



A G E N D A

ORDINARY COUNCIL MEETING

21 October 2025

Notice of Meeting

The Ordinary Council Meeting for the Shire of Corrigin will be held on Tuesday 21 October 2025 in the Council Chambers, 9 Lynch Street, Corrigin commencing at 6.00pm.

Order of Business

3:30pm – 4:00pm	Swearing in of new Councillors
4.00pm – 5.30pm	Discussion Forum
5.30pm – 6.00pm	Break
6.00pm –	Council Meeting
~7.00pm	Dinner

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



Natalie Manton

Chief Executive Officer

16 October 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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SWEARING-IN OF NEW COUNCILLORS PRIOR TO THE MEETING

Mrs Natalie Manton, Justice of the Peace, will swear-in new Councillors, who will be required to make the following declaration:

Declaration by elected member

I,.....

of ¹.....

.....,

having been elected to the office of councillor of the Shire of Corrigin declare that I take the office upon myself and will duly, faithfully, honestly, and with integrity, fulfil the duties of the office for the people in the district according to the best of my judgment and ability, and will observe the code of conduct adopted by the Shire of Corrigin under section 5.104 of the *Local Government Act 1995*.

Declared at

on.....

By

Before me:

¹ _____
Insert your residential address.

1 DECLARATION OF OPENING

As this is the first meeting following the expiration of the current councillor term of office at the ordinary election on 18 October 2025, the *Local Government Act 1995* provides that the Chief Executive Officer will preside over the opening of the meeting and conduct the election for the Office of the Shire President.

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

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

2 ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE

3 DECLARATIONS OF INTEREST

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

4 ELECTION OF PRESIDENT

Applicant:	Shire of Corrigin
Date:	17/09/2025
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	GOV.0054
Attachment Ref:	NIL

SUMMARY

Council is to elect a member to the role of President of the Shire of Corrigin at the first meeting of the council after the election.

BACKGROUND

The *Local Government Act 1995 clause 4 of Division 1 of Schedule 2.3* notes that the Council is required to appoint a President at its first meeting following an election day. The Chief Executive Officer (CEO) is to preside at the meeting until the office is filled, and the election is to be conducted by the CEO in accordance with the procedure prescribed in the *Local Government Act*.

The CEO will call for Councillors to nominate as candidates prior to the meeting and if no nominations have been received nominations will be called at the meeting. All Councillors, including newly elected Councillors, are eligible to nominate.

The roles and responsibilities of the President are outlined in the *Local Government Act 1995*:

2.8 Role of mayor or president

- (1) The mayor or president —
- (a) provides leadership and guidance to the council and council members, including guidance as to the roles of the council and council members; and
- (b) acts as the principal spokesperson for the local government, and carries out civic and ceremonial duties on behalf of the local government, at all times acting consistently with council decisions; and
- (c) presides at meetings of the council, ensuring that meetings are orderly and held in accordance with this Act; and
- (d) promotes, facilitates and supports positive and constructive working relationships among council members; and
- (e) liaises with the CEO on the local government's affairs and the performance of its functions.

If there is more than one nomination for the position of President, the CEO will act in the position of Returning Officer to conduct the ballot as required under the *Local Government Act 1995*. The ballot for the position of President will be conducted pursuant to the provisions of clause 4 of Division 1 of Schedule 2.3 of the Act as outlined below:

4. How mayor or president is elected

- (1) The council is to elect a councillor to fill the office.
- (2) The election is to be conducted by the CEO in accordance with the procedure prescribed.
- (3) Nominations for the office are to be given to the CEO in writing before the meeting or during the meeting before the close of nominations.
- (3a) Nominations close at the meeting at a time announced by the CEO, which is to be a sufficient time after the announcement by the CEO that nominations are about to close to allow for any nominations made to be dealt with.
- (4) If a councillor is nominated by another councillor the CEO is not to accept the nomination unless the nominee has advised the CEO, orally or in writing, that the nominee is willing to be nominated for the office.

- (5) The councillors are to vote on the matter by secret ballot as if they were electors voting at an election.
- (6) Subject to clause 5(1), the votes cast under subclause (5) are to be counted, and the successful candidate determined, in accordance with Schedule 4.1 (which deals with determining the result of an election) as if those votes were votes cast at an election.
- (7) As soon as is practicable after the result of the election is known, the CEO is to declare and give notice of the result in accordance with regulations, if any.

The ballot for President will be undertaken using the preferential voting system with the CEO being the Returning Officer.

The winner will be declared elected to the position of President for a two-year term and will be required to read (and sign) a form titled Declaration for the Office of President (Electoral Form 7) in accordance with Regulation 13(1)(c) of the *Local Government (Constitution) Regulations 1998*.

COMMENT

The term of office of the President begins when they are elected and ends when they resign or are next elected at or after the next ordinary election – usually every two years.

STATUTORY ENVIRONMENT

Oaths, Affidavits and Statutory Declarations Act 2005

Local Government Act 1995:

Local Government (Elections) Regulations 1997

Local Government (Constitution) Regulations 1998 reg 13(1) and Form 7

DECLARATION OF RESULT

Cr _____ was elected to the role of President for a two year term ending in October 2027.

Having been elected as President, Cr _____, took over the role of chair from the Chief Executive Officer and presided over the rest of the meeting.

5 ELECTION OF DEPUTY PRESIDENT

Applicant:	Shire of Corrigin
Date:	17/09/2025
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	GOV.0054
Attachment Ref:	NIL

SUMMARY

Council is to elect a member to the role of Deputy President of the Shire of Corrigin at the first meeting of the council after the election.

BACKGROUND

The *Local Government Act 1995 clause 7 of Division 2 of Schedule 2.3* notes that the Council is required to appoint a Deputy President at its first meeting following an election day. The Shire President will call for Councillors to nominate as candidates at the meeting. All Councillors, with the exception of the President, are eligible to nominate.

The roles and responsibilities of the Deputy President are outlined in the *Local Government Act 1995*:

2.9 Role of the deputy mayor or deputy president

The deputy mayor or deputy president performs the functions of the mayor or president when authorised to do so under section 5.34.

Section 5.34 states:

5.34. When deputy mayors and deputy presidents can act

If—

- (a) the office of mayor or president is vacant; or
- (b) the mayor or president is not available or is unable or unwilling to perform the functions of the mayor or president,

then the deputy mayor may perform the functions of mayor and the deputy president may perform the functions of president, as the case requires.

The Deputy President is also entitled to one quarter of the Shire Presidents allowance in addition to Council sitting fees.

The ballot for the position of Deputy President will be conducted according to the provisions of *clause 6-9 of Schedule 2.3 of the Local Government Act 1995* as outlined below:

8. How deputy mayor or deputy president is elected

- (1) The council is to elect a councillor (other than the mayor or president) to fill the office.
- (2) The election is to be conducted in accordance with the procedure prescribed by the mayor or president, or if he or she is not present, by the CEO.
- (3) Nominations for the office are to be given to the person conducting the election in writing before the meeting or during the meeting before the close of nominations.
- (3a) Nominations close at the meeting at a time announced by the person conducting the election, which is to be a sufficient time after the announcement by that person that nominations are about to close to allow for any nominations made to be dealt with.
- (4) If a councillor is nominated by another councillor the person conducting the election is not to accept the nomination unless the nominee has advised the person conducting the election, orally or in writing, that he or she is willing to be nominated for the office.

- (5) The council members are to vote on the matter by secret ballot as if they were electors voting at an election.
- (6) Subject to clause 9(1) the votes cast under subclause (5) are to be counted, and the successful candidate determined, in accordance with Schedule 4.1 as if those votes were votes cast at an election.
- (7) As soon as is practicable after the result of the election is known, the person conducting the election is to declare and give notice of the result in accordance with regulations, if any.
- (8) As soon as is practicable after the result of the election is known, the CEO is to declare and give notice of the result in accordance with regulations, if any.

The ballot for Deputy President will be undertaken using the preferential voting system.

The successful candidate will be declared elected to the position of Deputy President for a two-year term and will be required to read and sign a form titled Declaration for the Office of President (Electoral Form 7) in accordance with *Regulation 13(1) (c) of the Local Government (Constitution) Regulations 1998*.

