SHIRE OF CORRIGIN

AGENDA

ORDINARY COUNCIL MEETING

15 September 2026

Notice of Meeting

The Ordinary Council Meeting for the Shire of Corrigin will be held on Tuesday 15 September 2026 in the Council Chambers, 9 Lynch Street, Corrigin commencing at 4.00pm.

Order of Business

1.00pm – 1.30pm	Lunch
1.30pm – 3.30pm	Discussion Forum
3.30pm – 4.00pm	Break
4.00pm	Council Meeting

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

Natalie Manton
Chief Executive Officer
10 September 2026

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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Strengthening our community now to grow and prosper into the future

Contents

1 DECLARATION OF OPENING

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

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

2 ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE

3 DECLARATIONS OF INTEREST

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

4 PUBLIC QUESTION TIME

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

Questions and statements are to be –

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

5 MEMORIALS

The Shire has not been notified of any passings since the last Council Meeting.

6 PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS

7 CONFIRMATION OF MINUTES

7.1 PREVIOUS COUNCIL MEETING

7.1.1 ORDINARY COUNCIL MEETING

Minutes of the Shire of Corrigin Ordinary Council meeting held on Tuesday 18 August 2026 (Attachment 7.1.1).

OFFICERS RECOMMENDATION

That the Minutes of the Shire of Corrigin Ordinary Council meeting held on Tuesday 18 August 2026 (Attachment 7.1.1) be confirmed as a true and correct record.

7.2 COMMITTEE MEETINGS

7.2.1 AUDIT, RISK AND IMPROVEMENT COMMITTEE

Minutes of the Audit, Risk and Improvement Committee meeting held on Monday 8 September 2026 (Attachment 7.2.1).

OFFICERS RECOMMENTATION

That Council receives and notes the Minutes of the Audit, Risk and Improvement Committee meeting held on Monday 8 September 2026 (Attachment 7.2.1).

8 MATTERS REQUIRING A COUNCIL DECISION

8.1 CORPORATE AND COMMUNITY SERVICES

8.1.1 ACCOUNTS FOR PAYMENT

Applicant:	Shire of Corrigin
Date:	07/09/2026
Reporting Officer:	Tanya Ludlow, Finance / Human Resources Officer
Disclosure of Interest:	NIL
File Ref:	FM.0036
Attachment Ref:	Attachment 8.1.1 – Accounts for Payment – August 2026

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 August 2026.

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

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

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

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

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

POLICY IMPLICATIONS
Policy 3.1 – Purchasing Policy
Policy 3.15 - Corporate Credit Cards

FINANCIAL IMPLICATIONS
Expenditure in accordance with the 2026/2027 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 August 2026 as per the attached Schedule of Payment, and as summarised below:

Municipal Account (inclusive of credit card and fuel card purchases)		
EFT Payments	*EFT22940 – EFT23036*	*$488,219.27*
Direct Debit Payments		*$64,991.33*
EFT Payroll Payments		*$151,071.63*
Total Municipal Account Payments		***$704,282.23***
Edna Stevenson Trust Account		
EFT Payments	*EFT22939*	*$2,200.00*
Total Edna Stevenson Trust Account Payments		***$2,200.00***
Licensing Trust Account		
Direct Debit Payments		*$39,554.25*
Total Licensing Trust Account Payments		***$39,554.25***
Total of all Accounts		***$746,036.48***

8.1.2 MONTHLY FINANCIAL REPORT

Applicant:	Shire of Corrigin
Date:	09/09/2026
Reporting Officer:	Myra Henry, Deputy Chief Executive Officer
Disclosure of Interest:	NIL
File Number:	FM.0037
Attachment Ref:	Attachment 8.1.2 – Monthly Financial Report for the period ending 31 August 2026

SUMMARY

To present the Monthly Financial Report for the period ended 31 August 2026 in accordance with Regulation 34 of the Local Government (Financial Management) Regulations 1996.

BACKGROUND

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

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

COMMENT

The Shire is required to prepare the Statement of Financial Activity as per *Local Government (Financial Management) Regulation 34* but can resolve to have supplementary information included as required. All mandatory information is provided, and the closing surplus balances to the net current assets at 31 August 2026.

