferred AASB 10 and AASB 128 amendments in AASB 2014-10 apply]*
- AASB 2022-9 *Amendments to Australian Accounting Standards*
  - *Insurance Contracts in the Public Sector*
- AASB 2023-5 *Amendments to Australian Accounting Standards*
  - *Lack of Exchangeability*
- AASB 18 (FP) *Presentation and Disclosure in Financial Statements*
  - (Appendix D) [for for-profit entities]
- AASB 18 (NFP/super) *Presentation and Disclosure in Financial Statements*
  - (Appendix D) [for not-for-profit and superannuation entities]
- AASB 2024-2 *Amendments to Australian Accounting Standards*
  - *Classification and Measurement of Financial Instruments*
- AASB 2024-3 *Amendments to Australian Accounting Standards*
  - *Annual Improvements Volume 11*

These amendments are not expected to have any material impact on the financial report on initial application.

**SHIRE OF CORRIGIN**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30 JUNE 2025**

**2. REVENUE AND EXPENSES**

**(a) Revenue**

**Contracts with customers**

Recognition of revenue is dependant on the source of revenue and the associated terms and conditions associated with each source of revenue and recognised as follows:

Revenue category	Nature of goods and services	When obligations typically satisfied	Payment terms	Returns/refunds/warranties	Timing of revenue recognition
Grants, subsidies and contributions	Community events, minor facilities, research, design, planning evaluation and services	Over time	Fixed terms transfer of funds based on agreed milestones and reporting	Contract obligation if project not complete	Output method based on project milestones and/or completion date matched to performance obligations
Fees and charges - licences, registrations, approvals	Building, planning, development and animal management.	Single point in time	Full payment prior to issue	None	On payment of the licence, registration or approval
Fees and charges - waste management entry fees	Waste treatment, recycling and disposal service at disposal sites	Single point in time	Payment in advance at gate or on normal trading terms if credit provided	None	On entry to facility
Other revenue - private works	Contracted private works	Single point in time	Monthly in arrears	None	At point of service

Consideration from contracts with customers is included in the transaction price.

**Revenue recognition**

Rate revenue was recognised from the rate record as soon as practicable after the Shire resolved to impose rates in the financial year as well as when the rate record was amended to ensure the information in the record was current and correct.

Revenue recognised during the year under each basis of recognition by nature of goods or services is provided in the table below:

**For the year ended 30 June 2025**

Nature	Contracts with customers	Capital grant/contributions	Statutory requirements	Other	Total
	\$	\$	\$	\$	\$
Rates	0	0	3,149,171	0	3,149,171
Grants, subsidies and contributions	249,617	0	107,002	1,855,103	2,211,722
Fees and charges	173,798	0	5,850	777,202	956,850
Interest revenue	0	0	16,367	348,922	365,289
Other revenue	20,341	0	0	309,956	330,297
Capital grants, subsidies and contributions	0	2,223,920	0	0	2,223,920
<b>Total</b>	<b>443,756</b>	<b>2,223,920</b>	<b>3,278,390</b>	<b>3,291,183</b>	<b>9,237,249</b>

**For the year ended 30 June 2024**

Nature	Contracts with customers	Capital grant/contributions	Statutory requirements	Other	Total
	\$	\$	\$	\$	\$
Rates	0	0	3,007,710	0	3,007,710
Grants, subsidies and contributions	130,267	0	253,631	2,413,349	2,797,247
Fees and charges	167,660	0	5,767	605,717	779,144
Interest revenue	0	0	13,345	241,175	254,520
Other revenue	0	0	0	1,555,353	1,555,353
Capital grants, subsidies and contributions	0	1,704,812	0	0	1,704,812
<b>Total</b>	<b>297,927</b>	<b>1,704,812</b>	<b>3,280,453</b>	<b>4,815,594</b>	<b>10,098,786</b>



**SHIRE OF CORRIGIN**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30 JUNE 2025**

**2. REVENUE AND EXPENSES (Continued)**

**(a) Revenue (Continued)**

	<b>Note</b>	<b>2025 Actual \$</b>	<b>2024 Actual \$</b>
<b>Assets and services acquired below fair value</b>			
The Shire utilises volunteer services for our volunteer bushfire brigades and does not recognise as revenue as the fair value of the services cannot be reliably estimated.			
<b>Interest revenue</b>			
Interest on reserve account		186,413	158,548
Trade and other receivables overdue interest		9,011	9,361
Other interest revenue		169,865	86,611
		<u>365,289</u>	<u>254,520</u>
The 2025 original budget estimate in relation to: Trade and other receivables overdue interest was \$9,650.			
<b>Fees and charges relating to rates receivable</b>			
Charges on instalment plan		3,190	2,020
The 2025 original budget estimate in relation to: Charges on instalment plan was \$2,500.			

**(b) Expenses**

<b>Auditors remuneration</b>			
- Audit of the Annual Financial Report		42,166	45,350
- Other services – grant acquittals		3,600	5,850
		<u>45,766</u>	<u>51,200</u>
<b>Employee Costs</b>			
Employee benefit costs		2,416,566	2,399,207
Other employee costs		148,781	55,177
		<u>2,565,347</u>	<u>2,454,384</u>
<b>Finance costs</b>			
Interest and financial charges paid/payable for lease liabilities and financial liabilities not at fair value through profit or loss		55,726	54,845
		<u>55,726</u>	<u>54,845</u>
<b>Other expenditure</b>			
Write down of inventories to net realisable value	6	0	110,000
Sundry expenses		143,910	130,425
		<u>143,910</u>	<u>240,425</u>

Sundry Expenses included the following expenses - Members Expenses, Allowances for Doubtful Debts, Donations and Grants, bank fees, Granite Rises Expenses, and other small miscellaneous expenses.

**SHIRE OF CORRIGIN**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30 JUNE 2025**

**3. CASH AND CASH EQUIVALENTS**

Cash at bank and on hand  
Term deposits  
**Total cash and cash equivalents**

Held as  
- Unrestricted cash and cash equivalents  
- Restricted cash and cash equivalents

Note	2025	2024
	\$	\$
	449,833	2,573,792
	3,465,883	1,531,749
	3,915,716	4,105,541
17	3,724,398	3,638,213
	191,318	467,328
	3,915,716	4,105,541

**MATERIAL ACCOUNTING POLICIES**

**Cash and cash equivalents**

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

Bank overdrafts are reported as short term borrowings in current liabilities in the statement of financial position.

Term deposits are presented as cash equivalents if they have a maturity of three months or less from the date of acquisition and are repayable with 24 hours notice with no loss of interest.

**Restricted financial assets**

Restricted financial asset balances are not available for general use by the local government due to externally imposed restrictions. Restrictions are specified in an agreement, contract or legislation. This applies to reserve accounts, unspent grants, subsidies and contributions and unspent loans that have not been fully expended in the manner specified by the contributor, legislation or loan agreement.

**4. OTHER FINANCIAL ASSETS**

**(a) Current assets**

Financial assets at amortised cost

**Other financial assets at amortised cost**

Term deposits

Held as

- Restricted other financial assets at amortised cost

Note	2025	2024
	\$	\$
	4,259,215	4,329,307
	4,259,215	4,329,307
	4,259,215	4,329,307
	4,259,215	4,329,307
17	4,259,215	4,329,307
	4,259,215	4,329,307
	79,620	83,171
	79,620	83,171
	83,171	81,490
	(3,551)	1,681
	79,620	83,171

**(b) Non-current assets**

Financial assets at fair value through profit or loss

**Financial assets at fair value through profit or loss**

Units in Local Government House Trust - opening balance  
Movement attributable to fair value increment  
Units in Local Government House Trust - closing balance

Fair value of financial assets at fair value through profit or loss is determined from the net asset value of the units held in the Trust at balance date as compiled by WALGA.

**MATERIAL ACCOUNTING POLICIES**

**Other financial assets at amortised cost**

The Shire classifies financial assets at amortised cost if both of the following criteria are met:

- the asset is held within a business model whose objective is to collect the contractual cashflows; and
- the contractual terms give rise to cash flows that are solely payments of principal and interest.

Fair values of financial assets at amortised cost are not materially different to their carrying amounts, since the interest receivable on those assets is either close to current market rates or the assets are of a short term nature. Non-current financial assets at amortised cost fair values are based on discounted cash flows using a current market rates. They are classified as level 2 fair values in the fair value hierarchy (see Note 25 (i)) due to the observable market rates.

Interest received is presented under cashflows from operating activities in the Statement of Cash Flows where it is earned from financial assets that are held for cash management purposes.

**Financial assets at fair value through profit or loss**

The Shire classifies the following financial assets at fair value through profit or loss:

- debt investments which do not qualify for measurement at either amortised cost or fair value through other comprehensive income.
- equity investments which the Shire has elected to recognise as fair value gains and losses through profit or loss.

**SHIRE OF CORRIGIN**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30 JUNE 2025**

**5. TRADE AND OTHER RECEIVABLES**

	Note	2025 \$	2024 \$
<b>Current</b>			
Rates and statutory receivables		14,442	55,159
Trade receivables		145,299	66,302
GST receivable		122	0
Receivables for employee related provisions	15	34,408	6,468
Other receivables - RoeROC		1,272	1,281
		195,543	129,210
<b>Non-current</b>			
Rates and statutory receivables		17,197	12,970
		17,197	12,970

Other receivables - RoeROC is made up of the following amounts

- RoeROC other	689	689
- RoeROC Bendering Regional Landfill	(1,132)	(1,132)
- Roe Regional Environmental Health Services	1,715	1,724

**Disclosure of opening and closing balances related to contracts with customers**

Information about receivables from contracts with customers along with financial assets and associated liabilities arising from transfers to enable the acquisition or construction of recognisable non-financial assets is:

Note	30 June 2025 Actual \$	30 June 2024 Actual \$	1 July 2023 Actual \$
Trade and other receivables from contracts with customers	0	129,210	336,436
Contract assets	297,762	0	0
Total trade and other receivables from contracts with customers	297,762	129,210	336,436

**MATERIAL ACCOUNTING POLICIES**

**Rates and statutory receivables**

Rates and statutory receivables are non-contractual receivables arising from statutory requirements and include amounts due from ratepayers for unpaid rates and service charges and other statutory charges or fines.

Rates and statutory receivables are recognised when the taxable event has occurred and can be measured reliably.

**Trade receivables**

Trade receivables are amounts receivable from contractual arrangements with customers for goods sold, services performed or grants or contributions with sufficiently specific performance obligations or for the construction of recognisable non financial assets as part of the ordinary course of business.

**Measurement**

Trade and other receivables are recognised initially at the amount of the transaction price, unless they contain a significant financing component, and are to be recognised at fair value.

**Classification and subsequent measurement**

Receivables which are generally due for settlement within 30 days except rates receivables which are expected to be collected within 12 months are classified as current assets. All other receivables such as, deferred pensioner rates receivable after the end of the reporting period are classified as non-current assets.

Trade and other receivables are held with the objective to collect the contractual cashflows and therefore the Shire measures them subsequently at amortised cost using the effective interest rate method.

Due to the short term nature of current receivables, their carrying amount is considered to be the same as their fair value. Non-current receivables are indexed to inflation, any difference between the face value and fair value is considered immaterial.



**SHIRE OF CORRIGIN**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30 JUNE 2025**

**6. INVENTORIES**

	Note	2025	2024
<b>Current</b>		\$	\$
Other inventories - Fuels and materials		67,803	67,911
Land held for resale			
Cost of acquisition		100,000	130,000
		167,803	197,911
<b>Non-current</b>			
Land held for resale			
Cost of acquisition		1,045,000	1,235,000
		1,045,000	1,235,000
The following movements in inventories occurred during the year:			
<b>Balance at beginning of year</b>		1,432,911	1,551,217
Inventories expensed during the year		(199,757)	(243,688)
Write down of inventories to net realisable value	2(b)	(220,000)	(110,000)
Additions to inventory		199,649	235,382
<b>Balance at end of year</b>		1,212,803	1,432,911

**MATERIAL ACCOUNTING POLICIES**

**General**

Inventories are measured at the lower of cost and net realisable value.

Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

**Land held for resale**

Land held for development and resale is valued at the lower of cost and net realisable value. Cost includes the cost of acquisition, development, borrowing costs and holding costs until completion of development.

**Land held for resale (Continued)**

Borrowing costs and holding charges incurred after development is completed are expensed.

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

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

**SHIRE OF CORRIGIN**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30 JUNE 2025**

**7. OTHER ASSETS**

**Other assets - current**

Prepayments

Contract assets

2025	2024
\$	\$
0	10,483
297,762	0
297,762	10,483

**MATERIAL ACCOUNTING POLICIES**

**Other current assets**

Other non-financial assets include prepayments which represent payments in advance of receipt of goods or services or that part of expenditure made in one accounting period covering a term extending beyond that period.

**Contract assets**

Contract assets primarily relate to the Shire's right to consideration for work completed but not billed at the end of the period.

**SHIRE OF CORRIGIN**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30 JUNE 2025**

**8. PROPERTY, PLANT AND EQUIPMENT**

**(a) Movements in balances**

Movement in the balances of each class of property, plant and equipment between the beginning and the end of the current financial year.