COMMENT

The term of office of the Deputy President begins when they are elected and ends when they resign or are next elected at or after the next ordinary election – usually every two years.

STATUTORY ENVIRONMENT

Oaths, Affidavits and Statutory Declarations Act 2005

Local Government Act 1995:

S 2.15 Filling office of deputy mayor or deputy president

Local Government (Elections) Regulations 1997

Local Government (Constitution) Regulations 1998 reg 13(1) and Form 7

DECLARATION OF RESULT

Cr _____ was elected to the role of Deputy President for a two year term ending in October 2027.

6 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.

7 MEMORIALS

The Shire has been notified that Frank Dickinson has passed away since the last meeting.

8 PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS

9 CONFIRMATION OF MINUTES

9.1 PREVIOUS COUNCIL MEETING

9.1.1 ORDINARY COUNCIL MEETING

Minutes of the Shire of Corrigin Ordinary Council meeting held on Tuesday 16 September 2025 (Attachment 9.1.1).

OFFICERS RECOMMENDATION

That the Minutes of the Shire of Corrigin Ordinary Council meeting held on Tuesday 16 September 2025 (Attachment 9.1.1) be confirmed as a true and correct record.

9.2 COMMITTEE MEETINGS

9.2.1 BUSH FIRE ADVISORY COMMITTEE

Minutes of the Bush Fire Advisory Committee meeting held on Thursday 2 October 2025 (Attachment 9.2.1).

OFFICERS RECOMMENDATION

That Council receives and notes the Minutes of the Bush Fire Advisory Committee meeting held on Thursday 2 October 2025 (Attachment 9.2.1).

10 MATTERS REQUIRING A COUNCIL DECISION

10.1 CORPORATE AND COMMUNITY SERVICES

10.1.1 ACCOUNTS FOR PAYMENT

Applicant:	Shire of Corrigin
Date:	8/10/2025
Reporting Officer:	Tanya Ludlow, Finance / Human Resources Officer
Disclosure of Interest:	NIL
File Ref:	FM.0036
Attachment Ref:	Attachment 10.1.1 – Accounts for Payment – September 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 September 2025.

BACKGROUND

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

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

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

COMMENT

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

STATUTORY ENVIRONMENT

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

POLICY IMPLICATIONS

Policy 2.1 – Purchasing Policy
Policy 2.14 - Corporate Credit Cards

FINANCIAL IMPLICATIONS

Expenditure in accordance with the 2025/2026 Annual Budget.

COMMUNITY AND STRATEGIC OBJECTIVES

Shire of Corrigin Council Plan 2025-2035:

Objective: Civic Leadership

Strong Governance and Leadership

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

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

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

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

EFT Payments EFT21723 – EFT21848 \$368,188.77

Direct Debit Payments \$59,908.99

EFT Payroll Payments \$139,802.52

Total Municipal Account Payments \$567,900.28

Edna Stevenson Trust Account

EFT Payments EFT21751 \$2,755.81

Total Edna Stevenson Trust Account Payments \$2,755.81

Trust Account

EFT Payments EFT21754 – EFT21755 \$136.00

Total Trust Account Payments \$136.00

Licensing Trust Account

Direct Debit Payments \$46,112.75

Total Licensing Trust Account Payments \$46,112.75

Total of all Accounts

\$616,904.84

10.1.2 MONTHLY FINANCIAL REPORT

Applicant:	Shire of Corrigin
Date:	15/10/2025
Reporting Officer:	Myra Henry, Deputy Chief Executive Officer
Disclosure of Interest:	NIL
File Number:	FM.0037
Attachment Ref:	Attachment 10.1.2 – Monthly Financial Report for the period ending 30 September 2025

SUMMARY

This report provides Council with the monthly financial report for the month ending 30 September 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 September 2025. Whilst September 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 30 September 2025 was \$10,472,643 This is composed of \$834,385 municipal funds (Municipal Bank Account and various till floats), \$5,370,813 in short term investment, and \$4,267,455 in reserve funds.	Page 10 – Cash and Financial Assets Page 11 – Reserve Accounts
Capital Acquisitions The capital budget is approximately 4% complete at the 30 September 2025. This is due to projects not yet commencing following the budget adoption.	Page 12 – Capital Acquisitions Page 13 – Capital Acquisitions Continued Page 14 – Disposal of Assets
Receivables Rates outstanding is \$535,341 with 83.7% of rates collected for the year compared to 81.8% in September 2024. Current receivables of \$35,868.	Page 15 – Receivables
Closing Funding Surplus/(Deficit) Year to date (YTD) actual closing balance is \$7,001,505 which is composed of \$11,554,320 Current Assets less \$619,994 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 September 2025 financial position is in the explanation of material variances included in each of the monthly financial reports, please refer to page 6.

STATUTORY ENVIRONMENT

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

r. 34 Local Government (Financial Management) Regulations 1996

r. 35 Local Government (Financial Management) Regulations 1996

POLICY IMPLICATIONS

NIL

FINANCIAL IMPLICATIONS

Expenditure in accordance with the 2025/2026 Annual Budget.

COMMUNITY AND STRATEGIC OBJECTIVES

Shire of Corrigin Council Plan 2025-2035:

Objective: Civic Leadership

Strong Governance and Leadership

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

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

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

10.2 GOVERNANCE AND COMPLIANCE

10.2.1 APPOINTMENT OF COUNCILLORS TO AUDIT, RISK AND MANAGEMENT COMMITTEE

Applicant:	Shire of Corrigin
Date:	10/10/2025
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	FM.0015, GOV.0054
Attachment Ref:	Attachment 10.2.1 – Independent Presiding Member Expressions of Interest
Fact Sheet	

SUMMARY

Council is requested to appoint members to the Audit, Risk and Improvement Committee following the election on 18 October 2025. The committee must include two external members.

BACKGROUND

Following the 2025 elections Council is to appoint members to the Audit, Risk and Improvement Committee and elect an external Presiding member.

The Terms of Reference outlining the purpose and operations of each committee of Council has previously been defined.

Any delegation available to a committee is prescribed in respective Instrument of Appointment and Delegation. The Chief Executive Officer and other staff members will provide advice and administrative support to all the Committees.

Committee of Council	Members	Meetings	Approximate duration
Audit and Risk Management	All Councillors 2 external members	At least three times per year and additional meetings as required: 9 December 2025 10 March 2026 9 June 2026 8 Sept 2026 8 Dec 2026	1 hour September and December meeting subject to change depending on results of audit.

The Audit, Risk and Improvement Committee must have an independent presiding member to ensure a level of neutrality and impartial oversight in chairing these meetings as outlined in the [Local Government Reform Fact Sheet](#). An independent presiding member must be a person who is not a council member of any local government or an employee of the local government. If a deputy presiding member is appointed, they must also be independent.

COMMENT

The tenure of members of the Audit, Risk and Improvement Committee expires on Local Government Election Day in October 2027.

Two expressions of interest have been received for the position of Presiding Member of the Audit, Risk and Improvement Committee for Council to consider. Both Expressions are provided for in attachment 10.2.1.

