



# MINUTES

AUDIT, RISK AND IMPROVEMENT  
COMMITTEE MEETING

**Monday 13 April 2026**

**6:00pm**

**Council Chambers**

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

## **TERMS OF REFERENCE**

### **1.0 INTRODUCTION**

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

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

### **2.0 NAME**

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

### **3.0 ROLE**

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

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

4.1 To provide guidance and assistance to the Council in:

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

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

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

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

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

## **5.0 MEMBERSHIP**

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

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

## **6.0 PRESIDING MEMBER**

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

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

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

## **7.0 CONDUCT OF MEETINGS**

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

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

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

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

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

## **8.0 QUORUM**

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

## **9.0 DELEGATED POWERS**

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

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

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

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

### **9.1 External Audit**

The Committee shall:

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

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

The Committee shall:

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

### **9.3 Duties and Responsibilities**

The following duties and responsibilities of the Committee will include:

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

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

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

#### **9.4 Reporting Powers**

The Committee:

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

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

Termination of the Committee shall be:

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

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

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

#### **12.0 COMMITTEE DECISIONS**

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

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

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

#### **14.0 CONFIDENTIALITY**

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

#### **15.0 REMUNERATION**

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

## **1 DECLARATION OF OPENING**

The Presiding member, J Mason opened the meeting at 6:02pm

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

Presiding Member	J Mason
Deputy Presiding Member	L Baker (Via Teams)
Shire President	Cr. S Jacobs
Deputy President	Cr. M Leach
Councillors	Cr. D Hickey
	Cr. M Talbot
	Cr. M Dickinson
	Cr. M Smith
	Cr. W Dyer
Chief Executive Officer	N Manton
Deputy Chief Executive Officer	M Henry
Executive Support Officer	J Filinski
Senior Manager – SW Accountants & Advisors	T Hu (Via Teams)
Auditor – SW Accountants & Advisors	J Holborn (Via Teams)
Assistant Director – Office of Auditor General (OAG)	S Karki (Via Teams)

## **APOLOGIES**

## **3 DECLARATIONS OF INTEREST**

NIL

## **4 PUBLIC QUESTION TIME**

NIL

## **5 CONFIRMATION AND RECEIPT OF MINUTES**

### **5.1 CONFIRMATION AUDIT AND RISK MANAGEMENT COMMITTEE MEETING COMMITTEE'S RESOLUTION**

**Moved: Cr. Talbot**

**Seconded: Cr. Jacobs**

*That the Minutes of the Audit, Risk and Improvement Committee meeting held on Tuesday 9 December 2025 (Attachment 5.1) be confirmed as a true and correct record.*

**Carried 9/0**

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

*Against: Nil*

The auditors from SW Accountants & Advisors, and the Assistant Director from the OAG introduced themselves and provided an overview of the audit plan for the 2025/26 audit including key focus areas.

T Hu, J Holborn and S Karki left the meeting at 6:09pm.

## **6 REPORTS**

### **Freedom of Information Applications and Ombudsman Complaint**

The Shire received seven Freedom of Information (FOI) applications last year, which is relatively high given the Shire does not usually receive FOI requests (the last recorded application was in 2014). The applications were received in April (2), May (2), and July (3). Of the seven applications, two were refused as invalid and five were accepted and progressed. Four of the five accepted applications proceeded to external review with the

Office of the Information Commissioner. One external review has been finalised and three remain ongoing.

One applicant also lodged a complaint with the Western Australian Ombudsman regarding the Shire's handling of matters. The complaint was closed following the Shire's response, with no further action required.

The FOI applications, associated external reviews and complaint processes have required a significant allocation of staff time across the Chief Executive Officer, Executive Support Officer and other staff. While the Shire is required to comply with legislative obligations, the volume and complexity of these matters have created operational, compliance and resourcing pressures, including diversion from other priorities. These matters present potential legal, financial and governance risks if not managed appropriately.

To strengthen future management of FOI processes and improve efficiency, consideration may be given to targeted FOI training to ensure best practice processes are consistently applied.