	Assets not subject to operating lease		Assets subject to operating lease		Total property			Plant and equipment		Total property, plant and equipment	
	Note	Land	Buildings - Specialised	Land	Buildings - Non Specialised	Land	Buildings	Total property	Furniture and equipment		Plant and equipment
		\$	\$	\$	\$	\$	\$	\$	\$	\$	
Balance at 1 July 2023		1,487,875	19,531,758	245,022	2,698,137	1,732,897	22,229,895	23,962,792	244,927	2,658,911	26,866,630
Additions		0	217,120	0	0	0	217,120	217,120	40,527	2,332,043	2,589,690
Disposals		0	(12,326)	0	0	0	(12,326)	(12,326)	0	(290,369)	(302,695)
Revaluation increments / (decrements) transferred to revaluation surplus		0	6,989,162	0	627,286	0	7,616,448	7,616,448	0	0	7,616,448
Depreciation		0	(914,349)	0	(70,536)	0	(984,885)	(984,885)	(56,223)	(433,133)	(1,474,241)
Transfers/Reclassification of asset type		642,125	(644,978)	2,853	0	644,978	(644,978)	0			0
Balance at 30 June 2024		2,130,000	25,166,387	247,875	3,254,887	2,377,875	28,421,274	30,799,149	229,231	4,267,452	35,295,832
Comprises:											
Gross balance amount at 30 June 2024		2,130,000	27,752,531	247,875	3,549,643	2,377,875	31,302,174	33,680,049	425,205	6,773,159	40,878,413
Accumulated depreciation at 30 June 2024		0	(2,586,144)	0	(294,756)	0	(2,880,900)	(2,880,900)	(195,974)	(2,505,707)	(5,582,581)
Balance at 30 June 2024	8(b)	2,130,000	25,166,387	247,875	3,254,887	2,377,875	28,421,274	30,799,149	229,231	4,267,452	35,295,832
Additions		0	188,578	0	17,820	0	206,398	206,398	117,868	291,827	616,093
Disposals		0	0	0	0	0	0	0	(4,568)	(276,863)	(281,431)
Depreciation		0	(481,492)		(61,416)	0	(542,908)	(542,908)	(58,574)	(475,094)	(1,076,576)
Balance at 30 June 2025		2,130,000	24,873,473	247,875	3,211,291	2,377,875	28,084,764	30,462,639	283,957	3,807,322	34,553,918
Comprises:											
Gross balance amount at 30 June 2025		2,130,000	34,236,781	247,875	3,434,290	2,377,875	37,671,071	40,048,946	515,977	6,213,553	46,778,476
Accumulated depreciation at 30 June 2025		0	(9,363,308)	0	(222,999)	0	(9,586,307)	(9,586,307)	(232,020)	(2,406,231)	(12,224,558)
Balance at 30 June 2025	8(b)	2,130,000	24,873,473	247,875	3,211,291	2,377,875	28,084,764	30,462,639	283,957	3,807,322	34,553,918



**SHIRE OF CORRIGIN**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30 JUNE 2025**

**8. PROPERTY, PLANT AND EQUIPMENT (Continued)**

**(b) Carrying amount measurements**

Asset class	Note	Carrying amount 2025 \$	Carrying amount 2024 \$	Fair value hierarchy	Valuation technique	Basis of valuation	Date of last valuation	Inputs used
<b>(i) Fair value - as determined at the last valuation date</b>								
<b>Land and buildings</b>								
Land - market value		2,377,875	2,377,875	2	Market approach using recent observable market data for similar properties.	Independent registered valuer	June 2024	Price Per hectare.
Total land	8(a)	2,377,875	2,377,875					
Buildings		3,211,291	3,254,887	2	Cost approach using depreciated replacement cost.	Independent registered valuer	June 2024	Construction costs and current condition (level 2), residual values and remaining useful life assessments (level 3) inputs.
Buildings - specialised		24,873,471	24,873,471	3	Cost approach using depreciated replacement cost.	Management valuation	June 2024	Construction costs and current condition (level 2), residual values and remaining useful life assessments (level 3) inputs.
Total buildings	8(a)	28,084,762	28,128,358					

Level 3 inputs are based on assumptions with regards to future values and patterns of consumption utilising current information. If the basis of these assumptions were varied, they have the potential to result in a significantly higher or lower fair value measurement.

During the period there were no changes in the valuation techniques used by the local government to determine the fair value of property, plant and equipment using either level 2 or level 3 inputs. The valuation techniques applied to property subject to lease was the same as that applied to property not subject to lease.

**SHIRE OF CORRIGIN**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
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**9. INFRASTRUCTURE**

**(a) Movements in balances**

Movement in the balances of each class of infrastructure between the beginning and the end of the current financial year.

	Infrastructure - roads	Other infrastructure - footpaths	Other infrastructure - other	Other infrastructure - parks and ovals	Other infrastructure - drainage	Total infrastructure
	\$	\$	\$	\$	\$	\$
<b>Balance at 1 July 2023</b>	145,592,623	1,984,566	6,258,259	3,233,148	16,097,567	173,166,163
Additions	2,005,855	120,891	0	93,653	0	2,220,399
Depreciation	(1,994,893)	(80,630)	(453,831)	(221,956)	(502,997)	(3,254,307)
<b>Balance at 30 June 2024</b>	145,603,585	2,024,827	5,804,428	3,104,845	15,594,570	172,132,255
<b>Comprises:</b>						
Gross balance at 30 June 2024	149,414,015	2,872,783	6,704,640	3,534,270	16,600,564	179,126,272
Accumulated depreciation at 30 June 2024	(3,810,430)	(847,956)	(900,212)	(429,425)	(1,005,994)	(6,994,017)
<b>Balance at 30 June 2024</b>	145,603,585	2,024,827	5,804,428	3,104,845	15,594,570	172,132,255
Additions	2,473,548	0	374,701	0	0	2,848,249
Depreciation	(2,202,889)	(71,820)	(305,172)	(181,847)	(502,997)	(3,264,725)
Transfers	0	0	13,098	(13,098)	0	0
<b>Balance at 30 June 2025</b>	145,874,244	1,953,007	5,887,055	2,909,900	15,091,573	171,715,779
<b>Comprises:</b>						
Gross balance at 30 June 2025	151,887,563	2,872,783	7,070,708	3,521,171	16,600,564	181,952,789
Accumulated depreciation at 30 June 2025	(6,013,319)	(919,776)	(1,183,653)	(611,271)	(1,508,991)	(10,237,010)
<b>Balance at 30 June 2025</b>	145,874,244	1,953,007	5,887,055	2,909,900	15,091,573	171,715,779

**SHIRE OF CORRIGIN  
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30 JUNE 2025**

**9. INFRASTRUCTURE (Continued)**

**(b) Carrying amount measurements**

<b>Asset class</b>	<b>Fair value hierarchy</b>	<b>Valuation technique</b>	<b>Basis of valuation</b>	<b>Date of last valuation</b>	<b>Inputs used</b>
<b>(i) Fair value - as determined at the last valuation date</b>					
<b>Infrastructure - roads</b>	3	Cost approach using current replacement cost	Independent Registered Valuers	June 2022	Construction costs and current condition, residual values and remaining useful life assessments inputs
<b>Other infrastructure - footpaths</b>	3	Cost approach using current replacement cost	Independent Registered Valuers	June 2023	Construction costs and current condition, residual values and remaining useful life assessments inputs
<b>Other infrastructure - other</b>	3	Cost approach using current replacement cost	Independent Registered Valuers	June 2022	Construction costs and current condition, residual values and remaining useful life assessments inputs
<b>Other infrastructure - parks and ovals</b>	3	Cost approach using current replacement cost	Independent Registered Valuers	June 2022	Construction costs and current condition, residual values and remaining useful life assessments inputs
<b>Other infrastructure - drainage</b>	3	Cost approach using current replacement cost	Independent Registered Valuers	June 2022	Construction costs and current condition, residual values and remaining useful life assessments inputs

Level 3 inputs are based on assumptions with regards to future values and patterns of consumption utilising current information. If the basis of these assumptions were varied, they have the potential to result in a significantly higher or lower fair value measurement.

During the period there were no changes in the valuation techniques used to determine the fair value of infrastructure using level 3 inputs.



**SHIRE OF CORRIGIN**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
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**10. FIXED ASSETS**

**(a) Depreciation**

**Depreciation rates**

Typical estimated useful lives for the different asset classes for the current and prior years are included in the table below:

<b>Asset class</b>	<b>Useful life</b>
Buildings	30 to 120 years
Furniture and Equipment	3 to 15 years
Plant and Equipment	2 to 25 years
- Heavy Vehicles	15 to 25 years
- Light Vehicles	2 to 7 years
Sealed Roads and Streets - Formation	
- Pavement	15 to 80 years
- Seal (Bituminous / Asphalt)	15 to 80 years
Gravel Roads - Formation	
- Gravel Sheet	15 to 80 years
Footpaths – Slab	30 to 40 years
Sewerage Piping	100 years
Water Supply and Drainage Systems	30 to 50 years
Infrastructure – Parks and Ovals	5 to 50 years
Infrastructure – Other	5 to 50 years

**Revision of useful lives of fixed assets**

The useful lives of all asset classes were reviewed during the reporting period, which resulted in a reduction in depreciation of approximately \$390,793.

**SHIRE OF CORRIGIN  
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30 JUNE 2025**

**10. FIXED ASSETS (Continued)**

**MATERIAL ACCOUNTING POLICIES**

**Initial recognition**

An item of property, plant and equipment or infrastructure that qualifies for recognition as an asset is measured at its cost.

Upon initial recognition, cost is determined as the amount paid (or other consideration given) to acquire the assets, plus costs incidental to the acquisition. The cost of non-current assets constructed by the Shire includes the cost of all materials used in construction, direct labour on the project and an appropriate proportion of variable and fixed overheads. For assets acquired at zero cost or otherwise significantly less than fair value, cost is determined as fair value at the date of acquisition.

Assets for which the fair value as at the date of acquisition is under \$5,000 are not recognised as an asset in accordance with *Local Government (Financial Management) Regulation 17A(5)*. These assets are expensed immediately.

Where multiple individual low value assets are purchased together as part of a larger asset or collectively forming a larger asset exceeding the threshold, the individual assets are recognised as one asset and capitalised.

Individual assets that are land, buildings and infrastructure acquired between scheduled revaluation dates of the asset class in accordance with the Shire's revaluation policy, are recognised at cost and disclosed as being at reportable value.

**Measurement after recognition**

Plant and equipment including furniture and equipment and right-of-use assets (other than vested improvements) are measured using the cost model as required under *Local Government (Financial Management) Regulation 17A(2)*. Assets held under the cost model are carried at cost less accumulated depreciation and any impairment losses being their reportable value.

**Reportable value**

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

Reportable value is for the purpose of *Local Government (Financial Management) Regulation 17A(4)* is the fair value of the asset at its last valuation date minus (to the extent applicable) the accumulated depreciation and any accumulated impairment losses in respect of the non-financial asset subsequent to its last valuation date.

**Revaluation**

Land and buildings classified as property, plant and equipment, infrastructure or vested improvements that the local government controls and measured at reportable value, are only required to be revalued every five years in accordance with the regulatory framework. This includes buildings and infrastructure items which were pre-existing improvements (i.e. vested improvements) on land vested in the Shire.

Whilst the regulatory framework only requires a revaluation to occur every five years, it also provides for the Shire to revalue earlier if it chooses to do so.

For land, buildings and infrastructure, increases in the carrying amount arising on revaluation of asset classes are credited to a revaluation surplus in equity.

Decreases that offset previous increases of the same class of asset are recognised against revaluation surplus directly in equity. All other decreases are recognised in profit or loss.

Subsequent increases are then recognised in profit or loss to the extent they reverse a net revaluation decrease previously recognised in profit or loss for the same class of asset.

**Depreciation**

The depreciable amount of all property, plant and equipment and infrastructure, are depreciated on a straight-line basis over the individual asset's useful life from the time the asset is held ready for use. Leasehold improvements are depreciated over the shorter of either the unexpired period of the lease or the estimated useful life of the improvements.

The assets residual values and useful lives are reviewed, and adjusted if appropriate, at the end of each reporting period.

**Depreciation on revaluation**

When an item of property, plant and equipment and infrastructure is revalued, any accumulated depreciation at the date of the revaluation is treated in one of the following ways:

- (i) The gross carrying amount is adjusted in a manner that is consistent with the revaluation of the carrying amount of the asset; or
- (ii) Eliminated against the gross carrying amount of the asset and the net amount restated to the revalued amount of the asset.

**Impairment**

In accordance with *Local Government (Financial Management) Regulations 17A(4C)*, the Shire is not required to comply with *AASB 136 Impairment of Assets* to determine the recoverable amount of its non-financial assets that are land or buildings classified as property, plant and equipment, infrastructure or vested improvements that the local government controls in circumstances where there has been an impairment indication of a general decrease in asset values.

In other circumstances where it has been assessed that one or more of these non-financial assets are impaired, the asset's carrying amount is written down immediately to its recoverable amount if the asset's carrying amount is greater than its estimated recoverable amount.

**Gains or losses on disposal**

Gains and losses on disposals are determined by comparing proceeds with the carrying amount. These gains and losses are included in the statement of comprehensive income in the period in which they arise.

**SHIRE OF CORRIGIN**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30 JUNE 2025**

**11. LEASES**

**(a) Lessor - property, plant and equipment subject to lease**

The table below represents a maturity analysis of the undiscounted lease payments to be received after the reporting date.

Less than 1 year  
1 to 2 years  
2 to 3 years  
3 to 4 years  
4 to 5 years  
> 5 years

<b>2025 Actual</b>	<b>2024 Actual</b>
<b>\$</b>	<b>\$</b>
91,267	57,957
88,218	21,867
60,705	1,350
22,510	0
23,186	0
433,962	0
<b>719,848</b>	<b>81,174</b>
<b>171,078</b>	<b>165,193</b>

**Amounts recognised in profit or loss for property, plant and equipment subject to lease**

Rental income

The Shire leases houses to staff and aged persons with rentals payable monthly. These leases are classified as operating leases as they do not transfer substantially all of the risks and rewards incidental to the ownership of the assets.