STATUTORY ENVIRONMENT

Local Government Act 1995:

s.5.8. Establishment of committees

A local government may establish committees of 3 or more persons to assist the council and to exercise the powers and discharge the duties of the local government that can be delegated to committees.*

** Absolute majority required.*

s.5.11A. Deputy committee members

(1) The local government may appoint a person to be a deputy of a member of a committee and may terminate such an appointment* at any time.*

**Absolute majority required*

- (2) A person who is appointed as a deputy of a member of a committee is to be —*
- (a) if the member of the committee is a council member — a council member; or*
 - (b) if the member of the committee is an employee — an employee; or*
 - (c) if the member of the committee is not a council member or an employee — a person who is not a council member or an employee; or*
 - (d) if the member of the committee is a person appointed under section 5.10(5) — a person nominated by the CEO.*
- (3) A deputy of a member of a committee may perform the functions of the member when the member is unable to do so by reason of illness, absence or other cause.*
- (4) A deputy of a member of a committee, while acting as a member, has all the functions of and all the protection given to a member.*

s.5.11. Committee membership, tenure of

(1) Where a person is appointed as a member of a committee under section 5.10(4) or (5), the person's membership of the committee continues until —

- (a) the person no longer holds the office by virtue of which the person became a member, or is no longer the CEO, or the CEO's representative, as the case may be; or*
- (b) the person resigns from membership of the committee; or*
- (c) the committee is disbanded; or*
- (d) the next ordinary elections day, whichever happens first.*

(2) Where a person is appointed as a member of a committee other than under section 5.10(4) or (5), the person's membership of the committee continues until —

- (a) the term of the person's appointment as a committee member expires; or*
- (b) the local government removes the person from the office of committee member or the office of committee member otherwise becomes vacant; or*
- (c) the committee is disbanded; or*
- (d) the next ordinary elections day, whichever happens first.*

s.5.12. Presiding members and deputies

(1) The local government must appoint a member of a committee to be the presiding member of the committee.*

**Absolute majority required*

- (2) *The local government may appoint* a member of a committee to be the deputy presiding member of the committee.*

**Absolute majority required*

Local Government Amendment Act 2024:

Division 1A — Audit, risk and improvement committee

s.7.1B. Deputy of presiding member or of deputy presiding member

- (1) *The local government must appoint a person under section 5.11A to be a deputy of the presiding member of the audit, risk and improvement committee.*
- (2) *In addition to the requirement of section 5.11A(2)(c), the deputy of the presiding member cannot be a council member of any other local government.*

POLICY IMPLICATIONS

NIL

FINANCIAL IMPLICATIONS

Budgeted expenditure for meeting fees and cost associated with committees.

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

Absolute Majority

OFFICER'S RECOMMENDATION

That Council:

1. *endorse the Terms of Reference and appoint the following members to the Audit, Risk and Improvement Committee:*

Committee of Council	Members	Meetings
<i>Audit, Risk and Improvement Committee</i>	<i>Cr Hickey Cr Jacobs Cr Dickinson Cr Leach Cr Smith Cr Talbot Cr Dyer</i>	<i>At least three times per year and as required: 9 December 2025 10 March 2026 9 June 2026 8 Sept 2026 8 Dec 2026</i>

2. *appoint Mr/Ms _____ as independent presiding member of the Audit, Risk and Improvement Committee.*
3. *appoint Mr/Ms _____ as deputy of the presiding member of the Audit, Risk and Improvement Committee.*



AUDIT, RISK AND IMPROVEMENT COMMITTEE

TERMS OF REFERENCE

Instrument of Appointment and Delegation

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:

1. 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.

10.2.2 APPOINTMENT OF COUNCILLORS TO CHIEF EXECUTIVE OFFICER PERFORMANCE REVIEW OCCASIONAL COMMITTEE

Applicant:	Shire of Corrigin
Date:	10/10/2025
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	FM.0015, GOV.0054
Attachment Ref:	NIL

SUMMARY

Council is requested to appoint members to the CEO Performance Review Committee following the election on 18 October 2025. Council must elect a Presiding Member from among its appointed members and Council may also elect a Deputy Presiding Member.

BACKGROUND

Following the 2025 elections Council is to appoint members to the CEO Performance Review Committee and elect a Presiding Member.

The Terms of Reference outlining the purpose and operations of each committee of Council has previously been defined.

Any delegation available to a committee is prescribed in respective Instrument of Appointment and Delegation. The Chief Executive Officer and other staff members will provide advice and administrative support to all the Committees.

Committee of Council	Elected Member	Meetings	Approximate duration
Chief Executive Officer Performance Review Occasional Committee	All Councillors	Annually - Generally in March or April	Approximately 4 hours

COMMENT

The tenure of members the Chief Executive Officer Performance Review Occasional Committee expires on Local Government Election Day in October 2027.

STATUTORY ENVIRONMENT

Local Government Act 1995:

s.5.38. Annual review of employees' performance

s.5.8. Establishment of committees

A local government may establish committees of 3 or more persons to assist the council and to exercise the powers and discharge the duties of the local government that can be delegated to committees.*

** Absolute majority required.*

s.5.11. Committee membership, tenure of

- (1) Where a person is appointed as a member of a committee under section 5.10(4) or (5), the person's membership of the committee continues until —*
- (a) the person no longer holds the office by virtue of which the person became a member, or is no longer the CEO, or the CEO's representative, as the case may be; or*
 - (b) the person resigns from membership of the committee; or*
 - (c) the committee is disbanded; or*
 - (d) the next ordinary elections day, whichever happens first.*
- (2) Where a person is appointed as a member of a committee other than under section 5.10(4) or (5), the person's membership of the committee continues until —*
- (a) the term of the person's appointment as a committee member expires; or*
 - (b) the local government removes the person from the office of committee member or the office of committee member otherwise becomes vacant; or*
 - (c) the committee is disbanded; or*
 - (d) the next ordinary elections day, whichever happens first.*

s.5.12. Presiding members and deputies

- (1) The local government must appoint* a member of a committee to be the presiding member of the committee.*

**Absolute majority required*

- (2) The local government may appoint* a member of a committee to be the deputy presiding member of the committee.*

**Absolute majority required*

POLICY IMPLICATIONS

Policy 5.13 Chief Executive Officer Recruitment, Performance and Termination

FINANCIAL IMPLICATIONS

Budgeted expenditure for meeting fees and cost associated with committees.

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

VOTING REQUIREMENT

Absolute Majority

OFFICER'S RECOMMENDATION

That Council:

1. *endorse the Terms of Reference and appoint the following Councillors to the Chief Executive Officer Performance Review Occasional Committee:*

Committee of Council	Elected Member	Meetings
Chief Executive Officer Performance Review Occasional Committee	Cr Hickey Cr Jacobs Cr Dickinson Cr Leach Cr Smith Cr Talbot Cr Dyer	Annually – Generally in March or April

2. *appoint _____ as presiding member of the Chief Executive Officer Performance Review Occasional Committee.*



CEO PERFORMANCE REVIEW OCCASIONAL COMMITTEE

TERMS OF REFERENCE

Instrument of Appointment and Delegation

1.0 NAME

The Committee shall be known as the CEO Performance Review Occasional Committee (Committee).

2.0 ROLE OF THE COMMITTEE

To comply with the requirements of the *Local Government Act 1995* to review the performance of the CEO annually.

3.0 OBJECTIVES OF THE COMMITTEE

- Compile the consensus response for each of the key result areas detailed in clause of the Chief Executive Officer's (CEO) contract of employment.
- Conduct a performance review feedback session with the CEO.
- Prepare and submit for Council approval a report describing the assessment developed during the performance review, changes to be made, special tasks to be done, or decisions to follow as a result of the evaluation.
- Prepare and submit for Council approval the agreed performance objectives for the next review period.
- Prepare and submit for Council approval any variations to the CEO's conditions of employment.

4.0 MEMBERSHIP

The Council appoints all Councillors to the Committee subject to agreement of the CEO. 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.

5.0 PRESIDING MEMBER

The Council must appoint a Presiding Member, and may, at its discretion, appoint a Deputy Presiding Member.

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.

The minutes of the Committee are to be submitted to the next ordinary meeting of the committee for confirmation. The person presiding at the meeting at which the minutes are confirmed is to sign the minutes and certify the confirmation. The *Local Government Act 1995* places responsibility for speaking on behalf of Council with the President.

With the exception of the Shire President, individual members of the Committee are 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 Shire President.

6.0 CONDUCT OF MEETINGS

The Committee is established by the Council of the Shire of Corrigin under the powers given in section 5.8 of the *Local Government Act 1995*. Meetings are to be held at least once each year on a date to be determined by the Presiding Member in consultation with the Committee Members.

Notice of meetings, quorum requirements of the members and all other matters pertaining to the conduct of the committee shall be carried out in accordance with the *Local Government Act 1995*. As the matter relates to a member of the Shire staff, the meeting, agenda and minutes will be considered Confidential Business so that Council may discuss the item, which behind closed doors.