### **Governance/Legislation Updates**

The February 2026 WALGA Governance Newsletter outlines significant amendments to the *Local Government Act 1995* and associated Regulations, effective 1 January 2026. Key changes relevant to governance and compliance include:

- All Committee meetings are now required to be open to the public, with expanded publication and transparency obligations.
- Revised provisions relating to closing meetings and treatment of confidential information.
- Introduction of a new complaints framework under Part 8A, including confidentiality requirements and the role of the Local Government Inspector.
- Amendments to the Model Code of Conduct, with a requirement for Local Governments to update their adopted Code by 31 March 2026.
- New requirements for maintaining and publishing a record of information about conduct.
- Mandatory updates to the Employee Code of Conduct to include disclosure of secondary employment.
- Formalised requirements for Audit, Risk and Improvement Committees (ARIC), including mandatory appointment of independent Presiding Members and implementation of prescribed functions by 30 June 2026.
- Strengthened compliance obligations relating to Council Member training, returns, and notification requirements to the Inspector.

These amendments introduce additional governance, reporting and compliance obligations for Local Governments. Implementation will require review and, where necessary, amendment of policies, procedures, Terms of Reference and reporting practices to ensure compliance within prescribed timeframes.

### **Auditor General Report – Gifts and Benefits in Local Government**

The Office of the Auditor General Western Australia audited how local governments manage gifts and benefits.

The audit found that most entities maintain accurate and transparent gift registers, supporting accountability and public trust. However, significant weaknesses were identified in the management of conflicts of interest. At the six entities reviewed, 79 individuals accepted gifts from suppliers and were later involved in procurement or contract-related decisions, creating risks to impartial decision-making.

The report highlights the need for stronger controls, clearer guidance, and improved staff awareness, particularly as most gifts were accepted by staff rather than elected members or CEOs. It also notes that further guidance from the Department of Local Government, Industry Regulation and Safety would assist the sector.

Overall, the report reinforces the importance of effective governance and conflict management to ensure decisions remain free from undue influence. Full report can be found [HERE](#).

### **Auditor General Report – Information Systems Audit Results**

The Office of the Auditor General Western Australia reviewed general computer controls across local government entities to assess the security and reliability of key systems.

The audit identified 333 control weaknesses across 68 entities, with 60% unresolved from prior years. While the number of affected entities decreased, the overall level of risk remains largely unchanged, with most findings rated moderate.

Key issues were identified in access management, information security, endpoint and network security, and business continuity. Common weaknesses included poor password practices, lack of multi-factor authentication, inadequate access monitoring, and limited testing of disaster recovery plans.

Capability maturity assessments at 15 entities showed stagnation or decline, with most entities failing to meet benchmark levels.

The report emphasises the need for stronger governance, improved risk management, and consistent implementation of basic controls to reduce cyber security risks and protect critical systems and data.

Full report can be found [HERE](#).

### **COMMITTEE'S RESOLUTION**

**Moved: Cr. Leach**

**Seconded: Cr. Dickinson**

*That the Audit, Risk and Improvement Committee receive and note the reports provided above.*

**Carried 9/0**

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

*Against: Nil*

## **7 MATTERS REQUIRING A COMMITTEE DECISION**

### **7.1 MEETING WITH AUDITOR**

Applicant:	Shire of Corrigin
Date:	26/03/2026
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	FM.0420
Attachment Ref:	Attachment 7.1 – Audit Planning Report - Confidential

#### **SUMMARY**

The Shire of Corrigin Audit, Risk and Improvement Committee is required to meet with the auditor annually.

#### **BACKGROUND**

In 2017, the Local Government Amendment (Auditing) Act 2017 amended the *Local Government Act 1995* to require that all local governments be audited by the Auditor General. The Office of the Auditor General (OAG) has appointed SW Accountants & Advisors to undertake the Shire's external audit for the next three years, commencing with the audit for the year ending 30 June 2026.

Under the terms of reference for the Audit, Risk and Improvement Committee (ARIC), the committee is required to discuss the scope and planning of the audit with the external auditor.

As part of the initial steps in the 2025–2026 audit process, an Audit Entrance Meeting will be held. This meeting allows auditors from the OAG and SW Accountants & Advisors to present their audit strategy to the Shire. An Audit Planning Report has been prepared outlining the proposed audit approach, key risk areas, and planned audit procedures to support effective communication between the auditors and those charged with governance.

Representatives from SW Accountants & Advisors will meet with ARIC to present the audit approach for 2026 and respond to questions relating to the audit of the Shire's annual financial report for the year ending 30 June 2026.

Ms Tina Hu, Senior Manager, Assurance and Advisory Services; Mr James Holborn, Auditor; and Mr Suraj Karki, Assistant Director, OAG, will attend the meeting via Teams.