**MATERIAL ACCOUNTING POLICIES**

**The Shire as lessor**

Upon entering into each contract as a lessor, the Shire assesses if the lease is a finance or operating lease.

The contract is classified as a finance lease when the terms of the lease transfer substantially all the risks and rewards of ownership to the lessee. All other leases not within this definition are classified as operating leases. Rental income received from operating leases is recognised on a straight-line basis over the term of the specific lease.

Initial direct costs incurred in entering into an operating lease (eg legal cost, cost to setup) are included in the carrying amount of the leased asset and recognised as an expense on a straight-line basis over the lease term.

When a contract is determined to include lease and non-lease components, the Shire applies AASB 15 *Revenue from Contracts with Customers* to allocate the consideration under the contract to each component.



**SHIRE OF CORRIGIN**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
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**12. TRADE AND OTHER PAYABLES**

**Current**

Sundry creditors  
 Prepaid rates  
 Accrued payroll liabilities  
 Statutory liabilities - ATO  
 Bonds and deposits held  
 Other payables - Accrued Expenses  
 Other payables - Unclaimed Funds

2025	2024
\$	\$
178,856	221,753
35,706	24,678
24,373	17,672
889	2,014
1,214	(750)
88,864	0
25,771	0
355,673	265,367

**MATERIAL ACCOUNTING POLICIES**

**Financial liabilities**

Financial liabilities are initially recognised at fair value when the Shire becomes a party to the contractual provisions of the instrument.

Non-derivative financial liabilities (excluding financial guarantees) are subsequently measured at amortised cost.

Financial liabilities are derecognised where the related obligations are discharged, cancelled or expired. The difference between the carrying amount of the financial liability extinguished or transferred to another party and any consideration paid, including the transfer of non-cash assets or liabilities assumed, is recognised in profit or loss.

**Statutory liabilities**

Statutory liabilities, are amounts owed to regulatory authorities due to statutory obligations such as FBT and PAYG. GST payable is offset against GST receivable and any net GST payable is included as a statutory liability.

**Trade and other payables**

Trade and other payables represent liabilities for goods and services provided to the Shire prior to the end of the financial year that are unpaid and arise when the Shire becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are usually paid within 30 days of recognition. The carrying amounts of trade and other payables are considered to be the same as their fair values, due to their short-term nature.

**Prepaid rates**

Prepaid rates are, until the taxable event has occurred (start of the next financial year), refundable at the request of the ratepayer. Rates received in advance are initially recognised as a financial liability. When the taxable event occurs, the financial liability is extinguished and the Shire recognises income for the prepaid rates that have not been refunded.

**SHIRE OF CORRIGIN**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
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**13. OTHER LIABILITIES**

**Current**

Contract liabilities

	2025	2024
	\$	\$
	0	468,078
	0	468,078
<b>Reconciliation of changes in contract liabilities</b>		
Opening balance	468,078	30,577
Additions	0	446,643
Revenue from contracts with customers included as a contract liability at the start of the period	(468,078)	(9,142)
	0	468,078

The aggregate amount of the performance obligations unsatisfied (or partially unsatisfied) in relation to these contract liabilities was \$0 (2024: \$468,078)

**MATERIAL ACCOUNTING POLICIES**

**Contract liabilities**

Contract liabilities represent the Shire's obligation to transfer goods or services to a customer for which the Shire has received consideration from the customer.

Contract liabilities represent obligations which are not yet satisfied. Contract liabilities are recognised as revenue when the performance obligations in the contract are satisfied.

**SHIRE OF CORRIGIN  
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30 JUNE 2025**

**14. BORROWINGS**

	Note	2025			2024		
		Current	Non-current	Total	Current	Non-current	Total
<b>Secured</b>		\$	\$	\$	\$	\$	\$
Bank loans		103,465	1,023,119	1,126,584	98,827	1,126,584	1,225,411
<b>Total secured borrowings</b>	28(a)	103,465	1,023,119	1,126,584	98,827	1,126,584	1,225,411

**Secured liabilities and assets pledged as security**

Debentures, bank overdrafts and bank loans are secured by a floating charge over the assets of the Shire of Corrigin.

The Shire of Corrigin has complied with the financial covenants of its borrowing facilities during the 2024 and 2023 years.

**MATERIAL ACCOUNTING POLICIES**

**Borrowing costs**

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

Fair values of borrowings are not materially different to their carrying amounts, since the interest payable on those borrowings is either close to current market rates or the borrowings are of a short term nature. Borrowings fair values are based on discounted cash flows using a current borrowing rate. They are classified as level 3 fair values in the fair value hierarchy (see Note 25(i)) due to the unobservable inputs, including own credit risk.

**Risk**

Details of individual borrowings required by regulations are provided at Note 28(a).



**SHIRE OF CORRIGIN**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
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**15. EMPLOYEE RELATED PROVISIONS**

**Employee related provisions**

**Current provisions**

**Employee benefit provisions**

Annual leave

Long service leave

**Employee related other provisions**

Employment on-costs

**Total current employee related provisions**

**Non-current provisions**

**Employee benefit provisions**

Long service leave

**Employee related other provisions**

Employment on-costs

**Total non-current employee related provisions**

**Total employee related provisions**

	2025	2024
	\$	\$
Annual leave	125,158	144,401
Long service leave	189,919	200,999
	315,077	345,400
Employment on-costs	59,004	57,291
	59,004	57,291
<b>Total current employee related provisions</b>	<b>374,081</b>	<b>402,691</b>
Long service leave	48,826	54,981
	48,826	54,981
Employment on-costs	5,786	7,029
	5,786	7,029
<b>Total non-current employee related provisions</b>	<b>54,612</b>	<b>62,010</b>
<b>Total employee related provisions</b>	<b>428,693</b>	<b>464,701</b>

Provision is made for benefits accruing to employees in respect of wages and salaries, annual leave and long service leave and associated on costs for services rendered up to the reporting date and recorded as an expense during the period the services are delivered.

Annual leave liabilities are classified as current, as there is no unconditional right to defer settlement for at least 12 months after the end of the reporting period.

**MATERIAL ACCOUNTING POLICIES**

**Employee benefits**

The Shire's obligations for employees' annual leave, long service leave and other employee leave entitlements are recognised as employee related provisions in the Statement of Financial Position.

**Short-term employee benefits**

Provision is made for the Shire's obligations for short-term employee benefits. Short-term employee benefits are benefits (other than termination benefits) that are expected to be settled wholly before 12 months after the end of the annual reporting period in which the employees render the related service, including wages, salaries and sick leave. Short-term employee benefits are measured at the (undiscounted) amounts expected to be paid when the obligation is settled.

The Shire's obligations for short-term employee benefits such as wages, salaries and sick leave are recognised as a part of current trade and other payables in the statement of financial position.

**Other long-term employee benefits**

Long-term employee benefits provisions are measured at the present value of the expected future payments to be made to employees. Expected future payments incorporate anticipated future wage and salary levels, durations of service and employee departures and are discounted at rates determined by reference to market yields at the end of the reporting period on government bonds that have maturity dates that approximate the terms of the obligations. Any remeasurements for changes in assumptions of obligations for other long-term employee benefits are recognised in profit or loss in the periods in which the changes occur.

The Shire's obligations for long-term employee benefits are presented as non-current provisions in its statement of financial position, except where the Shire does not have an unconditional right to defer settlement for at least 12 months after the end of the reporting period, in which case the obligations are presented as current provisions.

**SHIRE OF CORRIGIN**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
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**16. REVALUATION SURPLUS**

	<b>2025 Opening balance</b>	<b>2025 Closing balance</b>	<b>2024 Opening balance</b>	<b>Total Movement on revaluation</b>	<b>2024 Closing balance</b>
	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
Revaluation surplus - Land and buildings	22,782,995	22,782,995	15,128,710	7,654,285	22,782,995
Revaluation surplus - Furniture and equipment	84,719	84,719	84,719	0	84,719
Revaluation surplus - Plant and equipment	307,766	307,766	307,766	0	307,766
Revaluation surplus - Infrastructure - roads	123,373,743	123,373,743	123,373,743	0	123,373,743
Revaluation surplus - Infrastructure - footpaths	1,283,878	1,283,878	1,283,878	0	1,283,878
Revaluation surplus - Infrastructure - drainage	18,839,554	18,839,554	18,839,554	0	18,839,554
Revaluation surplus - Infrastructure - parks and ovals	6,229,016	6,229,016	6,229,016	0	6,229,016
Revaluation surplus - Infrastructure - other	2,682,807	2,682,807	2,682,807	0	2,682,807
	<b>175,584,478</b>	<b>175,584,478</b>	<b>167,930,193</b>	<b>7,654,285</b>	<b>175,584,478</b>

**SHIRE OF CORRIGIN**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
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**17. RESTRICTIONS OVER FINANCIAL ASSETS**

The following classes of financial assets have restrictions imposed by regulations or other externally imposed requirements which limit or direct the purpose for which the resources may be used:

- Cash and cash equivalents	3	192,532	467,328
- Financial assets at amortised cost	4	4,259,215	4,329,307
		<b>4,451,747</b>	<b>4,796,635</b>

The restricted financial assets are a result of the following specific purposes to which the assets may be used:

Restricted reserve accounts	29	4,450,533	4,329,307
Contract liabilities	13	0	468,078
Bonds and Deposits held	12	1,214	(750)
<b>Total restricted financial assets</b>		<b>4,451,747</b>	<b>4,796,635</b>

**18. UNDRAWN BORROWING FACILITIES AND CREDIT  
STANDBY ARRANGEMENTS**

**Credit standby arrangements**

Bank overdraft limit	100,000	100,000
Bank overdraft at balance date	0	0
Credit card limit	20,000	20,000
Credit card balance at balance date	(325)	(789)
<b>Total amount of credit unused</b>	<b>119,675</b>	<b>119,211</b>

**Loan facilities**

Loan facilities - current	103,465	98,827
Loan facilities - non-current	1,023,119	1,126,584
<b>Total facilities in use at balance date</b>	<b>1,126,584</b>	<b>1,225,411</b>

<b>Unused loan facilities at balance date</b>	<b>0</b>	<b>0</b>
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**SHIRE OF CORRIGIN**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
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**19. CONTINGENT LIABILITIES**

The Shire of Corrigin had no contingent liabilities at 30 June 2025 (30 June 2024: Nil)

**20. CAPITAL COMMITMENTS**

	<b>2025</b>	<b>2024</b>
	<b>\$</b>	<b>\$</b>
Contracted for:		
- capital expenditure projects	18,550	136,000
- furniture, plant & equipment purchases	19,760	0
	<b>38,310</b>	<b>136,000</b>
Payable:		
- not later than one year	38,310	136,000

The capital commitments outstanding at the end of the current reporting period represent the the following:

- capital expenditure projects - capital works to the heated pools ventilation system
- furniture, plant & equipment purchases - purchase of a new pool cover for the outside pool.

The Shire also had \$87,790 of operational expenses committed at the end of the reporting period relating to Integrated Reporting and Planning, road maintenace and repairs to a loader.

**SHIRE OF CORRIGIN**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
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**21. RELATED PARTY TRANSACTIONS**

**(a) Council member remuneration**

Fees, expenses and allowances to be paid or reimbursed to council members.

Note	2025 Actual	2025 Budget	2024 Actual
	\$	\$	\$
President's annual allowance	8,000	8,000	8,000
President's meeting attendance fees	8,000	8,000	7,500
President's ICT expenses	1,000	1,000	1,000
President's childcare, travel and accommodation expenses	2,600	100	0
	19,600	17,100	16,500
Deputy President's annual allowance	2,000	2,000	1,500
Deputy President's meeting attendance fees	4,500	4,500	5,000
Deputy President's ICT expenses	1,000	1,000	1,250
Deputy President's annual allowance for ICT expenses	2,300	100	0
	9,800	7,600	7,750
All other council member's meeting attendance fees	21,068	22,500	18,000
All other council member's annual allowance for ICT expenses	4,682	5,000	4,500
All other council member's childcare, travel and accommodation expenses	8,920	500	0
	34,670	28,000	22,500
21(b)	64,070	52,700	46,750

**(b) Key management personnel (KMP) compensation**

The total of compensation paid to KMP of the Shire during the year are as follows:

Short-term employee benefits	415,486	428,106
Post-employment benefits	58,779	57,833
Employee - other long-term benefits	20,885	22,046
Employee - termination benefits	981	0
Council member costs	64,070	46,750
21(a)	560,201	554,735

*Short-term employee benefits*

These amounts include all salary and fringe benefits awarded to KMP except for details in respect to fees and benefits paid to council members which may be separately found in the table above.

*Post-employment benefits*

These amounts are the current-year's cost of the Shire's superannuation contributions made during the year.

*Other long-term benefits*

These amounts represent annual leave and long service leave entitlements accruing during the year.

*Termination benefits*

These amounts represent termination benefits paid to KMP (Note: may or may not be applicable in any given year).

*Council member costs*

These amounts represent payments of member fees, expenses, allowances and reimbursements during the year.

**SHIRE OF CORRIGIN**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30 JUNE 2025**

**21. RELATED PARTY TRANSACTIONS (Continued)**

**(c) Transactions with related parties**

Transactions between related parties and the Shire are on normal commercial terms and conditions, no more favourable than those available to other parties, unless otherwise stated.

No outstanding balances or provisions for doubtful debts or guarantees exist in relation to related parties at year end.