7.0 DELEGATED POWERS

The Shire President may appoint an independent facilitator to assist with the performance review process, who is acceptable to both the Chief Executive Officer and the Shire President.

The Committee has no delegated powers and is a committee to Council only.

Recommendations of committee meetings are to be presented to Council by the Shire President for noting, or for consideration, as soon as practicable after unconfirmed minutes of Committee meetings are available.

10.2.3 APPOINTMENT OF COUNCILLORS TO ADVISORY COMMITTEES

Applicant:	Shire of Corrigin
Date:	10/10/2025
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	ES.0003, ES.0028, GOV.0021
Attachment Ref:	NIL

SUMMARY

Council is requested to establish the purpose, operations and appointments to its advisory committees and where acceptable, delegating responsibility to advisory committees.

BACKGROUND

Section 5.8 of the *Local Government Act 1995* allows the establishment advisory committees of three (3) or more people to assist it in discharging the operations and duties of the shire. These committees may comprise Councillors only or a mixture of Councillors, public and employees.

Advisory committees make recommendations for consideration by members of the Council based on their Terms of Reference which have been previously reviewed and adopted by Council. The Council has the right to amend these Terms of Reference or alter/disband its committees at any time.

Appointment of members to an Advisory Committee can only be made by way of a formal decision of the Council.

For all advisory committees, the Chief Executive Officer and other Shire staff members will provide advice and administrative support to the Committee.

The Shire President has the right to be represented on any advisory committee. Should the Shire President not wish to be a member of an advisory committee, Council may need to appoint an additional Councillor, depending on the respective *Instrument of Appointment and Delegation*.

The Shire President is to call for nominations for each of the below advisory committees and preside over any required ballot to determine appointment(s) to the committees.

The Bush Fire and Local Emergency Management Committees are established under the *Bush Fires Act 1954* and *Emergency Management Act 2005* to advise and assist the shire in ensuring that local emergency management arrangements are established and maintained for its district.

Council may add to or remove any of the previously established advisory committees listed as below:

Advisory Committees	Members	Meetings	Approximate Duration
Local Emergency Management Committee	President Deputy President	Quarterly 9 February 2026 11 May 2026 10 August 2026 9 August 2026	1 – 2 hours
Bush Fire Advisory Committee	President Councillor	Twice Annually 5 March 2026 1 October 2026	1 – 2 hours

COMMENT

The tenure of members of Council Advisory Committees expires on Local Government Election Day in 2027.

STATUTORY ENVIRONMENT

Local Government Act 1995:

s.5.11. Committee membership, tenure of

- (1) *Where a person is appointed as a member of a committee under section 5.10(4) or (5), the person's membership of the committee continues until —*
- (a) the person no longer holds the office by virtue of which the person became a member, or is no longer the CEO, or the CEO's representative, as the case may be; or*
 - (b) the person resigns from membership of the committee; or*
 - (c) the committee is disbanded; or*
 - (d) the next ordinary elections day,*

whichever happens first.

- (2) *Where a person is appointed as a member of a committee other than under section 5.10(4) or (5), the person's membership of the committee continues until —*
- (a) the term of the person's appointment as a committee member expires; or*
 - (b) the local government removes the person from the office of committee member or the office of committee member otherwise becomes vacant; or*
 - (c) the committee is disbanded; or*
 - (d) the next ordinary elections day,*

whichever happens first.

Bush Fires Act 1954

Emergency Management Act 2005

POLICY IMPLICATIONS

4.1 Code of Conduct for Council Members, Committee Members and Candidates

FINANCIAL IMPLICATIONS

Budgeted expenditure for cost associated with administering advisory committees.

COMMUNITY AND STRATEGIC OBJECTIVES

Shire of Corrigin Council Plan 2025-2035:

Objective: Civic Leadership

Strong Governance and leadership

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

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council

1. *Endorse the Terms of Reference for the Local Emergency Management Advisory Committee and Bushfire Advisory Committee, and;*
2. *Appoint the following elected members to Shire of Corrigin Advisory Committees in accordance with the Instrument of Appointment and Delegation s 5.10 and 5.11A Local Government Act 1995:*

Advisory Committees	Members	Meetings	Approx Duration
<i>Local Emergency Management Committee</i>	<i>President Deputy President The Officer in Charge of the Corrigin Police. District or delegate(s). The Officer in Charge of the Fire and Rescue Service in Corrigin or their delegates. Chief Bush Fire Control Officer. SES Area Manager or delegate. Officer in Charge of the St John Ambulance Corrigin or delegate. Representative from the Corrigin Hospital. Department for Communities Officer Representatives from other agencies as required.</i>	<i>Quarterly 9 February 2026 11 May 2026 10 August 2026 9 August 2026</i>	<i>1 - 2 hours</i>
<i>Bush Fire Advisory Committee</i>	<i>President Cr _____ Chief Bush Fire Control Officer (CBFCO). Deputy Chief Bush Fire Control Officer (DBFCO). Bush Fire Control Officers (appointed by the Shire in accordance with the Bush Fires Act 1954) from each Brigade.</i>	<i>Twice Annually 5 March 2026 1 October 2026</i>	<i>1 - 2 hours</i>



CORRIGIN LOCAL EMERGENCY MANAGEMENT COMMITTEE

TERMS OF REFERENCE

Instrument of Appointment and Delegation

1.0 NAME

The Committee shall be known as the Corrigin Local Emergency Management Committee (Committee).

2.0 ROLE OF THE COMMITTEE

To collaborate with local support organisations, hazard management agencies and industry representatives to collectively build a resilient community that is prepared to respond and recover from an emergency.

3.0 OBJECTIVES OF THE COMMITTEE

- To advise and assist the Shire of Corrigin in ensuring that local emergency management arrangements are established for its district.
- To liaise with public authorities and other persons in the development, review and testing of local emergency management arrangements.
- To assist with the preparation and approval of the Corrigin Local Emergency Management Plan and submit such plans to the Office of Emergency Management (OEM) for approval.
- To review at least annually the Corrigin Local Emergency Management Plan.
- To assist in the preparation of emergency management operating procedures for application in the Shire of Corrigin.
- To ensure appropriate testing and exercising of the local emergency management plan.
- To prepare an annual report of the activities of the Committee for submission to the OEM.
- To provide assistance to the Local Emergency Coordinators and Lead Combat Authorities during emergency management operations.
- To carry out such other emergency management functions as directed by OEM.

4.0 MEMBERSHIP

The Council appoints to the Committee those ex-officio representatives whose titles appear 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.

Membership of the Committee shall be:

- President of the Shire of Corrigin
- Deputy Shire President
- Officer in Charge of the Corrigin Police District or delegate(s)
- Officer in Charge of the Fire and Rescue Service in Corrigin or delegate
- Chief Bush Fire Control Officer
- SES Area Manager or delegate

- Officer in Charge of the St John Ambulance Corrigin or delegate
- Representative from the Corrigin Hospital
- Department for Communities
- Representatives from other agencies as required

5.0 PRESIDING MEMBER

The President takes the role of Presiding Member. The members of the Committee shall elect a Deputy Presiding Member to chair in the absence of the Presiding Member at the first meeting after the local government election to satisfy the requirements of the *Local Government Act 1995*.

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.

The minutes of the advisory committee are to be submitted to the next ordinary meeting of the committee for confirmation. The person presiding at the meeting at which the minutes are confirmed is to sign the minutes and certify the confirmation.

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 not the Shire President, as well as individual members of the Committee are 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 Shire President.

6.0 CONDUCT OF MEETINGS

Ordinary meetings of the Committee shall be held on a day as determined by the Presiding Member generally in February, May, August and November each year. Written notice shall be given to all Committee members, at least 14 days prior to the meeting. Special meetings of the Committee may be convened:

- By the Presiding Member
- By written notice to all Committee members, such notice being signed by at least four members of the Committee, giving not less than 7 days notice and stating purpose of the meeting.
- By the Council

The time and venue of meetings will be determined by the Presiding Member or the Council having due regard to the general convenience of the Committee members.

