



A G E N D A

ORDINARY COUNCIL MEETING

19 August 2025

Notice of Meeting

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

Order of Business

4.00pm – 4.30pm	Afternoon Tea
4.30pm – 5.30pm	Long Term Financial Plan Presentation
5.30pm – 5.45pm	Discussion Forum
5.45pm – 6.00pm	Break
6.00pm –	Council Meeting
~ 7.00pm	Dinner
~7.30pm -	Discussion Forum Continued

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



Natalie Manton

Chief Executive Officer

14 August 2025

Disclaimer:

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

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1 DECLARATION OF OPENING

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

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

2 ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE

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3 PUBLIC QUESTION TIME

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

Questions and statements are to be –

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

4 MEMORIALS

The Shire has been notified that Jenny Sorensen has passed away since the last meeting.

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

5 PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS

NIL

6 DECLARATIONS OF INTEREST

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

7 CONFIRMATION OF MINUTES

7.1 PREVIOUS COUNCIL MEETING

7.1.1 ORDINARY COUNCIL MEETING

Minutes of the Shire of Corrigin Ordinary Council meeting held on Tuesday 15 July 2025 (Attachment 7.1.1).

OFFICERS RECOMMENDATION

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

7.2 COMMITTEE MEETINGS

7.2.1 LOCAL EMERGENCY MANAGEMENT COMMITTEE

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

OFFICERS RECOMMENDATION

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

8 MATTERS REQUIRING A COUNCIL DECISION

8.1 CORPORATE AND COMMUNITY SERVICES

8.1.1 ACCOUNTS FOR PAYMENT

Applicant:	Shire of Corrigin
Date:	12/08/2025
Reporting Officer:	Tanya Ludlow, Finance / Human Resources Officer
Disclosure of Interest:	NIL
File Ref:	FM.0036
Attachment Ref:	Attachment 8.1.1 – Accounts for Payment – July 2025

SUMMARY

Council is requested to note the payments from the Municipal and Trust funds as presented in the Schedule of Accounts Paid for the Month of July 2025.

BACKGROUND

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

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

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

COMMENT

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

STATUTORY ENVIRONMENT

S6.4 Local Government Act 1995, Part 6 – Financial Management
R34 Local Government (Financial Management) Regulations 1996

POLICY IMPLICATIONS

Policy 2.1 – Purchasing Policy
Policy 2.14 - Corporate Credit Cards

FINANCIAL IMPLICATIONS

Expenditure in accordance with the 2025/2026 Annual Budget.

COMMUNITY AND STRATEGIC OBJECTIVES

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

Objective: Governance and Leadership

Strong Governance and leadership

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

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

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

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

EFT Payments	EFT21517 – EFT21615	\$643,817.18
Direct Debit Payments		\$96,002.94
EFT Payroll Payments		\$156,558.22

Total Municipal Account Payments \$896,378.34

Trust Account

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

Licensing Trust Account

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

Total of all Accounts \$954,255.44

8.1.2 MONTHLY FINANCIAL REPORT

Applicant:	Shire of Corrigin
Date:	13/08/2025
Reporting Officer:	Myra Henry, Deputy Chief Executive Officer
Disclosure of Interest:	NIL
File Number:	FM.0037
Attachment Ref:	Attachment 8.1.2 – Monthly Financial Report for the period ending 31 July 2025

SUMMARY

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

BACKGROUND

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

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

COMMENT

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

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

Further information on the July 2025 financial position is in the explanation of material variances included in each of the monthly financial reports, please refer to page 6.

STATUTORY ENVIRONMENT

s. 6.4 Local Government Act 1995, Part 6 – Financial Management

r. 34 Local Government (Financial Management) Regulations 1996

r. 35 Local Government (Financial Management) Regulations 1996

POLICY IMPLICATIONS

NIL

FINANCIAL IMPLICATIONS

Expenditure in accordance with the 2025/2026 Annual Budget.

COMMUNITY AND STRATEGIC OBJECTIVES

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

Objective: Governance and Leadership

Strong Governance and Leadership

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

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

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

8.2 GOVERNANCE AND COMPLIANCE

8.2.1 2025/2026 CHANGE TO COUNCIL RESOLUTION 73/2025

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

SUMMARY

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

BACKGROUND

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

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

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

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

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

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

COMMENT

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

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

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

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

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

STATUTORY ENVIRONMENT

LOCAL GOVERNMENT (ADMINISTRATION) REGULATIONS 1996 - REG 10

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

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

inclusive of the mover.

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

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

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

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

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

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

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

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

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

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

Section 6.8(1)(b) of the Local Government Act 1995 provides that expenditure can be incurred when not included in the annual budget provided it is authorised in advance by resolution (absolute majority required).

POLICY IMPLICATIONS

2.7 Annual Budget Preparation

FINANCIAL IMPLICATIONS

NIL

COMMUNITY AND STRATEGIC OBJECTIVES

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

Objective: Governance and Leadership

Strong Governance and Leadership

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

VOTING REQUIREMENT

Absolute Majority

OFFICER'S RECOMMENDATION

That Council:

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

8.2.2 COUNCIL PLAN 2025-2035

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

SUMMARY

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

BACKGROUND

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

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

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

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

That Council

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

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

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

COMMENT

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

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

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

STATUTORY ENVIRONMENT

Local Government Act 1995

s.5.56 Planning for the future

(1) A local government is to plan for the future of the district.