In addition to KMP compensation above the following transactions occurred with related parties:

	<b>2025 Actual</b>	<b>2024 Actual</b>
	<b>\$</b>	<b>\$</b>
Sale of goods and services	0	397
Purchase of goods and services	1,978	3,881

**(d) Related parties**

**The Shire's main related parties are as follows:**

*i. Key management personnel*

Any person(s) having authority and responsibility for planning, directing and controlling the activities of the Shire, directly or indirectly, including any council member, are considered key management personnel.

*ii. Other Related Parties*

An associate person of KMP was employed by the Shire under normal employment terms and conditions. Outside of normal citizen type transactions with the Shire, there were no other related party transactions involving KMP and/or their close family members and/or their controlled (or jointly controlled) entities.

*iii. Entities subject to significant influence by the Shire*

There were no such entities requiring disclosure during the current or previous year.



**SHIRE OF CORRIGIN**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30 JUNE 2025**

**22. JOINT ARRANGEMENTS**

**Share of joint operations**

**(a) ROE Regional Environmental Health Scheme**

The Shire of Corrigin together with the Shires of Narembeen, Kondinin, Kulin and Lake Grace form the Roe Regional Environmental Health Scheme (RoeEHS). The RoeEHS was formed to manage the provision of the environmental health service.

The total expenditure for the scheme was \$246,321 (30 June 2024: \$218,658) less revenue of \$189,496 (30 June 2024: \$172,666).

The Shire of Corrigin's share of this expenditure which has been brought to account was (\$56,825) (30 June 2024: \$45,992).

**(b) Housing Authority - Seimons Avenue Units**

The Shire together with Housing Authority entered into a Joint Venture Agreement on 7 January 1999 for a period of 25 years for the two units located at 23A and 23B Seimons Avenue. The Shire have a 15.75% interest with the remaining 84.25% owned by Housing Authority. The agreement allows for the Shire to collect all associated income to offset the expenditure incurred in the operation, management and maintenance of the units.

The Shire's share of the assets and liabilities, income and expenditure and cashflows is set out in the table below.

	<b>2025 Actual</b>	<b>2024 Actual</b>
<b>Statement of financial position</b>		
	\$	\$
Land and buildings (2 x 2 bedroom units) @ 15.75%	89,736	89,736
Less: accumulated depreciation	(21,470)	(20,222)
<b>Total assets</b>	<b>68,266</b>	<b>69,514</b>
<b>Statement of comprehensive income</b>		
Rental Income	14,555	17,890
Reimbursement Income (Utilities)	317	200
Depreciation	(1,248)	(1,389)
Expenditure on Joint Venture Housing	(43,756)	(12,212)
<b>Profit/(loss) for the period</b>	<b>(30,132)</b>	<b>4,489</b>
Other comprehensive income		
<b>Total comprehensive income for the period</b>	<b>(30,132)</b>	<b>4,489</b>
<b>Statement of cash flows</b>		
Rental Income	14,555	17,890
Reimbursement Income (Utilities)	317	200
Expenditure on Joint Venture Housing	(43,756)	(12,212)
<b>Net cash provided by (used in) operating activities</b>	<b>(28,884)</b>	<b>5,878</b>

**MATERIAL ACCOUNTING POLICIES**

**Joint operations**

A joint operation is a joint arrangement where the Shire has joint control with two or more parties to the joint arrangement. All parties to joint arrangement have rights to the assets, and obligations for the liabilities relating to the arrangement.

Assets, liabilities, revenues and expenses relating to the Shire's interest in the joint operation are accounted for in accordance with the relevant Australian Accounting Standards.

**SHIRE OF CORRIGIN**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
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**23. INVESTMENT IN ASSOCIATES**

**(a) Investment in associates**

Set out in the table below are the associates of the Shire. All associates are measured using the equity method.  
Western Australia is the principal place of business for all associates.

Name of entity	% of ownership interest		2025	2024
	2025	2024	Actual	Actual
Bendering Landfill Facility	25.00%	25.00%	\$ 41,553	\$ 65,977
<b>Total equity-accounted investments</b>			<b>41,553</b>	<b>65,977</b>

**(b) Share of investment in Somewhere Regional Council**

The Shire together with the Shires of Narembeen, Kondinin and Kulin form the Roe Regional Organisation of Council (RoeROC).

The RoeROC was formed to manage the provision of the Bendering Landfill facility located at Narembeen-Kondinin Road, Kondinin.

The Shire has determined it has significant influence over RoeROC

The tables below reflect the summarised financial information of RoeROC. This does not represent the Shire's share of those amounts.

Summarised statement of comprehensive income	Note	2025 Actual \$	2024 Actual \$
Revenue		22,069	32,000
Interest revenue			
Expenditure		(48,084)	(55,744)
Profit/(loss) from continuing operations		(26,015)	(23,744)
Loss on disposal of non-current assets		(10,800)	0
Finance costs		(82,772)	0
Depreciation		(4,124)	(30,343)
Profit/(loss) from discontinued operations			
Profit/(loss) for the period		(123,711)	(54,087)
Other comprehensive income		0	161,200
<b>Total comprehensive income for the period</b>		<b>(123,711)</b>	<b>107,113</b>
<b>Summarised statement of financial position</b>			
Cash and cash equivalents			
Other current assets			
Total current assets		0	0
Non-current assets		1,084,398	1,099,322
Total assets		1,084,398	1,099,322
Current financial liabilities		241,122	247,252
Other current liabilities			
Total current liabilities		241,122	247,252
Non-current financial liabilities		677,062	588,161
Other non-current liabilities			
Total non-current liabilities		677,062	588,161
<b>Total liabilities</b>		<b>918,184</b>	<b>835,413</b>
<b>Net assets</b>		<b>166,214</b>	<b>263,909</b>
<b>Reconciliation to carrying amounts</b>			
Opening net assets 1 July		263,909	168,796
Changes in members contributions		26,016	(12,001)
Profit/(Loss) for the period		(123,711)	(54,087)
Other comprehensive income		0	161,200
Closing net assets 30 June		166,214	263,908
<b>Carrying amount at 1 July</b>		<b>65,977</b>	<b>42,199</b>
- Share of associates net profit/(loss) for the period	23(c)	(30,928)	(13,522)
- Share of associates other comprehensive income arising during the period		0	40,300
- Distribution of equity by associate		0	(4,773)
- Contribution to equity in associate		6,504	1,773
<b>Carrying amount at 30 June (Refer to Note 23(a))</b>		<b>41,553</b>	<b>65,977</b>

SHIRE OF CORRIGIN  
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30 JUNE 2025

23. INVESTMENT IN ASSOCIATES (Continued)

MATERIAL ACCOUNTING POLICIES

Investments in associates

An associate is an entity over which the Shire has significant influence, that is it has the power to participate in the financial and operating policy decisions of the investee but not control or joint control of those policies.

Investments in associates are accounted for using the equity method. The equity method of accounting, is whereby the investment is initially recognised at cost and adjusted thereafter for the post-acquisition change in the Shire's share of net assets of the associate. In addition, the Shire's share of the profit or loss of the associate is included in the Shire's profit or loss.

(c) Share of associates net profit/(loss) for the period  
Investment in Bendering Landfill Facility

2025 Actual	2024 Actual
\$	\$
(30,928)	(13,522)
(30,928)	(13,522)



**SHIRE OF CORRIGIN  
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
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**24. EVENTS OCCURRING AFTER THE END OF THE REPORTING PERIOD**

**Sale of Property**

In the 2024/25 financial year, Council resolved through its budget process to sell the Infant Health Clinic located at 11 Lynch Street, Corrigin (Lot 500 CT 4046/971). Notice was given in accordance with section 3.58(3) of the Local Government Act 1995 of the proposed disposal to Corrigin Farm Improvement Inc for \$85,000 (GST exclusive), which matched the independent market valuation.

Although the decision to sell was made during the 2024/25 financial year, the transaction was not settled until 31 August 2025. As a result, the sale was carried forward and included in the 2025/26 budget.

**SHIRE OF CORRIGIN**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
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**25. OTHER MATERIAL ACCOUNTING POLICIES**

**a) Goods and services tax (GST)**

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO).

Receivables and payables are stated inclusive of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with receivables or payables in the statement of financial position.

Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows.

**b) Current and non-current classification**

The asset or liability is classified as current if it is expected to be settled within the next 12 months, being the Shire's operational cycle. In the case of liabilities where the Shire does not have the unconditional right to defer settlement beyond 12 months, such as vested long service leave, the liability is classified as current even if not expected to be settled within the next 12 months. Inventories held for trading are classified as current or non-current based on the Shire's intentions to release for sale.

**c) Rounding off figures**

All figures shown in this annual financial report, other than a rate in the dollar, are rounded to the nearest dollar. Amounts are presented in Australian Dollars.

**d) Comparative figures**

Where required, comparative figures have been adjusted to conform with changes in presentation for the current financial year.

When the Shire applies an accounting policy retrospectively, makes a retrospective restatement or reclassifies items in its financial statements that has a material effect on the statement of financial position, an additional (third) Statement of Financial Position as at the beginning of the preceding period in addition to the minimum comparative financial report is presented.

**e) Budget comparative figures**

Unless otherwise stated, the budget comparative figures shown in this annual financial report relate to the original budget estimate for the relevant item of disclosure.

**f) Superannuation**

The Shire contributes to a number of Superannuation Funds on behalf of employees. All funds to which the Shire contributes are defined contribution plans.

**g) Fair value of assets and liabilities**

Fair value is the price that the Shire would receive to sell the asset or would have to pay to transfer a liability, in an orderly (i.e. unforced) transaction between independent, knowledgeable and willing market participants at the measurement date.

As fair value is a market-based measure, the closest equivalent observable market pricing information is used to determine fair value. Adjustments to market values may be made having regard to the characteristics of the specific asset or liability. The fair values of assets that are not traded in an active market are determined using one or more valuation techniques. These valuation techniques maximise, to the extent possible, the use of observable market data.

To the extent possible, market information is extracted from either the principal market for the asset or liability (i.e. the market with the greatest volume and level of activity for the asset or liability) or, in the absence of such a market, the most advantageous market available to the entity at the end of the reporting period (i.e. the market that maximises the receipts from the sale of the asset after taking into account transaction costs and transport costs).

For non-financial assets, the fair value measurement also takes into account a market participant's ability to use the asset in its highest and best use or to sell it to another market participant that would use the asset in its highest and best use.

**h) Interest revenue**

Interest revenue is calculated by applying the effective interest rate to the gross carrying amount of a financial asset measured at amortised cost except for financial assets that subsequently become credit-impaired. For credit-impaired financial assets the effective interest rate is applied to the net carrying amount of the financial asset (after deduction of the loss allowance).

**i) Fair value hierarchy**

AASB 13 *Fair Value Measurement* requires the disclosure of fair value information by level of the fair value hierarchy, which categorises fair value measurement into one of three possible levels based on the lowest level that an input that is significant to the measurement can be categorised into as follows:

**Level 1**

Measurements based on quoted prices (unadjusted) in active markets for identical assets or liabilities that the entity can access at the measurement date.

**Level 2**

Measurements based on inputs other than quoted prices included in Level 1 that are observable for the asset or liability, either directly or indirectly.

**Level 3**

Measurements based on unobservable inputs for the asset or liability.

The fair values of assets and liabilities that are not traded in an active market are determined using one or more valuation techniques. These valuation techniques maximise, to the extent possible, the use of observable market data. If all significant inputs required to measure fair value are observable, the asset or liability is included in Level 2. If one or more significant inputs are not based on observable market data, the asset or liability is included in Level 3.

**Valuation techniques**

The Shire selects a valuation technique that is appropriate in the circumstances and for which sufficient data is available to measure fair value. The availability of sufficient and relevant data primarily depends on the specific characteristics of the asset or liability being measured. The valuation techniques selected by the Shire are consistent with one or more of the following valuation approaches:

**Market approach**

Valuation techniques that use prices and other relevant information generated by market transactions for identical or similar assets or liabilities.

**Income approach**

Valuation techniques that convert estimated future cash flows or income and expenses into a single discounted present value.

**Cost approach**

Valuation techniques that reflect the current replacement cost of the service capacity of an asset.

Each valuation technique requires inputs that reflect the assumptions that buyers and sellers would use when pricing the asset or liability, including assumptions about risks. When selecting a valuation technique, the Shire gives priority to those techniques that maximise the use of observable inputs and minimise the use of unobservable inputs. Inputs that are developed using market data (such as publicly available information on actual transactions) and reflect the assumptions that buyers and sellers would generally use when pricing the asset or liability are considered observable, whereas inputs for which market data is not available and therefore are developed using the best information available about such assumptions are considered unobservable.

**j) Impairment of assets**

In accordance with Australian Accounting Standards the Shire's assets, other than inventories, are assessed at each reporting date to determine whether there is any indication they may be impaired.

Where such an indication exists, an impairment test is carried out on the asset by comparing the recoverable amount of the asset, being the higher of the asset's fair value less costs to sell and value in use, to the asset's carrying amount except for non-financial assets that are:

- land and buildings classified as property, plant and equipment;
- infrastructure; or
- vested improvements that the local government controls, in circumstances where there has been an impairment indication of a general decrease in asset values.

These non-financial assets are assessed in accordance with the regulatory framework detailed in Note 10.

Any excess of the asset's carrying amount over its recoverable amount is recognised immediately in profit or loss, unless the asset is carried at a revalued amount in accordance with another Standard (e.g. AASB 116 *Property, Plant and Equipment*) whereby any impairment loss of a revalued asset is treated as a revaluation decrease in accordance with that other Standard.