Each meeting of the Local Emergency Management Committee (LEMC) should consider, but not be restricted to, the following matters, as appropriate:

Every meeting:

- Confirmation of local emergency management arrangements contacts details and key holders;
- Review of any post-incident reports and post exercise reports generated since last meeting;
- Progress of emergency risk management process;
- Progress of treatment strategies arising from emergency risk management process;
- Progress of development or review of local emergency management arrangements; and
- Other matters determined by the local government.

First quarter:

- Development and approval of next financial year LEMC exercise schedule (to be forwarded to relevant DEMC);
- Begin developing annual business plan.

Second quarter:

- Preparation of LEMC annual report (to be forwarded to relevant DEMC for inclusion in the SEMC annual report);
- Finalisation and approval of annual business plan.

Third quarter:

- Identify emergency management projects for possible grant funding.

Fourth quarter:

- National and State funding nominations.

The Committee is established by the Council of the Shire of Corrigin under the powers and given in *section 5.8 of the Local Government Act 1995* and under *section 67 (Advisory Committees) of the Bush Fires Act 1954*.

Notice of meetings, quorum requirements of 50% of members and all other matters pertaining to the conduct of the committee shall be carried out in accordance with the *Local Government Act 1995*.

7.0 DELEGATED POWERS

The Committee has no delegated powers and is an advisory committee to Council only.

Recommendations of committees meetings are to be presented to Council by Shire staff for noting or for consideration as soon as practicable after unconfirmed minutes of Committee meetings are available.



CORRIGIN BUSH FIRE ADVISORY COMMITTEE

TERMS OF REFERENCE

Instrument of Appointment and Delegation

1.0 NAME

The Committee shall be known as the Corrigin Bush Fire Advisory Committee (Committee).

2.0 ROLE OF THE ADVISORY COMMITTEE

To formulate for Council's consideration, recommendations and policy on matters relating to bush fire prevention, control and extinguishment.

3.0 OBJECTIVES OF THE ADVISORY COMMITTEE

- To advise Council on all matters relating to the operations of the *Bush Fires Act 1954*.
- To advise Council on the best and most efficient means of maximising fire control resources in the district.

4.0 MEMBERSHIP

The Council appoints to the Committee those ex officio representatives listed in the categories of membership outlined 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.

Council may dismiss members who miss two consecutive meetings without reasonable cause.

Membership of the Committee shall be the:

- President of the Shire of Corrigin.
- Chief Bush Fire Control Officer (CBFCO).
- Deputy Chief Bush Fire Control Officer (DBFCO).
- One Bush Fire Control Officer (appointed by the Shire in accordance with the *Bush Fires Act 1954*) from each Brigade.
- One Councillor nominated by the Council.

Chief Executive Officer and other Shire staff members will provide advice and administrative support to the Committee.

A representative from Department of Fire and Emergency Services (DFES) Great Southern Region and any other agency as determined by the Presiding Member will be invited to attend and provide reports on their respective agencies.

5.0 PRESIDING MEMBER

The President takes the role of Presiding Member. The members of the Committee shall elect a Deputy Presiding Member to chair in the absence of the Presiding Member.

The election of the Presiding Member and the Deputy shall also be required to be repeated at the first meeting after the local government election to satisfy the requirements of the Local Government Act.

This can be facilitated by the CEO or the CEO's representative conducting the election calling for a motion to confirm the election of the CBFCO and the Deputy Chief Bush Fire Control Officer.

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.

The minutes of the Committee are to be submitted to the next ordinary meeting of the committee for confirmation. The person presiding at the meeting at which the minutes are confirmed is to sign the minutes and certify the confirmation.

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 not the Shire President as well as individual members of the Committee are 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 Shire President.

6.0 CONDUCT OF MEETINGS

Ordinary meetings of the Committee shall be held on a day as determined by the Presiding Member generally in April or May and October or November each year. Written notice shall be given to all Committee members, at least 14 days prior to the meeting. Special meetings of the Committee may be convened:

- By the Presiding Member
- By written notice to all Committee members, such notice being signed by at least four members of the Committee, giving not less than 7 days notice and stating purpose of the meeting.
- By the Council

The time and venue of meetings will be determined by the Presiding Member or the Council having due regard to the general convenience of the Committee members.

The Committee is established by the Council of the Shire of Corrigin under the powers and given in *section 5.8* of the *Local Government Act 1995* and under *section 67* (Advisory Committees) of the *Bush Fires Act 1954*.

Notice of meetings, quorum requirements of 50% of members and all other matters pertaining to the conduct of the committee shall be carried out in accordance with the *Local Government Act 1995*.

7.0 DELEGATED POWERS

The Committee has no delegated powers and is an advisory committee to Council only.

Recommendations of committee meetings are to be presented to Council by Shire staff for noting or for consideration as soon as practicable after unconfirmed minutes of Committee meetings are available.

10.2.4 APPOINTMENT OF COUNCILLORS TO EXTERNAL ORGANISATIONS OR COMMITTEES

Applicant:	Shire of Corrigin
Date:	10/10/2025
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	GOV.0021
Attachment Ref:	Attachment 10.2.4.1 - Roe Regional Health Scheme MOU 2023 Attachment 10.2.4.2 - RoeROC MOU 2025

SUMMARY

Council is requested to appoint members to the respective external organisations and committees.

BACKGROUND

Following the Local Government elections in October 2023 Council appointed members to the following external organisations and committees:

- *WALGA Central Country Zone (2 positions)*
- *Roe Regional Organisation of Councils including Roe Health (2 positions)*
- *Wheatbelt South Regional Road Group (2 positions)*
- *Roe Tourism Association (1 position)*
- *Edna Stevenson Trust (1 position)*
- *Corrigin Senior Citizen's Committee (1 position)*

Some external organisations do not have terms of reference.

COMMENT

The CEO and staff are able to represent the Shire of Corrigin on external committees and councillors may still attend external committee meetings on request.

Representatives from community clubs, groups and external committees are extended an open invitation to attend Council meetings at any time to address the Council or meet with the CEO as required.

Councillors interested in serving as a WALGA Zone Delegate can refer to the [Guide to Becoming a Zone Delegate](#) for information on the role and responsibilities.

STATUTORY ENVIRONMENT

NIL

POLICY IMPLICATIONS

NIL

FINANCIAL IMPLICATIONS

Budgeted expenditure for cost associated with providing representatives to external organisations and committees.

COMMUNITY AND STRATEGIC OBJECTIVES

Shire of Corrigin Council Plan 2025-2035:

Objective: Civic Leadership

Strong Governance and leadership

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

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council appoint delegates to the following external organisations and committees.

ORGANISATION	REQUIRED	MEETINGS	APPROXIMATE DURATION
WALGA Central Country Zone	President Cr _____	21 November 2025 Brookton Feb 2026 Corrigin May 2026 Cuballing August 2026 Dumbleyung November 2026 Kulin	Full day (depending on location of meeting)
Roe Regional Organisation of Councils including Roe Health	President One elected member (Deputy Delegate) Cr _____	Third Thursday of month at Narembreen commencing at 1pm 19 March 2026 18 June 2026 17 September 2026 19 September 2026	Half day (depending on location of meeting)
Wheatbelt South Regional Road Group inc Wheatbelt Secondary Freight Network	Cr _____ Cr _____ (proxy)	Quarterly	Half day (depending on location of meeting usually Wickepin)
Edna Stevenson Trust	President	Quarterly 9 February 2026 11 May 2026 10 August 2026 9 August 2026	1 hour
Roe Tourism Association	Cr _____ Cr _____ (proxy)	Quarterly 17 November 2025 Beverley	half day (depending on location of meeting)
Corrigin Senior Citizen's Committee	Cr _____	Third Wednesday of every second month	1-2 hours

10.2.5 MEMBER NOMINATION – REGIONAL JOINT DEVELOPMENT ASSESSMENT PANEL

Applicant:	Shire of Corrigin
Date:	18/09/2025
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	DBC.0002
Attachment Ref:	Attachment 10.2.5 - DAP Member Nomination Form FAQ and Information Circular

SUMMARY

Council is requested to confirm the appointment of two (2) members and two (2) alternate members for the Regional Development Assessment Panel (JDAP) for a term commencing 27 January 2026 and expiring on 26 January 2028.