Key Points

- The August result shows a surplus after imposition of general rates of $7.93 million, which is $1.20 million above budget. This is primarily due to the higher than budgeted opening surplus position, grant income received earlier than budgeted and operating expenditure tracking below budget.
- Cash and investments total $12.15 million, comprising $7.36 million in municipal funds and cash at bank, and $4.79 million held in reserves. Cash balances increased during the month following receipt of annual rates and grant funding.
- Operating revenue is currently $143,355 above budget, primarily due to the Main Roads Direct Grant being received in full and higher than expected interest revenue.
- Operating expenditure remains below budget, particularly in employee costs, materials and contracts, and utility charges. This is mainly due to timing differences and reduced employee costs.
- Capital expenditure remains in the early stages of delivery, with $143,943 spent against the annual capital works and plant program budget of $5.30 million.
- Rates collections remain strong, with 74.7% of rates levied collected by 31 August 2026. Receivables remain well managed, with only $3,343 outstanding for more than 90 days.

The August 2026 Monthly Financial Report incorporates all known transactions processed as at the report preparation date. As the 2025/26 Annual Financial Statements and audit process remain underway, a number of balances, including depreciation and other year-end accounting adjustments, remain subject to change.

Detailed Explanation

Item	Reference
Cash at Bank Total cash and investments as at 31 August 2026 were $12.15 million. This is made up of $7.36 million in municipal funds and cash at bank and $4.79 million in reserve funds held in term deposits. This is up from $9.70 million at 31 July 2026, an increase of approximately $2.45 million. The increase is primarily due to the receipt of annual rates, the Main Roads Direct Grant and other grant funding received during the month. Cash balances remain at a healthy level and continue to support the Shire's operational and capital requirements.	Page 10 – Cash and Financial Assets Page 11 – Reserve Accounts
Capital Acquisitions Capital expenditure to 31 August 2026 totals $143,943 against an annual capital works and plant program budget of $5.30 million. Expenditure incurred to date primarily relates to the purchase of two light vehicles, with planning and preliminary works also underway across a number of projects. The majority of capital projects and plant replacement purchases are scheduled to occur later in the financial year. Key projects include the redevelopment of the old tennis courts, road construction and renewal programs, plant replacement purchases and various building improvement projects. While capital expenditure remains below year-to-date budget, this is largely attributable to project timing and procurement processes. At this stage, no concerns have been identified regarding delivery of the adopted capital works program.	Page 12 – Capital Acquisitions Page 13 – Capital Acquisitions Continued Page 14 – Disposal of Assets
Receivables Annual rates were levied during July, with rates receivables totalling $2.04 million at 31 August 2026. Collection activity has progressed well, with approximately 74.7% of rates levied collected by month end. Other receivables total $43,100, with the majority of outstanding balances remaining current. Only $3,343 of receivables are outstanding for more than 90 days. At this stage there are no concerns regarding the recovery of outstanding debts, with receivables continuing to be actively monitored and managed.	Page 15 – Receivables

Item	Reference
Closing Funding Surplus/(Deficit) The year-to-date actual closing funding surplus at 31 August 2026 is $7.93 million, compared to a budgeted surplus of $6.73 million, resulting in a favourable variance of $1.20 million. The favourable variance is primarily due to the opening funding surplus being higher than budget. In addition, operating revenue is ahead of budget due to grant funding and interest revenue being received earlier than budgeted, while employee costs, materials and contracts, and utility charges are currently below budget. As the 2025/26 Annual Financial Statements and audit process are yet to be finalised, a number of balances remain subject to adjustment, including depreciation and other year-end accounting entries. Accordingly, the reported funding surplus may change following completion of the audit and finalisation of the 2025/26 Annual Financial Statements.	Page 5 – Note 2(a) Net current assets used in the Statement of Financial Activity.

The Shire remains in a sound financial position as at 31 August 2026, with results generally tracking in line with budget expectations. As the 2025/26 Annual Financial Statements and audit process are not yet complete, some balances remain subject to adjustment.

Further information on the August 2026 financial position is contained within the explanation of material variances included in the Monthly Financial Report on 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

Income and expenditure in accordance with the 2026/2027 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 Statement of Financial Activity for the month ending 31 August 2026, together with the accompanying financial position report and notes relating to material variances.