**SHIRE OF CORRIGIN**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
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**26. RATING INFORMATION**

**(a) General rates**

		Rate in \$	Number of properties	2024/25 Actual rateable value*	2024/25 Actual rate revenue	2024/25 Actual interim rates	2024/25 Actual total revenue	2024/25 Budget rate revenue	2024/25 Budget interim rate	2024/25 Budget total revenue	2023/24 Actual total revenue
RATE TYPE	Basis of valuation			\$	\$	\$	\$	\$	\$	\$	\$
Rate description											
Townsites	Gross rental valuation	0.094991	346	4,866,401	462,264	4,110	466,374	462,264	5,000	467,264	448,632
Rural	Unimproved valuation	0.007506	418	346,442,500	2,600,397	641	2,601,038	2,600,397	0	2,600,397	2,478,681
Total general rates			764	351,308,901	3,062,661	4,751	3,067,412	3,062,661	5,000	3,067,661	2,927,313
Minimum payment											
Minimum payment											
Townsites	Gross rental valuation	490	51	91,772	24,990	0	24,990	24,990	0	24,990	21,600
Rural	Unimproved valuation	490	27	687,237	13,230	0	13,230	13,230	0	13,230	10,800
Total minimum payments			78	779,009	38,220	0	38,220	38,220	0	38,220	32,400
Total general rates and minimum payments			842	352,087,910	3,100,881	4,751	3,105,632	3,100,881	5,000	3,105,881	2,959,713
Ex-gratia rates											
CBH Group			0.0828	5	525,750	43,539	43,539	43,539	0	43,539	47,997
Total amount raised from rates (excluding general rates)			5	525,750	43,539	0	43,539	43,539	0	43,539	47,997
Total rates							3,149,171			3,149,420	3,007,710
Rates related information											
Rates instalment interest							7,356			7,000	3,985
Rates instalment plan charges							3,190			2,500	2,020
Rates overdue interest							8,883			9,450	9,216
Rates written off							10			1,000	25

\*Rateable Value at time of raising of rate.



**SHIRE OF CORRIGIN**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30 JUNE 2025**

**27. DETERMINATION OF SURPLUS OR DEFICIT**

	Note	2024/25 (30 June 2025 carried forward) \$	2024/25 Budget (30 June 2025 carried forward) \$	2023/24 (30 June 2024 carried forward) \$
<b>(a) Non-cash amounts excluded from operating activities</b>				
The following non-cash revenue or expenditure has been excluded from amounts attributable to operating activities within the Statement of Financial Activity in accordance with <i>Financial Management Regulation 32</i> .				
<b>Adjustments to operating activities</b>				
Less: Profit on asset disposals		(55,500)	(264,678)	(122,907)
Less: Fair value adjustments to financial assets at fair value through profit or loss		3,551	0	(1,681)
Less: Share of net profit of associates and joint ventures accounted for using the equity method		30,928	0	13,522
Add: Loss on disposal of assets		26,454	166,805	29,345
Add: Depreciation	10(a)	4,341,301	6,368,423	4,725,690
Non-cash movements in non-current assets and liabilities:				
Pensioner deferred rates		(4,224)	0	5,527
Employee benefit provisions		(7,398)	0	35,608
Inventory		220,000	0	110,000
<b>Non-cash amounts excluded from operating activities</b>		<b>4,555,112</b>	<b>6,270,550</b>	<b>4,795,104</b>
<b>(b) Non-cash amounts excluded from investing activities</b>				
The following non-cash revenue or expenditure has been excluded from amounts attributable to investing activities within the Statement of Financial Activity in accordance with <i>Financial Management Regulation 32</i> .				
<b>Adjustments to investing activities</b>				
Movement in current unspent capital grants associated with restricted cash		0	(258,131)	0
<b>Non-cash amounts excluded from investing activities</b>		<b>0</b>	<b>(258,131)</b>	<b>0</b>
<b>(c) Surplus or deficit after imposition of general rates</b>				
The following current assets and liabilities have been excluded from the net current assets used in the Statement of Financial Activity in accordance with <i>Financial Management Regulation 32</i> to agree to the surplus/(deficit) after imposition of general rates.				
<b>Adjustments to net current assets</b>				
Less: Reserve accounts	29	(4,450,533)	(4,245,837)	(4,329,307)
Less: Financial assets at amortised cost				
Less: Current assets not expected to be received at end of year				
- Land held for resale	6	(100,000)	(80,000)	(130,000)
- Rates receivable		0	(55,159)	0
- Excess Rates		0	24,678	0
Add: Current liabilities not expected to be cleared at end of year				
- Current portion of borrowings	14	103,465	0	98,827
- Current portion of contract liability held in reserve		0	(258,132)	0
<b>Total adjustments to net current assets</b>		<b>(4,447,068)</b>	<b>(4,614,450)</b>	<b>(4,360,480)</b>
<b>Net current assets used in the Statement of financial activity</b>				
Total current assets		8,836,039	5,854,090	8,772,452
Less: Total current liabilities		(833,219)	(1,239,640)	(1,234,963)
Less: Total adjustments to net current assets		(4,447,068)	(4,614,450)	(4,360,480)
<b>Surplus or deficit after imposition of general rates</b>		<b>3,555,752</b>	<b>0</b>	<b>3,177,009</b>

SHIRE OF CORRIGIN  
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30 JUNE 2025

28. BORROWING AND LEASE LIABILITIES

(a) Borrowings

		Actual				Budget			
Purpose	Note	Principal at 1 July 2023	New loans during 2023-24	Principal repayments during 2023-24	Principal at 30 June 2024	New loans during 2024-25	Principal repayments during 2024-25	Principal at 30 June 2025	Principal at 1 July 2024
		\$	\$	\$	\$	\$	\$	\$	\$
Corrigin Recreation and Events Centre		1,319,807	0	(94,396)	1,225,411	0	(98,827)	1,126,584	1,225,411
<b>Total</b>		1,319,807	0	(94,396)	1,225,411	0	(98,827)	1,126,584	1,225,411
<b>Borrowing finance cost payments</b>									
Purpose	Loan number	Institution	Interest rate	Date final payment is due	Actual for year ending 30 June 2025	Budget for year ending 30 June 2025	Actual for year ending 30 June 2024		
Corrigin Recreation and Events Centre	102	WATC*	4.64%	27/06/2034	\$ (55,726)	\$ (55,726)	\$ (54,845)		
<b>Total</b>					(55,726)	(55,726)	(54,845)		
<b>Total finance cost payments</b>					(55,726)	(55,726)	(54,845)		

\* WA Treasury Corporation

**SHIRE OF CORRIGIN**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30 JUNE 2025**

**29. RESERVE ACCOUNTS**

	2025 Actual opening balance	2025 Actual transfer to	2025 Actual transfer (from)	2025 Actual closing balance	2025 Budget opening balance	2025 Budget transfer to	2025 Budget transfer (from)	2025 Budget closing balance	2024 Actual opening balance	2024 Actual transfer to	2024 Actual transfer (from)	2024 Actual closing balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Restricted by council</b>												
(a) Employee Entitlements Reserve	210,536	20,632	0	231,168	210,536	20,632	0	231,168	175,520	36,774	(1,758)	210,536
(b) Staff Housing Reserve	436,347	42,036	0	478,383	436,347	42,036	0	478,383	396,724	39,623	0	436,347
(c) Office Equipment Reserve	136,480	16,892	0	153,372	136,480	16,892	0	153,372	82,404	54,076	0	136,480
(d) Plant Replacement Reserve	1,323,837	166,854	0	1,490,691	1,323,837	166,854	0	1,490,691	1,261,442	62,395	0	1,323,837
(e) Swimming Pool Reserve	257,711	23,014	0	280,725	257,711	23,014	0	280,725	226,507	31,204	0	257,711
(f) Roadworks Reserve	320,342	16,177	(44,761)	291,758	320,343	16,177	0	336,520	305,244	15,098	0	320,342
(g) Land Subdivision Reserve	172,693	98,938	0	271,631	172,692	40,801	0	213,493	103,535	69,158	0	172,693
(h) Townscape Reserve	19,085	964	0	20,049	19,084	964	0	20,048	18,186	899	0	19,085
(i) Medical Reserve	68,012	23,435	0	91,447	68,012	23,435	0	91,447	45,749	22,263	0	68,012
(j) LGCHP Long Term Maintenance Reserve	31,812	6,606	(20,000)	18,418	31,811	6,606	(20,000)	18,417	21,323	10,489	0	31,812
(k) Rockview Land Reserve	10,578	1,534	0	12,112	10,579	1,534	0	12,113	9,127	1,451	0	10,578
(l) Senior Citizens Reserve	57,381	2,898	0	60,279	57,381	2,898	0	60,279	54,677	2,704	0	57,381
(m) Town Hall Reserve	118,240	5,971	(30,000)	94,211	118,240	5,971	(30,000)	94,211	112,667	5,573	0	118,240
(n) Recreation and Events Centre Reserve	420,968	121,259	0	542,227	420,968	121,259	0	542,227	325,478	126,099	(30,609)	420,968
(o) Bendering Tip Reserve	107,323	15,420	0	122,743	107,323	15,420	0	122,743	92,736	14,587	0	107,323
(p) Grants and Contributions Reserve	637,962	3,419,855	(3,866,498)	191,319	637,961	2,545,174	(3,183,135)	0	1,882,592	2,332,907	(3,577,537)	637,962
(q) Information Technology and Software Reserve	0	100,000	0	100,000	0	100,000	0	100,000	0	0	0	0
	4,329,307	4,082,485	(3,961,259)	4,450,533	4,329,305	3,149,667	(3,233,135)	4,245,837	5,113,911	2,825,300	(3,609,904)	4,329,307

All reserves are supported by cash and cash equivalents and financial assets at amortised cost and are restricted within equity as Reserve accounts.

In accordance with council resolutions or adopted budget in relation to each reserve account, the purpose for which the reserves are set aside and their anticipated date of use are as follows:

Name of reserve account	Purpose of the reserve account
<b>Restricted by council</b>	
(a) Employee Entitlements Reserve	To be used to fund employee entitlement requirements.
(b) Staff Housing Reserve	To be used for the construction and maintenance of housing.
(c) Office Equipment Reserve	To be used for the purchase of office equipment.
(d) Plant Replacement Reserve	To be used for the purchase of major plant items
(e) Swimming Pool Reserve	To be used for the construction and maintenance of the swimming pool facility.
(f) Roadworks Reserve	To be used to fund the construction of roads and or verge/footpaths within the Shire of Corrigin.
(g) Land Subdivision Reserve	To be used to fund the purchase and development of land for subdivision and other purposes that benefits the community.
(h) Townscape Reserve	To be used for the continual upgrade of townscape facilities.
(i) Medical Reserve	To be used for the continual upgrade of medical facilities with the Shire of Corrigin.
(j) LGCHP Long Term Maintenance Reserve	To be used to fund the long term maintenance of the joint venture housing.
(k) Rockview Land Reserve	To be used to fund the development of the Rockview land project.
(l) Senior Citizens Reserve	To be used for the construction of aged care accommodation and facilities within Corrigin.
(m) Town Hall Reserve	To be used for the planning, maintenance and upgrade of the Corrigin Town Hall building.
(n) Recreation and Events Centre Reserve	To be used for the planning, maintenance and upgrade of the Recreation and Events Centre.
(o) Bendering Tip Reserve	To be used for the continual upgrade and expansion of the Bendering Tip site.
(p) Grants and Contributions Reserve	To be used to quarantine any unspent grant and contribution funds received during the financial year until funds are required.
(q) Information Technology and Software Reserve	To be used to fund the upgrade of major information technology hardware and infrastructure and Enterprise Resource Planning software



**SHIRE OF CORRIGIN**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30 JUNE 2025**

**30. TRUST FUNDS**

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

	<b>1 July 2024</b>	<b>Amounts received</b>	<b>Amounts paid</b>	<b>30 June 2025</b>
	\$	\$	\$	\$
Bus Ticketing	81	881	(860)	102
Police Licensing	4,896	584,876	(586,287)	3,485
Corrigin Community Development Fund	78,470	18,745	(542)	96,673
Friends of the Cemetery	2,510	0	0	2,510
Edna Stevenson Educational Trust	825,744	28,915	(23,938)	830,721
Corrigin Disaster Fund	11,730	0	0	11,730
	<b>923,431</b>	<b>633,417</b>	<b>(611,627)</b>	<b>945,221</b>



# Auditor General

## INDEPENDENT AUDITOR'S REPORT

2025

Shire of Corrigin

To the Council of the Shire of Corrigin

### Opinion

I have audited the financial report of the Shire of Corrigin (Shire) which comprises:

- the statement of financial position as at 30 June 2025, the statement of comprehensive income, statement of changes in equity, statement of cash flows and statement of financial activity for the year then ended
- notes comprising a summary of material accounting policies and other explanatory information.

In my opinion, the financial report:

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

### Basis for opinion

I conducted my audit in accordance with Australian Auditing Standards. My responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial report section below.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

### Other information

The Chief Executive Officer (CEO) is responsible for the preparation and the Council for overseeing the other information. The other information is the information in the entity's annual report for the year ended 30 June 2025, but not the financial report and my auditor's report.

My opinion on the financial report does not cover the other information and accordingly, I do not express any form of assurance conclusion thereon.

In connection with my audit of the financial report, my responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial report or my knowledge obtained in the audit or otherwise appears to be materially misstated.

If, based on the work I have performed, I conclude that there is a material misstatement of this other information, I am required to report that fact. I did not receive the other information prior to the date of this auditor's report. When I do receive it, I will read it and if I conclude that there is a material misstatement in this information, I am required to communicate the matter to the CEO and Council and request them to correct the misstated information. If the misstated information is not corrected, I may need to retract this auditor's report and re-issue an amended report.