BACKGROUND

A Development Assessment Panel (DAP) is an independent decision-making body comprised of technical experts and elected local government representatives.

Development Assessment Panels (DAPs) have operated in Western Australia since 2011 and are intended to enhance planning expertise in decision making by improving the balance between technical advice and local knowledge.

Each DAP meeting is constituted by up to five DAP Members comprising three Specialist Members and two Local Government Members. DAP Members are appointed by the Minister for Planning and Lands. Specialist Members can be either Regular Specialist Members or Sessional Specialist Members. Regular Specialist Members are experienced and qualified urban and regional planning professionals whose sole employment will be as a DAP member, unless otherwise approved by the Minister for Planning and Lands. They operate as a bespoke pool with at least one needing to be designated to each DAP meeting. Sessional Specialist Members are experienced professionals with expertise in any of the fields prescribed by the DAP Regulations. They operate as a pool and will be designated to each DAP meeting by the DAP Executive Director, as required to ensure a quorum is available for each DAP meeting and/or where specific expertise may be required for decision making on the relevant agenda items.

The role of the panels is to determine development applications of a certain type and value threshold through consistent, accountable, and professional decision-making. From 1 March 2024, the DAP system became a wholly opt-in process for applications over \$2 million, with the exception of some excluded applications.

Operating under *Planning and Development (Development Assessment Panels) Regulations 2011*, each panel determines development applications as if it were the responsible planning authority, against the relevant local or region planning scheme.

The Shire of Corrigin is a member of the Regional Development Assessment Panel.

In accordance with the *Planning and Development Act 2005* and the *Planning and Development (Development Assessment Panels) Regulations, 2011*, the following Councillors were nominated by Council in October 2023 and were appointed as Regional DAP members by the Minister for Planning for a term expiring on 26 January 2026:

Members

**Cr Matthew Dickinson
Cr Brooke Filinski**

Alternate Members

**Cr Mike Weguelin
Cr Brydon Fare**

Under regulation 25 of the *Planning and Development (Development Assessment Panels) Regulations 2011* the Shire of Corrigin is required to nominate four council members to sit as DAP members as soon as possible following the elections on 18 October 2025.

Once nominations are received, the Minister will appoint local government DAP members for the term commencing 27 January 2026 and expiring on 26 January 2028.

Members of the DAP will be expected to prepare for, attend and participate in every DAP meeting held in relation to Shire of Corrigin DAP applications and abide by the [DAP Standing Orders](#) and [DAP Code of Conduct](#).

COMMENT

Council is required to nominate four (4) Elected Members for consideration of appointment by the Minister for Planning and Lands to the Regional DAP.

The nominated members are required to attend training provided by the DAP Secretariat. A DAP member cannot sit as a member of a DAP until they have satisfactorily completed that training.

More information about the Development Assessment Panels can be found on the Department of Planning, Lands and Heritage website using the following links:

- [Development Assessment Panels](#) – Development Assessment Panel overview
- [Making Good Planning Decisions](#) – provides an overview of the Planning System as well as how DAPs operate.
- [How Development Assessment Panels Work](#) – provides a flowchart of the application process and the documents relating to DAPs
- [Lodging a DAP Application](#) – provides information about DAP applications, including excluded applications and the relevant documents
- [Development Assessment Panels Areas and Members](#) – provides information on members and the panel areas

STATUTORY ENVIRONMENT

Part 11A of the Planning and Development Act, 2005

Planning and Development (Development Assessment Panels) Regulations, 2011

Local Government (Development Assessment Panels) Regulations 2025

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

If eligible, Local Government DAP members are entitled to be paid for attendance at DAP training and at DAP meetings. More information on eligibility for payment can be found within the [Premier's Circular-Boards and Committees](#).

COMMUNITY AND STRATEGIC OBJECTIVES

Shire of Corrigin Council Plan 2025-2035:

Objective: Civic Leadership

Strong Governance and leadership

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

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council:

1. *endorse the following Councillors as local members on the Regional Area Joint Development Assessment Panel (DAP), for the term expiring on 26 January 2028:*

Cr _____ and

Cr _____.

2. *endorse the following Councillors as alternate (deputy) members on the Regional Area Joint Development Assessment Panel (DAP) in the event that a local member is unavailable for a meeting, for the term expiring on 26 January 2028:*

Cr _____; and

Cr _____.

10.2.6 ORDINARY COUNCIL MEETING DATES 2026

Applicant:	Shire of Corrigin
Date:	18/09/2025
Reporting Officer:	Jarrad Filinski, Executive Support Officer
Disclosure of Interest:	NIL
File Ref:	GOV.0024
Attachment Ref:	NIL

SUMMARY

Council is requested to consider and approve dates to be advertised for Ordinary Council Meetings for 2026.

BACKGROUND

Council is presented with the proposed Ordinary Council meeting dates for the 2026 calendar year as per the requirements of the *Local Government (Administration) Regulations 1996*.

The Shire of Corrigin currently holds Ordinary Council Meetings on the third Tuesday of each month excluding January, with a starting time of 6:00pm.

It is proposed that Council be held on the third Tuesday of the month commencing at 6:00pm except for the month of January where no meeting is held. It is also proposed that Council continue with the Discussion Forum Session meetings prior to the Council meetings each month at 4:00 pm except for the month of January where no meeting is planned.

The following Ordinary Council Meeting dates are proposed for 2026 based on previous meeting dates.

17 February 2026
17 March 2026
21 April 2026
19 May 2026
16 June 2026
21 July 2026
18 August 2026
15 September 2026
20 October 2026
17 November 2026
15 December 2026

COMMENT

Council is presented with the proposed meeting dates for the following calendar year so that advertising can occur to inform the residents and allow Councillors and staff to plan for the meetings.

A local government is required to give local public notice of any change to the date, time or place of scheduled Council Meetings and the scheduled times, at least once per calendar year as outlined in the regulations.

The scheduling of meeting dates and times is designed to:

- maximise Councillor and community participation
- allow for the greatest participation of Elected Members and the public,
- facilitate scheduling other meetings and activities such as discussion forums, guest speakers, professional development and training

STATUTORY ENVIRONMENT

Local Government Act 1995 s. 5.25

Local Government (Administration) Regulations 1996

r. 12. Publication of meeting details (Act s. 5.25(1)(g))

(2) the CEO must publish on the local government's official website the meeting details for the following meetings before the beginning of the year in which the meetings are to be held -

(a) ordinary council meetings; and

(b) committee meetings that are required under the Act to be open to members of the public or that are proposed to be open to members of the public.

POLICY IMPLICATIONS

Policy 8.3 - Monthly Ordinary Council Meetings and Councillor Discussion Period

FINANCIAL IMPLICATIONS

Costs associated with local public notice and meeting expenses are included in the 2025/26 budget.

COMMUNITY AND STRATEGIC OBJECTIVES

Shire of Corrigin Council Plan 2025-2035:

Objective: Civic Leadership

Strong Governance and leadership

Council Plan			
Outcome	Strategies	Action No.	Actions
4.2	Keep the community informed and seek their feedback	4.2.1	Improve regular communication and expand channels to inform our community of decisions, actions and opportunities for feedback

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council:

- 1. endorse the following Ordinary Council Meeting dates for 2026, being the third Tuesday of the month, commencing at ____pm, in the Shire of Corrigin Council Chambers, except January when no meeting is held*

17 February 2026

17 March 2026

21 April 2026

19 May 2026

16 June 2026

21 July 2026

18 August 2026

15 September 2026

20 October 2026

17 November 2026

15 December 2026

- 2. request the Chief Executive Officer to give local public notice of the Ordinary Council Meeting dates.*

10.2.7 REGISTER OF COUNCIL POLICIES REVIEW

Applicant:	Shire of Corrigin
Date:	9/10/2024
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	CM.0059
Attachment Ref:	Attachment 10.2.7.1 - Register of Council Policies Attachment 10.2.7.2 - Bush Fire Policies and Procedures Attachment 10.2.7.3 - WHS Policies and Procedures Attachment 10.2.7.4 - Staff Policies

SUMMARY

Council is asked to review the existing policies in the Shire of Corrigin Register of Policies that were last reviewed and adopted by Council in October 2024.