#### **COMMENT**

The Audit Entrance Meeting provides the Shire and ARIC with the opportunity to engage early with SW Accountants & Advisors and the OAG regarding the planned audit approach for the 2025–2026 financial year. Early clarification of the audit scope and key focus areas assists the Shire in preparing its financial reporting processes and ensures any emerging matters can be addressed in a timely manner.

The auditors have advised that the interim audit is scheduled for the week commencing 25 May 2026, with the final audit visit booked for 5 October 2026. Based on these timelines, the Annual Report is expected to be completed in November 2026, enabling presentation to Council for endorsement at the Ordinary Meeting of Council on 15 December 2026.

The proposed audit schedule provides sufficient time for year-end preparation, audit review, and completion of statutory reporting requirements.

**STATUTORY ENVIRONMENT**

Local Government Act 1995 Part 7  
Local Government (Audit) Regulations 1996

**POLICY IMPLICATIONS**

NIL

**FINANCIAL IMPLICATIONS**

Provision for approximately \$50,000 for the costs associated with the 2025/26 Interim and Annual Audit will be made in the 2026/27 Annual Budget. Provision will be confirmed once advice from the Office of the Auditor General is received.

**COMMUNITY AND STRATEGIC OBJECTIVES**

Shire of Corrigin Council Plan 2025-2035:

**Objective: Civic Leadership  
Strong Governance and Leadership**

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

**VOTING REQUIREMENT**

Simple Majority

**COMMITTEE'S RESOLUTION**

**Moved: Cr. Hickey**

**Seconded: Cr. Talbot**

*That the Audit, Risk and Improvement Committee endorse the Audit Planning Report outlining the scope, approach and key deliverables of the audit of the annual financial report for the year ending 30 June 2026.*

**Carried 9/0**

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

*Against: Nil*

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

Applicant:	Shire of Corrigin
Date:	31/03/2026
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	RM.0006
Attachment Ref:	Attachment 7.2 – Risk Dashboard

### **SUMMARY**

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

### **BACKGROUND**

The latest review of the Risk Management Framework policies and procedures was adopted by Council on 9 December 2025. The policy and procedures document outlines the commitment and objectives regarding managing risk that may impact the Shire's strategies, goals or objectives.

The Risk Management Review Dashboard summaries the following risks:

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

### **COMMENT**

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

### **STATUTORY ENVIRONMENT**

*Local Government (Audit) Regulations 1996*

Section 17 CEO to review certain systems and procedures

### **POLICY IMPLICATIONS**

4.1 Risk Management Policy

### **FINANCIAL IMPLICATIONS**

NIL

**COMMUNITY AND STRATEGIC OBJECTIVES**

Shire of Corrigin Council Plan 2025-2035:

**Objective: Civic Leadership  
Strong Governance and Leadership**

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

**VOTING REQUIREMENT**

Simple Majority

**COMMITTEE'S RESOLUTION**

**Moved: Cr. Leach**

**Seconded: Cr. Hickey**

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

**Carried 9/0**

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

*Against: Nil*

### **7.3 REVIEW OF COUNCIL PLAN 2025 - 2035**

Applicant:	Shire of Corrigin
Date:	31/03/2026
Reporting Officer:	Myra Henry, Deputy Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	CM.0049
Attachment Ref:	Attachment 7.3 – Council Plan Review

#### **SUMMARY**

This item presents a review of the Shire of Corrigin Council Plan for consideration by the Audit, Risk and Improvement Committee.

#### **BACKGROUND**

The Shire of Corrigin Council Plan 2025–2035 was developed following an extensive period of community consultation undertaken in 2025 and was formally adopted by Council on 19 August 2025.

The Council Plan combines the Strategic Community Plan and Corporate Business Plan into a single integrated document. It outlines the community’s long-term vision and aspirations, together with the Shire’s priorities, actions, and resourcing commitments required to achieve those outcomes.

The Council Plan is required to be reviewed at least annually in accordance with the *Local Government (Administration) Regulations 1996* and the Shire’s Integrated Planning and Reporting Framework to ensure it remains relevant and reflects current priorities and capacity.

#### **COMMENT**

The Shire of Corrigin Council Plan 2025–2035 integrates the Strategic Community Plan and Corporate Business Plan into a single document outlining the Shire’s long-term vision, priorities, and actions.