## **Responsibilities of the Chief Executive Officer and Council for the financial report**

The Chief Executive Officer (CEO) of the Shire is responsible for:

- keeping proper accounts and records
- preparation and fair presentation of the financial report in accordance with the requirements of the Act, the Regulations and Australian Accounting Standards
- managing internal control as required by the CEO to ensure the financial report is free from material misstatement, whether due to fraud or error.

In preparing the financial report, the CEO is responsible for:

- assessing the Shire's ability to continue as a going concern
- disclosing, as applicable, matters related to going concern
- using the going concern basis of accounting unless the State Government has made decisions affecting the continued existence of the Shire.

The Council is responsible for overseeing the Shire's financial reporting process.

## **Auditor's responsibilities for the audit of the financial report**

As required by the *Auditor General Act 2006*, my responsibility is to express an opinion on the financial report. The objectives of my audit are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with Australian Auditing Standards will always detect a material misstatement when it exists.

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial report. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations or the override of internal control.

A further description of my responsibilities for the audit of the financial report is located on the Auditing and Assurance Standards Board website. This description forms part of my auditor's report and can be found at [https://www.auasb.gov.au/auditors\\_responsibilities/ar4.pdf](https://www.auasb.gov.au/auditors_responsibilities/ar4.pdf).

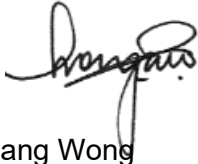
## **My independence and quality management relating to the report on the financial report**

I have complied with the independence requirements of the *Auditor General Act 2006* and the relevant ethical requirements relating to assurance engagements. In accordance with ASQM 1 *Quality Management for Firms that Perform Audits or Reviews of Financial Reports and Other Financial Information, or Other Assurance or Related Services Engagements*, the Office of the Auditor General maintains a comprehensive system of quality management including documented policies and procedures regarding compliance with ethical requirements, professional standards and applicable legal and regulatory requirements.



### **Matters relating to the electronic publication of the audited financial report**

This auditor's report relates to the financial report of the Shire of Corrigin for the year ended 30 June 2025 included in the annual report on the Shire's website. The Shire's management is responsible for the integrity of the Shire's website. This audit does not provide assurance on the integrity of the Shire's website. The auditor's report refers only to the financial report. It does not provide an opinion on any other information which may have been hyperlinked to/from the annual report. If users of the financial report are concerned with the inherent risks arising from publication on a website, they are advised to contact the Shire to confirm the information contained in the website version.



Liang Wong  
Acting Senior Director Financial Audit  
Delegate of the Auditor General for Western Australia  
Perth, Western Australia  
24 November 2025



Our Ref: 8288-002

7th Floor, Albert Facey House  
469 Wellington Street, Perth

Ms Natalie Manton  
Chief Executive Officer  
Shire of Corrigin

**Mail to:** Perth BC  
PO Box 8489  
PERTH WA 6849

**Tel:** 08 6557 7500  
**Email:** [info@audit.wa.gov.au](mailto:info@audit.wa.gov.au)

Email: [ceo@corrigin.wa.gov.au](mailto:ceo@corrigin.wa.gov.au)

Dear Ms Manton

## **ANNUAL FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2025**

The Office has completed the audit of the annual financial report for your Shire. In accordance with section 7.12AD (2) of the *Local Government Act 1995*, we enclose the Auditor General's auditor's report, together with the audited annual financial report.

We have also forwarded the reports to the President and the Minister for Local Government, as required by the Act. You are required to publish the annual report, including the auditor's report and the audited financial report, on your Shire's official website within 14 days after the annual report has been accepted by your Council.

### **Management control issues**

While the result of the audit was generally satisfactory, I would like to draw your attention to the attached listing of deficiencies in internal control and other matters that were identified during the audit. These matters have been discussed with management and their comments have been included in the attachment.

Please note that the purpose of our audit was to express an opinion on the financial report. The audit included consideration of internal control relevant to the preparation of the financial report in order to design audit procedures that were appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of internal control.

An audit is not designed to identify all internal control deficiencies that may require management attention. The matters being reported are limited to those deficiencies that have been identified during the audit that are of sufficient importance to warrant being reported. It is possible that other irregularities and deficiencies may have occurred and not been identified as a result of our audit.

### **Unresolved matter from prior audits**

We also draw your attention to a Matter Outstanding from Prior Audits issues set out in the attachment. We would appreciate your attention to this matter before next year's audit.

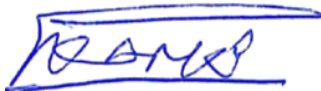
The date the financial statements submitted by your entity and considered to be of audit ready quality is 30 September 2025. This date will be reported in our local government sector audit results report to be tabled in Parliament. I am providing this date for completeness of our Office's procedural fairness process.

If you have any queries in relation to this date, please contact me on 6557 7551 within 14 days of the date of this letter. If we do not hear from you, we will take this as confirmation of the date.

This letter has been provided for the purposes of the Shire and the Minister for Local Government and may not be suitable for other purposes.

I would like to take this opportunity to thank you, the management and the staff of the Shire for their cooperation with the audit team during our audit.

Yours sincerely



Suraj Karki  
Assistant Director  
Financial Audit  
24 November 2025

Attach



# AUDIT COMPLETION REPORT

## SHIRE OF CORRIGIN

Year ended 30 June 2025

AMD Chartered Accountants on behalf of  
Office of the Auditor General for Western Australia



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## 1. Purpose of the Audit Completion Report

The purpose of this Audit Completion Summary is to communicate the results of the audit with those charged with governance.

We confirm we have performed an audit of the financial report of the Shire of Corrigin (the Shire) on behalf of the Office of the Auditor General ("OAG") for the year ended 30 June 2025 in accordance with Australian Auditing Standards.

The purpose of the audit is to express an opinion as to whether the Shire of Corrigin's financial statements:

- are based on proper accounts and records;
- present fairly, in all material respects, the results of the operations of the Shire for the year ended 30 June 2025 and its financial position at the end of that period; and
- are in accordance with the *Local Government Act 1995* (the Act) and, to the extent that they are not inconsistent with the Act, Australian Accounting Standards.

This Audit Completion Report will be discussed during the 2025 exit meeting and ensures our responsibility to communicate with those charged with governance is satisfied.

## 2. Audit Opinion

We will recommend the OAG issue an unmodified opinion on the audit of the Shire's financial report.

## 3. Outstanding Matters

Outstanding matters at the date of this report include:

- Representation Letter
- Updated financial report
- Signed financial report

## 4. Significant Risks and Key Audit Focus Areas

### 4.1 Audit Planning Summary

As part of our audit procedures, audit planning was undertaken with the Audit Planning Summary prepared and discussed with the Shire during the entrance meeting.

The Audit Planning Summary identified key risks with the risk assessment process designed to ensure that we focus our audit work on the areas of highest risk. This risk assessment and our responses were updated throughout the engagement to ensure that areas of material risk were addressed.

We advise we have satisfactorily completed our audit procedures designed to address the identified risks and meet the audit objectives.

Set out below, are what we have identified as the key audit risks and focus areas for the audit:



- Revenue recognition;
- Completeness of liabilities and expenses;
- Valuation of property, plant and equipment and infrastructure assets;
- Accounting for employee related provisions;
- Financial Report Disclosures;
- Fraud risk and risk of management override;
- Review of internal controls, including IT general controls;
- Accounting for Joint Arrangements; and
- Investment in Associate.

#### **4.1.1 Revenue Recognition**

Revenue is recognised in accordance with *AASB 15 Revenue from Contracts with Customers* and *AASB 1058 Income of Not-for-Profit Entities*.

##### Key revenue generating activities

- Operating and Non-Operating Grants, Subsidies and Contributions;
- Rates;
- Fees and Charges; and
- Other revenue.

##### Risk as identified in the Audit Planning Summary

Risk revenue streams are not recognised in accordance with *AASB15 Revenue from Contracts with Customers* and *AASB1058 Income of Not-for-Profit Entities*.

##### Key audit procedures performed

- Reviewed the appropriateness of the Shire's revenue recognition policies for each material revenue category in accordance with AASB 15 and 1058;
- Performed a walkthrough of the revenue cycles to gain an understanding of the process;
- Performed tests of controls to assess the design, implementation and operating effectiveness of key internal controls operating within the different categories of revenue cycles;
- Sample testing of transactions to supporting documentation;
- Performed cut-off testing; and
- Performed re-calculation checks relating to contract assets and / or contract liabilities related to grants, subsidies and contributions including vouching to grant agreements; and
- Performed substantive analytical procedures.

##### Conclusion

Based on audit procedures performed, we are satisfied that revenue has been recognised appropriately for the year ended 30 June 2025.

#### **4.1.2 Completeness of Liabilities and Expenses**

There is an inherent risk that expenditure, and corresponding liabilities (creditors, payroll accruals and expense accruals), are not brought to account in the correct accounting period.

##### Key expense categories

- Employee Costs;
- Materials and Contracts;
- Utility Charges;

- Insurance;
- Other expenditure; and
- Depreciation Expense.

#### Risk as identified in the Audit Planning Summary

Risk expenditure and corresponding liabilities are not recognized and may not be recorded in the correct financial year.

#### Key audit procedures performed

- Perform a walkthrough of the payroll, purchasing and payment cycles to gain an understanding of the process;
- Performed tests of controls to assess the design, implementation and operating effectiveness of key internal controls operating within the payroll, purchasing and payment cycles;
- Sample testing of transactions to supporting documentation;
- Verified the wages reconciliation;
- Searched for unrecorded creditors and accruals;
- Reviewed the Shire's depreciation policy for the different classes of assets and assess the reasonableness of rates used;
- Perform depreciation re-calculation tests; and
- Perform substantive analytical procedures.

#### Conclusion

Based on audit procedures performed, we are satisfied that transactions have been recognised in the correct accounting periods and therefore expenditure is accurately recorded for the year ended 30 June 2025.

#### **4.1.3 Valuation of land, buildings and infrastructure assets**

Represents the largest classes of non-financial assets reported in the Shire's statement of financial position and includes fair value recognition and measurement accounting.

#### Class of Asset Revaluation History

- Land and buildings – last revalued in 2021
- All infrastructure classes of assets – last revalued in 2023

#### Risk as identified in the Audit Planning Summary

There is an inherent risk given the nature of assets held and the accounting estimates and judgement applied in determining fair values and depreciation expense.

#### Key audit procedures performed

- Assessed effectiveness of internal controls, including internal control testing with respect to the Shire's processes for determining inputs into fair value;
- Performed a walkthrough of the fixed assets cycle to gain the understanding of the internal control system processes;
- Sample testing on asset additions and disposals including developer contributions (if any);
- Review management's impairment assessment at year end;
- Verified balances to independent valuation reports (if applicable) and test key assumptions in determining fair value;
- Reviewed revised useful lives assessment by the Shire;
- Performed substantive analytical procedures; and
- Assessed fair value disclosures to ensure compliance with AASB13.

### Conclusion

Based on audit procedures performed, we are satisfied property, plant and equipment and infrastructure assets are fairly stated as at 30 June 2025.

#### **4.1.4 Accounting for employee related provisions**

The Shire's liabilities include employee annual leave and long service leave provisions. Employee provisions involve a degree of management estimation and uncertainty in their calculation in respect of present value inputs (inflation rates, discount factors, work costs), timing and probabilities of settlement.

### Risk as identified in the Audit Planning Summary

Risk employee provision expenditure and corresponding liabilities are not correctly recorded in accordance with *AASB119 Employee Benefits*.

### Key audit procedures performed

- Reviewed the reasonableness of assumptions and employee provisions calculations. Ensure calculations in accordance with AASB119;
- Sample testing of leave balances to underlying information to employee employment contracts and approved leave applications;
- Verification of classification between current and non-current; and
- Perform substantive analytical procedures.

### Conclusion

Based on audit procedures performed, we are satisfied that employee provisions are fairly stated as at 30 June 2025.

#### **4.1.5 Financial Report Disclosures**

The Shire of Corrigin is a Class 4 local government and is therefore required to disclose material information relevant to that class.

### Material Disclosures

- Reserve accounts;
- Auditor remuneration;
- Related party disclosures;
- Contingent assets and liabilities;
- Capital and other commitments;
- Subsequent events;
- Financial risk management;
- Information required by legislation.

### Risk as identified in the Audit Planning Summary

Risk disclosures as required are not included within the financial statements.

### Key audit procedures performed

- Reviewed the appropriateness of the Shire's financial report preparation policies and procedures to ensure the financial report disclosure requirements are addressed adequately
- Compared the Shire's financial report against the relevant class DLGSCI Model Financial Statements 2024/2025.



#### Conclusion

Our audit procedures indicated that appropriate and adequate disclosures have been made.

As at this date we are not aware of any significant post balance date events that need to be disclosed in the financial report, however we seek to reconfirm this position prior to signing the audit report.

#### **4.1.6 Fraud risk and risk of management override**

As management are involved in day-to-day operations and oversight of the Shire, they have the ability to manipulate accounting records and prepare fraudulent financial reports by overriding controls in place.

#### Key revenue generating activities

- Operating and Non-Operating Grants, Subsidies and Contributions;
- Rates;
- Fees and Charges; and
- Other revenue.

#### Risk as identified in the Audit Planning Summary

Override of controls could lead to potential fraud risk. This is always assessed as a significant risk.

#### Key audit procedures performed

- Sample tested journal entries recorded in the general ledger and adjustments based on data analytics to identify journal entries that exhibit characteristics of audit interest;
- Reviewed accounting estimates and application of accounting policies for evidence of bias or aggressive accounting practices; and
- Reviewed unusual, significant transactions and related party transactions.