BACKGROUND

The register of policies is to be reviewed annually and provided to Council for consideration and adoption.

The objectives of the Register of Policies are:

- to provide Council with a formal written record of all policy decisions.
- to provide staff with guidelines in which to act in accordance with Council's wishes.
- to enable staff to act promptly in accordance with Council requirements but without continual reference to Council.
- to enable Councillors to adequately handle enquiries from electors without undue reference to the staff or Council.
- to enable Council to maintain a continual review of policy decisions and to ensure they are in keeping with community expectations, current trends and circumstances.
- to enable ratepayers to obtain immediate advice on matters of Council policy.

COMMENT

The Council Policies documents are included in Attachment 10.2.7.1, Attachment 10.2.7.2, Attachment 10.2.7.3 and attachment 10.2.7.4. Minor amendments have been made to the Council Policies to correct typographical errors, update numbering, ensure consistent formatting, and provide minor rewording for clarity. The previous Wind Farm Policy has been removed pending endorsement of a revised Local Planning Policy.

In addition to the Council Policies, the Bushfire Policies and Procedures and the Work Health and Safety Policies and Procedures are presented for Council endorsement. The Staff Policy Manual is also included for Council's receipt and noting.

STATUTORY ENVIRONMENT

Local Government Act, Section 2.7(2) (b):

Local Government Act 1995 – Section 2.7 Role of council

- (1) *The council —*
 - (a) *governs the local government's affairs; and*
 - (b) *is responsible for the performance of the local government's functions.*
- (2) *Without limiting subsection (1), the council is to —*
 - (a) *oversee the allocation of the local government's finances and resources; and*
 - (b) *determine the local government's policies.*

POLICY IMPLICATIONS

Review of the Shire of Corrigin Register of Policies.

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

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council:

- 1. endorse the amendments to policies as provided in Attachment 10.2.7.1 – Register of Council Policies to become the new Shire of Corrigin Register of Policies in accordance with Section 2.7(2)(b) of the Local Government Act 1995.*
- 2. endorse the Shire of Corrigin Bush Fire Brigades Policies and Procedures as provided in attachment 10.2.7.2.*
- 3. endorse the Shire of Corrigin WHS Policies and Procedures as provided in attachment 10.2.7.3.*
- 4. Receive and note the Shire of Corrigin Staff Policies as provided in attachment 10.2.7.4*

10.2.8 CHANGE OF PURPOSE - BULLARING GOLF COURSE RESERVE

Applicant:	Shire of Corrigin
Date:	13/10/2025
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	EM.0001
Attachment Ref:	NIL

SUMMARY

This item seeks Council endorsement of a request to change the purpose of Crown Reserve 24520 from Golf Course to Conservation to provide a suitable offset and revegetation site for future Native Vegetation Clearing Permits.

BACKGROUND

The Crown Reserve 24520 comprises a total area of 95.6529 hectares on the northern boundary of the Bullaring townsite. The C class reserve is owned by the State of Western Australia and was vested in the Shire of Corrigin in 1956 for the designated purpose of Golf Course. The land comprises three parcels as summarised in the table below.

Certificate Title	Parcel Identifier	PIN	Area (m ²)
LR3107/626	Lot 77 on Deposited Plan 92382	1000593	8094
LR3160/885	Lot 592 on Deposited Plan 65482	11905659	867152
LR3160/886	Lot 593 on Deposited Plan 65482	11905660	81283

The Shire of Corrigin engaged consultants in 2023 to provide environmental approval advice, surveys and assist with the preparation of a clearing permit application. A survey of a nine (9) kilometre section of the Wickepin Corrigin Road reserve from Ling Road to the Bullaring townsite was undertaken ahead of proposed work to widen the shoulders by 1-2 metres on either side and extend the bitumen seal from the existing six (6) metre seal to eight (8) metres.

An application was submitted to the Department of Water and Environmental Regulation (DWER) in March 2025 under section 51E(1) of the *Environmental Protection Act 1986* to clear approximately 0.69 hectares of native vegetation for the purpose of widening the Wickepin Corrigin Road. As part of the application the Shire of Corrigin suggested that Reserve 24520 may be suitable as an offset and rehabilitation site.

The preliminary assessment by DWER identified that the proposed clearing would have significant environmental impacts including part of a nationally listed threatened ecological community.

To offset these impacts, DWER advised that the proposal to rehabilitate 2.1 hectares of land within Crown Reserve 24520 may be suitable—provided the site is formally protected and a detailed revegetation plan is developed. A key requirement is that the purpose of Reserve 24520 be changed from Golf Course to Conservation to ensure long-term protection of the area.

An aerial image of Reserve 24520 is shown below.



COMMENT

Council endorsement of the change of purpose from Golf Course to Conservation will allow the Shire to proceed with the environmental offset proposal and contribute to the conservation of important native vegetation in the region.

Reserve 24520 has not been used as a golf course since the mid 1970's and changing the reserve purpose would provide a commitment to maintaining the area for conservation for the future.

It is recommended that Council resolve to change the current reserve purpose from Golf Course to Conservation to facilitate the current and future offset and rehabilitation requirements associated with road widening projects in the shire.

STATUTORY ENVIRONMENT

Land Administration Act 1997 (WA)

41. Reserving Crown land, Minister's powers as to Subject to section 45(6), the Minister may by order reserve Crown land to the Crown for one or more purposes in the public interest.

46. Care, control and management of reserves

POLICY IMPLICATIONS

NIL

FINANCIAL IMPLICATIONS

The cost of changing the purpose of the Crown Reserve including staff time is expected to be approximately \$1,000 and is included in the existing budget provisions.

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

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council:

- 1. support the request to the Minister for Lands for approval to change the current designated purpose of Crown Reserve 24520 being Lot 77 on Deposited Plan 92382 and Lot 592 and Lot 593 on Deposited Plan 65482 from Golf Course to Conservation.*
- 2. authorise the Chief Executive Officer to prepare a submission to the Department for Planning, Lands and Heritage requesting the change of reserve purpose.*

10.2.9 2025/2026 BUDGET AMENDMENT – DISASTER RECOVERY FUNDING

Applicant:	Shire of Corrigin
Date:	12/06/2025
Reporting Officer:	Myra Henry, Deputy Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	FM.0399 and GS.0125
Attachment Ref:	Attachment 10.2.9 – Disaster recovery Funding Letter and Invoice

SUMMARY

Council is asked to approve a budget amendment for the reimbursement of local government contributions related to Disaster Recovery Funding Arrangements AGRN978 and AGRN1010.

BACKGROUND

In January 2024, the Shire of Corrigin received advance funding from the Disaster Recovery Funding Arrangements WA (DRFAWA) for two declared events:

- \$251,210 for AGRN978 – Severe Weather (July 2021), and
- \$128,793 for AGRN1010 – Shackleton Complex Bushfire (February 2022).

These payments included a portion of the local government contribution, which was subject to reconciliation upon finalisation of eligible costs and this cost was not known when adopting the 2025/26 Annual Budget. This reconciliation has now been completed, and the Shire is required to reimburse \$200,287 to Department of Fire and Emergency (DRFAWA) as outlined in Attachment 10.2.9.

As the formal budget review is not yet due (required between 1 January and 28 February under Regulation 33A of the *Local Government (Financial Management) Regulations 1996*), the Executive has brought this matter to Council's attention early. Under *Section 6.8(1)(b) of the Local Government Act 1995*, expenditure not included in the annual budget may be incurred if authorised in advance by an absolute majority resolution of Council.

COMMENT

Council is requested to approve a budget amendment to reimburse \$200,287 to Department of Fire and Emergency (DRFAWA) for reconciled contributions and asset repair costs associated with:

- AGRN978 – Severe Weather (July 2021), and
- AGRN1010 – Shackleton Complex Bushfire (February 2022).