The Council Plan includes a schedule of actions and commitments to be delivered over the life of the Plan. This report provides an update on progress against those actions, including achievements to date and actions that are ongoing or yet to commence.

In addition to the statutory annual review, management will provide periodic updates on progress against Council Plan actions to support monitoring of implementation and inform internal oversight of delivery.

The review process supports transparency, accountability, and continuous improvement in service delivery.

#### **STATUTORY ENVIRONMENT**

*Local Government Act 1995*

*5.56. Planning principal activities*

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

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

*Local Government (Administration) Regulations 1996*

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

- 1) A local government is to ensure that a strategic community plan is made for its district in accordance with this regulation in respect of each financial year after the financial year ending 30 June 2013.*
- 2) A strategic community plan for a district is to cover the period specified in the plan, which is to be at least 10 financial years.*
- 3) A strategic community plan for a district is to set out the vision, aspirations and objectives of the community in the district.*
- 4) A local government is to review the current strategic community plan for its district at least once every 4 years.*
- 5) In making or reviewing a strategic community plan, a local government is to have regard to —*
  - (a) the capacity of its current resources and the anticipated capacity of its future resources; and*
  - (b) strategic performance indicators and the ways of measuring its strategic performance by the application of those indicators; and*
  - (c) demographic trends.*
- 6) Subject to subregulation (9), a local government may modify its strategic community plan, including extending the period the plan is made in respect of.*
- 7) A council is to consider a strategic community plan, or modifications of such a plan, submitted to it and is to determine\* whether or not to adopt the plan or the modifications.*

*\*Absolute majority required.*
- 8) If a strategic community plan is, or modifications of a strategic community plan are, adopted by the council, the plan or modified plan applies to the district for the period specified in the plan.*
- 9) A local government is to ensure that the electors and ratepayers of its district are consulted during the development of a strategic community plan and when preparing modifications of a strategic community plan.*
- 10) A strategic community plan for a district is to contain a description of the involvement of the electors and ratepayers of the district in the development of the plan or the preparation of modifications of the plan.*

*Local Government (Administration) Regulations 1996*

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

- 1) A local government is to ensure that a corporate business plan is made for its district in accordance with this regulation in respect of each financial year after the financial year ending 30 June 2013.*
- 2) A corporate business plan for a district is to cover the period specified in the plan, which is to be at least 4 financial years.*
- 3) A corporate business plan for a district is to —*
  - a) set out, consistently with any relevant priorities set out in the strategic community plan for the district, a local government's priorities for dealing with the objectives and aspirations of the community in the district; and*
  - b) govern a local government's internal business planning by expressing a local government's priorities by reference to operations that are within the capacity of the local government's resources; and*
  - c) develop and integrate matters relating to resources, including asset management, workforce planning and long-term financial planning.*
- 4) A local government is to review the current corporate business plan for its district every year.*
- 5) A local government may modify a corporate business plan, including extending the period the plan is made in respect of and modifying the plan if required because of modification of the local government's strategic community plan.*

- 6) A council is to consider a corporate business plan, or modifications of such a plan, submitted to it and is to determine\* whether or not to adopt the plan or the modifications.  
\*Absolute majority required.
- 7) If a corporate business plan is, or modifications of a corporate business plan are, adopted by the council, the plan or modified plan applies to the district for the period specified in the plan.

### POLICY IMPLICATIONS

NIL

### FINANCIAL IMPLICATIONS

The annual budget and Long Term Financial Plan include provision for the resourcing required to support delivery of the outcomes and actions contained within the Council Plan 2025-2035.

### COMMUNITY AND STRATEGIC OBJECTIVES

Shire of Corrigin Council Plan 2025-2035:

#### Objective: Civic Leadership Strong Governance and Leadership

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

### VOTING REQUIREMENT

Simple Majority

### COMMITTEE'S RESOLUTION

Moved: Cr. Dickinson

Seconded: Cr. Smith

That the Audit Committee:

1. Receives and notes the review of the Shire of Corrigin Council Plan 2025–2035; and
2. Recommends that Council receives and notes the Council Plan as provided in attachment 7.3.

**Carried 9/0**

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

Against: Nil

**8 NEXT MEETING**

Audit, Risk and Improvement Committee meeting to be held on 9 June 2026 at 6.00pm

**9 MEETING CLOSURE**

The Presiding Member, J Mason closed the meeting at 6:13pm.