#### Conclusion

Based on audit procedures performed, we are satisfied the risk of fraud from management override has been reduced to an acceptable level.

#### **4.1.7 Review of internal controls, including IT general controls**

The integrity of financial information relies on the integrity and reliability of the Shire's system of internal controls and its information technology environment. As part of our planned audit approach, we have evaluated the Shire's system of internal controls primarily to enable us to determine appropriate audit procedures.

#### Key audit procedures performed

High level information technology general control review, including review of system security, technology framework, access controls, change control, security measures and security training. This high-level general computer controls review does not constitute a comprehensive review.

We confirm our audit procedures are designed primarily to enable us to form an opinion on the financial statements and therefore may not identify all weaknesses in systems and procedures which may exist. However, based on our review, we make comments and suggestions which, we hope, will be useful to the Shire.

#### **4.1.8 Accounting for Joint Arrangements**

The Shire has the following joint arrangements:

1. Roe Environmental Health Services
2. Department of Housing

#### Risk as identified in the Audit Planning Summary

Joint arrangements are complex and therefore there is a significant risk these ventures are not accounted for in accordance with Australian Accounting Standards.

#### Key audit procedures performed

- Made enquiries of management as to the Shire's rights and obligations under any joint arrangement in place and verify to the relevant agreements;
- Review the Shire's assessment and accounting treatment relating to assets and liabilities ensuring compliance with Australian Accounting Standards; and
- Ensured disclosures are adequate.

#### Conclusion

Based on audit procedures performed, we are satisfied joint arrangements are fairly stated as at 30 June 2025.

#### **4.1.9 Accounting for Investment in Associates**

The Shire has the following investment in associates:

- RoeRoC (Shires of Corrigin, Narembreen, Kulin and Kondinin) Bendering Landfill Facility.

#### Risk as identified in the Audit Planning Summary

Investment in Associate are complex and therefore there is a significant risk these ventures are not accounted for in accordance with Australian Accounting Standards.

#### Key audit procedures performed

- Made enquiries of management as to the Shires rights and obligations under the agreement and agree to the relevant agreement;
- Review the Shire's assessment and accounting treatment relating to assets and liabilities ensuring compliance with Australian Accounting Standards; and
- Formally reconfirmed to the Shire that the current disclosure of investment in associates is adequate.

#### Conclusion

Based on audit procedures performed, we are satisfied investment in associates are fairly stated as at 30 June 2025.

#### **4.2 Audit Findings**

The following matters were identified during the audit:

Findings	Reported	Rating		
		Significant	Moderate	Minor
1. Month-end reconciliations	Interim	✓		
2. Information technology	Interim		✓	

No issues have been raised for the 2025 year end audit.

The management letter for the previous period identified some findings to be actioned by the Shire. Below is an update on the findings based on our follow up:

Finding	Reported	Rating	Update
1. Variances between general ledger balance and supporting workpapers	Interim	Moderate	Resolved
2. General journals	Interim	Moderate	Resolved
3. Strategic Plan does not include information technology	Interim	Moderate	In progress
4. Physical and logical access policy	Interim	Moderate	Resolved
5. Change management policy	Interim	Moderate	Resolved
6. Vulnerability assessment and penetration testing	Interim	Moderate	Resolved
7. No review of appropriateness of users requiring access to critical systems	Interim	Minor	Resolved
8. Unapproved change in accounting policy -depreciation rate	Final	Significant	Resolved
9. Land for sale included in revaluation	Final	Significant	Resolved
10. Audit readiness	Final	Moderate	Resolved
11. Unrecorded liabilities	Final	Moderate	Resolved
12. Depreciation disclosures	Final	Moderate	Resolved

#### 4.3 Management Representations

OAG and AMD representation letters have been provided to management and a signed copy is to be returned to us prior to our submission of the financial deliverables to the OAG.

## 5. Audit Adjustments

Australian Auditing Standards require auditors to communicate adjusted and unadjusted audit differences (other than those determined to be clearly trivial) with those charged with governance.

There were no audit differences identified which were considered to be material and therefore required adjustment within financial records.

There were no material unadjusted audit differences to report.

## 6. Audit and Accounting Matters

### 6.1 Accounting Policies

The 30 June 2025 financial report has been prepared in accordance with the *Local Government Act 1995* and, to the extent that they are not inconsistent with the Australian Accounting Standards. Accounting policies are consistent with those applied in the financial report for the 30 June 2024 year.

We are not aware of any other material changes in accounting policies applied during the financial year.



Our audit procedures included a review of the accounting policies to ensure that they were consistently applied throughout the period.

## **6.2 Judgmental Matters and Estimations**

The preparation of the financial report requires the use of management judgments and accounting estimates or assumptions, which affect the reported amounts of assets, liabilities, income and expenses, and disclosure of contingent assets and contingent liabilities. Certain estimates can be particularly sensitive because of their significance to the financial report and the possibility that actual future events affecting them may differ significantly from management's current assumptions and expectations.

Given the nature of the Shire's revenue, expenses, assets and liabilities - accounting for them is uncomplicated nor affected by contentious accounting practices.

Our assessment identified the following account balances are affected by management judgments or accounting estimates:

- Accounting for employee related provisions
- Depreciation rates of non-current assets
- Fair value of land and buildings and infrastructure assets

Where necessary we have remained skeptical and challenged the judgments of management based on our audit of the supporting documentation relating to those estimates. We are satisfied that the accounting estimates for the current financial period are reasonable. In our view a conservative approach has been adopted by management in applying judgments and in making estimates.

## **6.3 Adoption of changes to Accounting Standards**

We have considered changes that have occurred in Australian Accounting Standards and other relevant parts of the regulatory framework as part of our audit. There are no significant changes that impacted on the accounting results and disclosure requirements of the Shire for the year ended 30 June 2025.

# **7. Financial Statements**

The date Local Governments provide their financial statements for audit is recorded by the Auditor General's office for purposes of reporting to Parliament.

The date recorded for the receipt of your financial statements was 30 September 2025. The financial statements received on this date were deemed to be audit ready.

# **8. Other Matters**

## **8.1 Materiality**

Our audit applied materiality as required and the overall materiality was not required to be reassessed during the audit.

## **8.2 Non-Compliance with Laws and Regulations and Fraudulent Activity**

In accordance with *ASA240 The Auditor's Responsibility Relating to Fraud in the Audit of a Financial Report*, when planning and performing audit procedures and evaluating the results, the auditor must consider the risk of material misstatement in the financial report as a result of fraud or error. Accordingly, various audit procedures were performed by way of enquiry, evaluation and review as required by ASA240.

We have made enquiries of management regarding the existence of fraud and/or non-compliance with laws and regulations. We have also reviewed the general ledger, general journals and minutes for evidence of fraud.

Based on representations obtained from management and the audit procedures performed, we are satisfied that the risk of fraud in relation to financial reporting and non-compliance with laws and regulations is low and we have not identified any reportable matters for your attention.

### **8.3 Contact with Management**

We had no disagreements with management about significant audit, accounting or disclosures matters.

There were no difficulties encountered in liaising with management related the audit.

### **8.4 Independence and Conflict of Interest**

We have assessed audit independence throughout the audit. We confirm to the best of our knowledge and belief, each engagement team member was independent and complied with the ethical requirements of the Accounting Professional and Ethical Standards Board's *APES 110 Code of Ethics for Professional Accountants* that are relevant to the audit of the financial report in Australia.

AMD is not aware of any existing or potential relationship, transaction or holding that would compromise its objectivity in the conduct of the services provided. Should the possibility of a perceived or actual conflict arise the matter would be raised with the OAG immediately and activities suspended until the issue was resolved.



## SHIRE OF CORRIGIN EXIT MEETING MINUTES

**Date: 20 November 2025 at 1.30pm**  
**9 Lynch Street, Corrigin**

### 1. Welcome and Open

Lynette Baker Audit Risk and Improvement Committee Deputy Chair opened the meeting at 1.29pm and welcomed all present

### 2. Attendance The Audit Committee Members:

Cr Sharon Jacobs	Shire President
Janeane Mason	Audit, Risk and Improvement Committee Chair (attend via Teams) joined in at 1.35pm
Lynette Baker	Audit Risk and Improvement Committee Deputy Chair

#### Support Staff/Visitors:

Natalie Manton	Chief Executive Officer
Myra Henry	Deputy Chief Executive Officer

#### AMD Chartered Accountants (via MS Teams):

Maria Cavallo	Director
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#### Office of the Auditor General (via MS Teams):

Suraj Karki	Acting Director, Financial Audit
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#### Apologies: Nil

### 3. Agenda Items and Discussion

Lynette handed the meeting over to Suraj, Suraj welcomed and thanked everyone and stated that the Audit ran smoothly and that he would have the Audit Report to the Shire by Monday or Tuesday once he has revived al the final signed document.

Suraj then handed over to Maria who ran through the agenda. Maria also thanked the Shire for working with them to ensure that the Audit was completed on time.

#### 3.1. Audit Approach and Variations to Audit Plan (where applicable)

- *Audit approach discussed as per Audit Planning Summary, including Section 5 "Significant Risks, Key Audit Focus and Other Audit Issues."*
- *Interim Visit / Testing Completed*
- *Year End Communications noted*
- *Final Visit / Testing Completed*
- *No significant variations to Audit Plan to note*

#### 3.2. Audit Opinion

- *Recommended opinion – unqualified*
- *Audit Opinion will be issued post Exit Meeting.*



### **3.3. Audit Completion Report**

- *All referred the 2025 Audit Completion Report*
- *Discussions included:*
  - *Audit Findings (Interim, Final and update from those raised in the prior year)*
  - *Audit adjustments and unadjusted errors – nil found*
  - *Recommended audit opinion – which was unqualified opinion*

### **3.4. Subsequent Events**

- Discussion and reconfirmation regarding subsequent events. Shire of Corrigin Staff noted there was none since last speaking only the sale of the Infant Clinic which has been raised in the Annual Financial statements.

### **3.5. Issues Relevant to Next Audit**

- Nil issues noted for the next audit.

### **3.6. Questions/Other**

- DCEO raised a question around the significant matter raised at interim if a report needed to be written and sent to the department. Suraj and Maria were unsure and the DCEO will check the Act after the meeting
- CEO thanked Myra and the team for their work on the audit and congratulated them for an excellent outcome.
- CEO thanked Maria and Suraj for sticking to the audit plan and ensuring it was completed as a part of the plan.
- Other thing to Note that audit was finalised and finished a month earlier than last year.

## **4. Close**

Meeting closed at 1.40pm by Lynette Baker Audit Risk and Improvement Committee Deputy Chair

NAME OF ENTITY: SHIRE OF CORRIGIN

PERIOD OF AUDIT: YEAR ENDING 30 JUNE 2025

FINDINGS IDENTIFIED DURING THE INTERIM AUDIT

Index of findings	Potential impact on audit opinion	Rating			Prior year finding
		Significant	Moderate	Minor	
1. Month-end reconciliations	No	✓			
2. Information Technology	No		✓		✓

**Key to ratings**

The Ratings in this management letter are based on the audit team's assessment of risks and concerns with respect to the probability and/or consequence of adverse outcomes if action is not taken. We give consideration to these potential adverse outcomes in the context of both quantitative impact (for example financial loss) and qualitative impact (for example inefficiency, non-compliance, poor service to the public or loss of public confidence).

**Significant** - Those findings where there is potentially a significant risk to the entity should the finding not be addressed by the entity promptly. A significant rating could indicate the need for a modified audit opinion in the current year, or in a subsequent reporting period if not addressed. However even if the issue is not likely to impact the audit opinion, it should be addressed promptly.

**Moderate** - Those findings which are of sufficient concern to warrant action being taken by the entity as soon as practicable.

**Minor** - Those findings that are not of primary concern but still warrant action being taken.

**NAME OF ENTITY: SHIRE OF CORRIGIN****PERIOD OF AUDIT: YEAR ENDING 30 JUNE 2025****FINDINGS IDENTIFIED DURING THE INTERIM AUDIT****1. Month-end reconciliations****Finding**

A review of key monthly reconciliations for September 2024 and February 2025 identified the following:

- There was a variance of \$2,701 between the general ledger balance indicated in the February 2025 municipal bank reconciliation and the 28 February 2025 trial balance due to transactions being entered into the incorrect period.
- The September 2024 bank reconciliation included an amount of unreconciled payments of \$9,702. However, this amount was higher by \$4,472 than the amount of \$5,230 reported in the related supporting document in the Unpresented Items Report. Upon further enquiry management explained the difference of \$4,472 arose due to direct debits from the October bank statement being incorrectly processed into the September period.
- The September 2024 bank reconciliation included an adjustment of \$2.54 million. However, our calculation indicated that this amount should have been higher by \$2,350 i.e \$2.543 million. A similar variance of \$2,640 was observed in the February 2025 municipal bank reconciliation. Upon further enquiry management explained the variance arose due to the transaction not flowing from the general ledger to the bank reconciliation module. Management is currently liaising with the service provided and aiming to have it corrected by 30 June 2025.
- The Muni bank reconciliation and creditors reconciliation did not readily accompany key supporting documents i.e. general ledger (GL) report for us to validate the GL balance reported in the reconciliations.

**Rating:** Significant

**Implication**

There is an increased risk that errors or fraud will not be detected in a timely manner where:

- Cut-offs are not adhered to and transactions are processed into the incorrect period after completion of monthly reconciliations, resulting in the general ledger not agreeing to the reconciliation.
- Key supporting documents i.e. general ledger reports are not being readily available with the reconciliations.