(2) A local government is to ensure that plans made under subsection (1) are in accordance with any regulations made about planning for the future of the district.

Local Government (Administration) Regulations 1996

Part 5 Annual reports and planning

Division 3 - Planning for the future:

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

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

19D Public notice of adoption of strategic community plan

POLICY IMPLICATIONS

6.1 Community Engagement Policy

FINANCIAL IMPLICATIONS

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

COMMUNITY AND STRATEGIC OBJECTIVES

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

Objective: Governance and Leadership

Strong Governance and leadership

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

VOTING REQUIREMENT

Absolute Majority

OFFICER'S RECOMMENDATION

That Council:

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

8.2.3 WORKFORCE PLAN 2025-2029

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

SUMMARY

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

BACKGROUND

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

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

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

COMMENT

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

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

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

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

STATUTORY ENVIRONMENT

Local Government Act 1995, section 5.56

Local Government (Administration) Regulations 1996

POLICY IMPLICATIONS

2.7 Annual Budget Preparation

11.2 Road Hierarchy, Maintenance and Renewal Policy

FINANCIAL IMPLICATIONS

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

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

COMMUNITY AND STRATEGIC OBJECTIVES

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

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

Strategic Community Plan		Corporate Business Plan	
Outcome	Strategies	Action No.	Actions
4.1	Succession planning for key leadership roles (Council and workforce)	4.1.1	Review, update and work towards the achievement of the Workforce Plan

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

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

8.2.4 REPORT OF REVIEW – LOCAL PLANNING SCHEME NO. 2

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

SUMMARY

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

BACKGROUND

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

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

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

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

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

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

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

COMMENT

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

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

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

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

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

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

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

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

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

STATUTORY ENVIRONMENT

Planning and Development Act 2005

Planning and Development (Local Planning Schemes) Regulations 2015

POLICY IMPLICATIONS

NIL

FINANCIAL IMPLICATIONS

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

COMMUNITY AND STRATEGIC OBJECTIVES

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

Objective: Economic

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

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

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council:

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

8.2.5 WALGA AGM VOTING DELEGATES

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

SUMMARY

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

BACKGROUND

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

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

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

COMMENT

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

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

STATUTORY ENVIRONMENT

Local Government Act 1995 s.9.58.

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

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

COMMUNITY AND STRATEGIC OBJECTIVES

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

Objective: Governance and Leadership Strong Governance and Leadership

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

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council appoints Cr _____ and Cr _____ as the Shire of Corrigin voting delegates and Cr _____ and Cr _____ as proxy voting delegates for the 2025 WALGA Annual General Meeting.

8.2.6 TENDER OVAL RETICULATION UPGRADE

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

SUMMARY

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

BACKGROUND

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

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

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

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

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

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

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

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



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

COMMENT

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

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

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

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

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

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

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

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

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

STATUTORY ENVIRONMENT

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

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

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

Local Government (Functions and General) Regulations 1996:

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

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

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

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

POLICY IMPLICATIONS

Policy 2.1 Purchasing Policy

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

FINANCIAL IMPLICATIONS

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

COMMUNITY AND STRATEGIC OBJECTIVES

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

Objective: Environment

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

Strategic Community Plan		Corporate Business Plan	
Outcome	Strategies	Action No.	Actions
3.2	Parks, gardens, recreational and social spaces are safe and encourage active, engaged and healthy lifestyles.	3.2.1	Sport and Recreation facility and surface improvements are planned in a coordinated manner.
		3.2.2	Parks, nature reserves, and community spaces are provided to ensure they are green, tidy, accessible and activated.
3.3	We prepare and maintain our assets for current and future community	3.3.1	Shire assets and facilities support the delivery of services and meet community need.
3.6	Demonstrate sustainable practices of water management.	3.6.1	We implement Waterwise practices to minimise mains and ground water consumption.

Objective: Leadership
Strong Governance and leadership

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

VOTING REQUIREMENT

Simple Majority

OFFICER RECOMMENDATION

That Council:

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

8.2.7 FRAUD AND CORRUPTION POLICY UPDATE

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

SUMMARY

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

BACKGROUND

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

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

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

COMMENT

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

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

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

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

STATUTORY ENVIRONMENT

Australian Standard AS8001 – 2021 Fraud and Corruption Control

POLICY IMPLICATIONS

3.7 Fraud and Corruption Control

FINANCIAL IMPLICATIONS

NIL

COMMUNITY AND STRATEGIC OBJECTIVES

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

Objective: Governance and Leadership Strong Governance and leadership

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

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

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

8.3 WORKS AND SERVICES

9 CHIEF EXECUTIVE OFFICER REPORT

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

10 PRESIDENT'S REPORT

11 COUNCILLORS' QUESTIONS, REPORTS AND INFORMATION ITEMS

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

13 INFORMATION BULLETIN

14 WALGA AND CENTRAL ZONE MOTIONS

15 NEXT MEETING

Ordinary Council Meeting on 16 September 2025 at 6pm.

16 MEETING CLOSURE