The reimbursement is to be allocated as follows:

- \$87,183 to AGRN1010 (DRFAWA shortfall),
- \$56,552 as Council contribution to AGRN1010, and
- \$56,552 as Council contribution to AGRN978.

This expenditure will be funded from additional income received through the Financial Assistance Grant, which has increased from the budgeted \$1,053,788 to \$1,219,045, and from any underspends to be identified during the upcoming Annual Budget Review process.

Staff will continue to monitor the Shire's financial performance and project delivery, and any further amendments will be presented as part of the formal budget review in February 2026.

These updates will include revised cost estimates, project scope changes, and Reserve transfers to ensure the budget remains accurate and compliant. These final changes for the financial year will support:

- accurate end-of-year financial reporting
- proper Reserve transfer approvals
- full transparency and audit readiness

STATUTORY ENVIRONMENT

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).

Regulation 22 – Form and content of annual budget.

Regulation 14 – Information in annual budget and financial report must reflect nature and type classification.

POLICY IMPLICATIONS

2.7 Annual Budget Preparation

FINANCIAL IMPLICATIONS

Authorisation of expenditure through budget amendments recommended. Other specific financial implications are as outlined in the attachments.

COMMUNITY AND STRATEGIC OBJECTIVES

Shire of Corrigin Council Plan 2025 -2035:

Objective: Civic Leadership

Strong Governance and Leadership

Strategic Community Plan		Corporate Business Plan	
Outcome	Strategies	Action No.	Actions
4.1	Deliver a high standard of governance and administration	4.1.2	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

Absolute Majority

OFFICER'S RECOMMENDATION

That Council:

1. *Authorises an amendment to the 2025/26 Annual Budget to reimburse a total of \$200,287 to the Department of Fire and Emergency (DRFAWA) for reconciled contributions related to AGRN978 and AGRN1010.*
2. *Approves the following allocations:*
 - *Transfer \$143,735 to DRFAWA – AGRN1010.*
 - *Transfer \$56,552 to DRFAWA – AGRN978.*
3. *Notes that this expenditure will be funded from additional Financial Assistance Grant income and any underspends to be identified during the upcoming Annual Budget Review, and that staff will continue to monitor financial performance and report any further adjustments in February 2026.*

10.2.10 OFFICE CLOSURE CHRISTMAS/NEW YEAR BREAK

Applicant:	Shire of Corrigin
Date:	16/10/2025
Reporting Officer:	Natalie Manton Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	CUS.0008
Attachment Ref:	NIL

SUMMARY

This item seeks Council endorsement of the office closure dates for the Christmas/New Year break.

BACKGROUND

The Shire of Corrigin Policy 1.4 Office Closure – Christmas/New Year Period states that Council facilities will close at a suitable time agreed to by the CEO on the last working day before Christmas and reopen on the first working day following the New Year's Day public holiday.

In 2025, Christmas Day falls on Thursday 25 December and New Year's Day on Thursday 1 January. The first working day following the public holiday is Friday 2 January 2026.

The proposed closure through to Monday 5 January 2026 would extend the break beyond what is permitted under the current policy. Staff would be required to use leave entitlements for the non-public holiday days during this period.

Notification of the closure will be provided to staff and the community at least four weeks prior to the shutdown period.

COMMENT

While the extended closure period would provide staff with a consistent break over the festive season and aligns with past practice, it does not comply with Policy 1.4. Council is therefore requested to consider approving an exception to the policy for 2025 to allow the Administration Office, Community Resource Centre and Depot to remain closed until Monday 5 January 2026.

Essential services will be maintained, and emergency contacts will be made available during the closure.

STATUTORY ENVIRONMENT

NIL

POLICY IMPLICATIONS

Policy 1.4 Office Closure – Christmas/New Year Period

FINANCIAL IMPLICATIONS

There are no additional financial implications. Staff will use existing leave entitlements for the closure period.

COMMUNITY AND STRATEGIC OBJECTIVES

Shire of Corrigin Council Plan 2025-2035:

Objective: Civic Leadership

Strong Governance and Leadership

Council Plan			
Outcome	Strategies	Action No.	Actions
4.2	Keep the community informed and seek their feedback	4.2.1	Improve regular communication and expand channels to inform our community of decisions, actions and opportunities for feedback

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council approves the closure of the Shire Administration Office, Corrigin Community Resource Centre and Works Depot from close of business Wednesday 24 December 2025, reopening on Monday 5 January 2026 as a one-off variation to the policy 1.4 Office Closure – Christmas/New Year Period for 2025/26.

10.2.11 FUNDING FOR MEDICAL SERVICES IN RURAL AREAS

Applicant:	Shire of Lake Grace
Date:	15/10/2025
Reporting Officer:	Natalie Manton Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	FM.0003
Attachment Ref:	NIL

SUMMARY

Council is asked to consider joining the Shire of Lake Grace and Rural Alliance of Councils in advocating for an increase in government funding for medical services in rural areas.

BACKGROUND

Many rural local governments are funding primary healthcare services, including doctor salaries, housing, vehicles, and facilities, despite this not being a legislated or funded responsibility of local government.

The Alliance of Councils, comprising the shires of Lake Grace, Gnowangerup, Jerramungup, Ravensthorpe, Narembeen, Jerramungup and Kojonup, prepared a [Position Paper - Provision of Remote GP Services](#) to raise awareness and suggest a solution to attract and retain GPs in their rural and remote communities, where current Commonwealth and State government policy settings are inadequate.

The Alliance has suggested that the current Federal Assistance Grant - Medical Facilities Cost Adjustor in WA is inadequate, covering only 82% of a capped amount (\$85,000–\$100,000), while actual costs often exceed \$200,000–\$300,000 per annum.

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

In 2023, the WA Local Government Association (WALGA) commissioned Rural Health West (RHW) to survey WA local governments about the financial or in-kind support to primary healthcare services. The [Local-Government-Healthcare-Services-Survey-Report](#) found that 69 local governments are contributing more than \$9.3million towards health and medical services.

The issue was also raised at the recent WALGA Annual General Meeting, and the following motion was passed:

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

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

COMMENT

It is well documented that the life expectancy of people living in rural areas is significantly less than major cities, especially for males. Without support from local government many rural communities would not have access to essential medical services.

Access to primary healthcare is the responsibility of the Australian and State Governments.

It is recommended that the Shire of Corrigin join the Rural Local Government Alliance and WALGA in advocating for a revised calculation criteria for the Medical Facilities Cost Adjustor. This adjustment would reduce the financial burden on ratepayers and allow councils to focus on core services and functions.

The Lake Grace motion aligns with the top four priorities identified by band 4 local governments as requiring solutions in 2025 and WALGA's ongoing advocacy on the need for funding support essential primary health care services.

The services provided by Dr Ramakrishna and First Health are highly valued by the Shire of Corrigin and community members. Having a doctor in Corrigin 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.

STATUTORY ENVIRONMENT

NIL

POLICY IMPLICATIONS

NIL

FINANCIAL IMPLICATIONS

In 2024/25, Council spent \$302,628 on providing medical services to the Corrigin community. The 2025/26 budget includes a provision of \$357,310 for the continued provision of a doctor and operation of the Corrigin Medical Centre, which includes both cash contributions and in-kind services.

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
1.1	Access to key and enabling community infrastructure and services	1.1.1	Continued provision of local GP services

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council join the Rural Local Government Alliance and WALGA in advocating for:

- 1. an increase the total Federal Assistance Grant funding to local government and the Medical Facilities Cost Adjuster component of the Financial Assistance Grants to Local Governments; and*
- 2. recalculate distributions to local governments providing direct cash payments to attract and retain general practitioners to allow ratepayer funds to be redirected to core local government services and functions.*

10.3 WORKS AND SERVICES

11 CHIEF EXECUTIVE OFFICER REPORT

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

12 PRESIDENT’S REPORT

13 COUNCILLORS’ QUESTIONS, REPORTS AND INFORMATION ITEMS

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

15 INFORMATION BULLETIN

16 WALGA AND CENTRAL ZONE MOTIONS

17 NEXT MEETING

Ordinary Council Meeting on 18 November 2025 at 6pm.

18 MEETING CLOSURE