**Recommendation**

We recommend:

- Management investigates the variances outlined above to ensure that all transactions processed were only for the Shire's operational purposes.
- Adequate month end cut-off processes be implemented including ensuring transactions are not entered into the incorrect period.
- General ledger reports be attached to all bank reconciliations and creditor reconciliations to ensure the balance recorded in the reconciliation reports agrees to the general ledger accounts.
- Unpresented item reports attached to the bank reconciliation agree to the unreconciled items noted on the bank reconciliation. Any variances between the two should be investigated and the result recorded in the bank reconciliation.



**NAME OF ENTITY: SHIRE OF CORRIGIN**

**PERIOD OF AUDIT: YEAR ENDING 30 JUNE 2025**

**FINDINGS IDENTIFIED DURING THE INTERIM AUDIT**

**Management comment**

*Management acknowledges that the issues outlined above occurred.*

*As part of our commitment to continuous improvement, we have already taken initial steps to address the findings. Specifically, as of April 2025, general ledger (GL) reports have been included with all bank and creditor reconciliations to ensure that reconciliation balances align with the general ledger accounts.*

*Further process enhancements will be implemented as follows:*

- At the beginning of each month and prior to finalising the bank reconciliation, the Senior Finance Officer (SFO) will confirm with all relevant staff that all transactions for the reconciliation period have been accurately entered and posted to the correct accounting period.*
- An export of the GL balance matching the bank reconciliation will be included with each reconciliation to improve transparency and traceability.*
- GL reports will be included with all reconciliations—specifically bank reconciliations and creditor reconciliations—to ensure the reported balances agree to the general ledger, in line with audit recommendations.*
- The SFO will cross-check the Unpresented Items Report against the bank reconciliation each month to ensure consistency and accuracy.*
- The Deputy CEO (DCEO) will continue to review all reconciliations as part of her oversight role, with additional focus on supporting documentation and period accuracy.*

*These enhancements will be fully implemented starting with the May 2025 reconciliation cycle. To support successful implementation, all finance staff involved in reconciliation processes will be briefed on the updated procedures to ensure consistent application. Management will also monitor the effectiveness of these enhancements over the next six months, with adjustments made as necessary to further strengthen internal controls.*

**Responsible person:** Deputy CEO  
**Completion date:** 30 June 2025

**NAME OF ENTITY: SHIRE OF CORRIGIN**

**PERIOD OF AUDIT: YEAR ENDING 30 JUNE 2025**

**FINDINGS IDENTIFIED DURING THE INTERIM AUDIT**

## **2. Information Technology**

### **Finding**

Discussions, observations and testing of the information technology environment identified that stored sensitive data is not currently encrypted.

Additionally, the following findings reported within the 2024 interim report have not yet been fully resolved, however are in progress:

- The Shire's Strategic Plan does not include Information Technology ("IT") related strategies to guide its technological decisions and initiatives.
- Vulnerability assessment and penetration testing (VAPT) has not been performed as part of the cyber security risk assessment process.
- The Shire has not implemented procedures to conduct a periodic review of the appropriateness of users needing access to critical systems including Synergysoft.

**Rating:** Moderate (2024: Moderate)

### **Implication**

Encryption of sensitive data ensures, should the data be intercepted or accessed without authorisation, the data remains unintelligible or unusable.

### **Recommendation**

We recommend a process be developed to encrypt the stored sensitive data as a tool against data breaches and cybercrime.

### **Management comment**

#### ***New Finding – Sensitive Data Not Encrypted***

*The Shire understands the risk of storing sensitive information without encryption. To help protect this data, the Shire currently:*

- *Limits access to sensitive files to certain staff*
- *Controls access in SynergySoft using user permissions*
- *Does not store credit card details*
- *Uses multi-factor authentication to access systems*

*To improve data security, the Shire will review its current systems and create a plan to better protect sensitive data. This will be done with help from the IT provider, with recommendations expected by December 2025.*

#### ***Ongoing Findings from 2024 Interim Report***

##### ***1. No IT Plan in Community Strategy***

*Although it's not required by legislation, the Shire acknowledges it is important to include technology in planning. The next update of the Strategic Community Plan will include general references to technology.*

*At the same time, the Shire is planning to create a separate basic ICT Strategic Plan, which will guide how technology is used to support the Shire's goals. This will be included in the 2025–2026 budget, with the aim to finish by December 2025.*

**NAME OF ENTITY: SHIRE OF CORRIGIN**

**PERIOD OF AUDIT: YEAR ENDING 30 JUNE 2025**

**FINDINGS IDENTIFIED DURING THE INTERIM AUDIT**

*2. No Cybersecurity Testing (VAPT)*

*The Shire acknowledges that VAPT testing is important. It has asked the IT provider for advice and will include funding in the 2025–2026 budget, aiming to complete testing by June 2026.*

*3. No Regular User Access Checks*

*The Shire is working on a process to check who has access to important systems like SynergySoft. These checks will be done once to twice a year, starting by June or December 2025, and will be part of the Shire's risk and audit process.*

*The Shire is committed to improving its technology and cybersecurity and will continue to work on these actions as time and budget allows.*

**Responsible person:** Deputy CEO  
**Completion date:** 30 June 2026



**From:** [Shire of Corrigin](#)  
**To:** [Natalie Manton](#); [Myra Henry](#); [Caris Negri](#); [Pippa Davey](#); [Brooke Filinski](#)  
**Subject:** FW: ICR2587627 - Dusty Boots Easter Heritage Festival 2026  
**Date:** Tuesday, 5 August 2025 10:50:09 AM  
**Attachments:** [Messenger\\_creation\\_5AFC18DB-7D2D-43E1-AB71-E4AD6A7A5E04.png](#)

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Good morning

Please see the below email from the museum

Kind regards



This information contained in this email communication may be confidential. You should only read, disclose, re-transmit, copy, distribute, act in reliance on or commercialise the information if you are authorised by the Shire of Corrigin to do so. If you are not the intended recipient of this email communication, please notify us immediately by email to [shire@corrigin.wa.gov.au](mailto:shire@corrigin.wa.gov.au) or reply by email direct to the sender and then destroy any electronic or paper copy of this message. Any views expressed in this email communication are those of the individual sender, except where the sender specifically states them to be the views of the Shire of Corrigin. While every effort has been made to ensure the integrity of this email the Shire of Corrigin does not represent, warrant or guarantee that the integrity of this communication has been maintained nor that the communication is free of errors, virus or interference.

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**From:** Ken Baldwin <[corriginpioneermuseum@gmail.com](mailto:corriginpioneermuseum@gmail.com)>  
**Sent:** Tuesday, 5 August 2025 10:15 AM  
**To:** Shire of Corrigin <[shire@corrigin.wa.gov.au](mailto:shire@corrigin.wa.gov.au)>  
**Subject:** ICR2587627 - Dusty Boots Easter Heritage Festival 2026

You don't often get email from [corriginpioneermuseum@gmail.com](mailto:corriginpioneermuseum@gmail.com). [Learn why this is important](#)

Dear Shire of Corrigin Team,

On behalf of the Corrigin Pioneer Museum, I am writing to inform you about our upcoming planned event, the Dusty Boots Easter Festival, scheduled for Saturday, April 4, 2026. This festival will celebrate Corrigin's agricultural and heritage roots, featuring live music, children's rides, market vendors, heritage displays, and family-friendly activities.

We would like to explore opportunities for the Shire to collaborate with us on this community event. Specifically, we would like to know:

- If the Shire has any events or activities planned for Easter 2026.
- Whether those activities, such as an Easter Egg Hunt, could be incorporated into the Dusty Boots Easter Festival for greater community impact.
- Any support the Shire may be able to provide, such as funding, event infrastructure, or promotional assistance.

This festival aims to strengthen community spirit, attract visitors to Corrigin, and highlight our unique heritage. Your involvement would help make this event a memorable success for residents and visitors alike.

We would appreciate the opportunity to discuss potential collaboration and support at your earliest convenience.

Thank you for your continued support of local heritage and community initiatives.

Kind regards,

Ken Baldwin

Corrigin Pioneer Museum

0475 231 152

[CorriginPioneerMuseum@gmail.com](mailto:CorriginPioneerMuseum@gmail.com)

**DUSTY BOOTS**  
**HERITAGE FESTIVAL 2026**

**CORRIGIN PIONEER MUSEUM**  
**EASTER SATURDAY, APRIL 4**  
**AFTERNOON – EVENING**

Step back in time and kick up some dust  
at Corrigin's heritage celebration!

**LIVE BAND  
ENTERTAINMENT**  
Great music and dancing



**LOCAL VENDORS &  
MARKET STALLS**  
Food, crafts, handmade goods



**EASTER EGG HUNT  
& EASTER BUNNY**  
Fun for kids all day



**FOOD AND DRINKS  
AVAILABLE**  
Delicious options to  
enjoy on-site



**BAR AVAILABLE**  
Refreshments for adults

**ENTRY: \$15 ADULTS | CHILDREN UNDER 12 FREE**

Celebrate Corrigin's history, community spirit, and  
country lifestyle – boots optional but encouraged!

**From:** [Shire of Corrigin](#)  
**To:** [Natalie Manton](#); [Myra Henry](#)  
**Subject:** FW: Subject: Request for small financial support & in-kind assistance – Dusty Boots Heritage Festival (4 April 2026)  
**Date:** Wednesday, 22 October 2025 10:01:54 AM

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Hi Nat and Myra,

Please see the below from the Corrigin Museum requesting funding.

Kind regards,



## Shire of Corrigin

Address: 9 Lynch Street CorriginWA 6375  
Postal Address: PO Box 221 Corrigin WA 6375  
Phone: 08 9063 2203  
Email: [shire@corrigin.wa.gov.au](mailto:shire@corrigin.wa.gov.au)  
Website: [www.corrigin.wa.gov.au](http://www.corrigin.wa.gov.au)

This information contained in this email communication may be confidential. You should only read, disclose, re-transmit, copy, distribute, act in reliance on or commercialise the information if you are authorised by the Shire of Corrigin to do so. If you are not the intended recipient of this email communication, please notify us immediately by email to [shire@corrigin.wa.gov.au](mailto:shire@corrigin.wa.gov.au) or reply by email direct to the sender and then destroy any electronic or paper copy of this message. Any views expressed in this email communication are those of the individual sender, except where the sender specifically states them to be the views of the Shire of Corrigin. While every effort has been made to ensure the integrity of this email the Shire of Corrigin does not represent, warrant or guarantee that the integrity of this communication has been maintained nor that the communication is free of errors, virus or interference.

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**From:** Ken Baldwin <[corriginpioneermuseum@gmail.com](mailto:corriginpioneermuseum@gmail.com)>  
**Sent:** Wednesday, 22 October 2025 6:51 AM  
**To:** Shire of Corrigin <[shire@corrigin.wa.gov.au](mailto:shire@corrigin.wa.gov.au)>  
**Subject:** Subject: Request for small financial support & in-kind assistance – Dusty Boots Heritage Festival (4 April 2026)

Dear CEO and Councillors,

I'm writing on behalf of the volunteer-run Corrigin Pioneer Museum to request a modest financial contribution and limited in-kind assistance to help deliver the Dusty Boots Heritage Festival.

**Policy alignment:** This event supports the Shire's goals around community wellbeing, tourism activation, and town centre vibrancy.

### Event details

- Event: Dusty Boots Heritage Festival
- Date/Time: Saturday, 4 April 2026, 1:00–9:00 pm
- Location: Corrigin Pioneer Museum precinct and surrounds
- Program highlights: Live music, heritage displays, market stalls, food vendors, children's rides and activities, Easter egg hunt.

### Objectives & community benefits

- Activate the museum precinct and support Main Street spend.
- Celebrate Corrigin's culture and stories, building pride and volunteer engagement.



- Provide accessible, family-friendly entertainment and learning.
- Create opportunities for local stallholders, performers and service providers.
- Expected attendance: 200+ (locals and Wheatbelt visitors).

#### **Budget summary (ex GST where applicable)**

- Total estimated cost: \$6,500
- Secured funding: \$3,000 (CBH Grass Roots \$1,000 + Collgar Community Fund \$2,000)
- Requested Shire cash contribution: up to \$2,000
- Balance from tickets/sponsorship/fund-raising: \$1,500 (target)

#### **Indicative cost items**

- Entertainment (band/DJ): \$2,000 (incl. travel)
- Children's activities: \$2,500
- Portable toilets: \$1,500
- Power & lighting: in-kind from CBH
- Stage and marquee: in-kind from Agricultural Society
- Insurance: covered under Museum Public Liability
- Marketing/printing: covered by Museum
- Waste & amenities: Shire/local clubs support (in-kind)
- Site prep & clean-up: volunteers + Shire assistance (in-kind)
- Permits/fees: \$200
- Contingency: \$300

#### **Requested Shire support**

- **Cash:** up to \$2,000 to prioritise children's activities, essential site services (toilets, waste, signage), and contingency.
- **In-kind:** event bins, waste disposal and post-event clean-up around the Museum precinct; pre-event tidy-up of Rotary Park.

#### **Recognition**

The Shire will be acknowledged on posters, website and social media, with logo signage at the venue and MC acknowledgements throughout the event.

#### **Governance & risk**

We are experienced in public events (e.g., Open Day on 4 May 2025 with ~250 attendees). Insurance, risk management, vendor compliance and safety requirements will be maintained.

#### **Decision request**

That Council consider the cash contribution (up to \$2,000) and the in-kind assistance outlined above, noting the budget and community benefits.

Happy to provide any further information or meet to discuss.

--

Kind regards,

Ken Baldwin

President | Corrigin Historical Society

Corrigin Pioneer Museum

0475 231 152

[CorriginPioneerMuseum@gmail.com](mailto:CorriginPioneerMuseum@gmail.com)

<https://corriginpioneermuseum.com>