8.2 GOVERNANCE AND COMPLIANCE

8.2.1 RISK MANAGEMENT FRAMEWORK REVIEW

Applicant:	Shire of Corrigin
Date:	9/09/2026
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	RM.0014
Attachment Ref:	Attachment 8.2.1 – Corrigin Risk Management Framework

SUMMARY

This report seeks Councils endorsement of the revised Risk Management Framework.

BACKGROUND

The Shire of Corrigin Risk Management Framework includes the Risk Management Policy and the document provided in Attachment 8.2.1. It sets out the Shire's approach to the identification, assessment, management, reporting and monitoring of risks.

The Risk Management Framework provides a documented, structured and systematic process that is appropriate for the size and complexity of the Shire to ensure:

- Strong corporate governance.
- Compliance with relevant legislation, regulations and internal policies.
- Integrated Planning and Reporting requirements are met.
- Uncertainty and its effects on objectives is understood

The Risk Framework requires regular reviews to ensure it is appropriate to the current organisational structure and legislative requirements.

The procedure assists in the appropriate governance of risk management within the Shire by providing:

- transparency of decision making.
- clear identification of the roles and responsibilities of the risk management functions.
- an effective governance structure to support the Risk Framework.

The Risk Management Policy was last reviewed as part of the annual review of policies conducted at the Ordinary meeting of Council October 2025.

COMMENT

The Risk Management Framework is to be reviewed at least every 18 months.

Adoption of this revised procedure will assist in compliance with Regulation 17 of the *Local Government (Audit) Regulations 1996*.

The Risk Framework was reviewed by the Audit, Risk and Improvement Committee.

STATUTORY ENVIRONMENT

Local Government (Audit) Regulations 1996.
r17 CEO to review certain systems and procedures

(1) The CEO is to review the appropriateness and effectiveness of a local government's systems and procedures in relation to the following matters –
(a) financial management;
(b) legislative compliance;
(c) risk management.

(2) Under subregulation (1), the CEO may review any or all of the matters referred to in subregulation (1)(a) to (c) at any time but must review each of those matters not less than once in every 4 financial years.
(3) The CEO must report to the audit, risk and improvement committee the results of each review carried out under subregulation (1).

POLICY IMPLICATIONS
4.1 Risk Management Policy

FINANCIAL IMPLICATIONS
The cost of reviewing the Risk Management Framework is included in the annual budget.

COMMUNITY AND STRATEGIC OBJECTIVES
Shire of Corrigin Council Plan 2025-2035:

Objective: Civic Leadership
Strong Governance and Leadership

Council Plan			
Outcome	**Strategies**	**Action No.**	**Actions**
4.1	Deliver a high standard of governance and administration	4.1.1	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 AND OFFICER'S RECOMMENDATION
That Council endorse the Risk Management Framework Review provided in attachment 8.2.1.

8.2.2 COMPLIANCE AUDIT RETURN

Applicant:	Shire of Corrigin
Date:	9/09/2026
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	CM.0001
Attachment Ref:	Attachment 8.2.2 – Compliance Audit Return

SUMMARY
This report provides Council with the 2025 Compliance Audit Return for the period 1 January 2025 to 31 December 2025.

BACKGROUND
Western Australian local governments are required to complete an annual Compliance Audit Return (CAR) in accordance with the provisions of the *Local Government (Audit) Regulations 1996* (Regulations).

The period examined by this audit is 1 January 2025 to 31 December 2025. Following recent legislative amendments via the *Local Government Regulations Amendment Regulations (No. 4) 2025*, the regulatory oversight of the CAR process has transitioned from the Department of Local Government, Sport and Cultural Industries to the newly established independent office of the Local Government Inspector.

These legislative changes introduce a one-off transitional timeframe for the current reporting cycle. While the CAR is typically due by 31 March each year, the submission deadline for the 2025 calendar year return has been deferred to 30 September 2026.

The completed return is required to be:

- Reviewed by the Audit, Risk and Improvement Committee.
- Considered and adopted by Council.
- Certified by the President and CEO following Council adoption.
- Submitted together with a copy of the ARIC recommendations and the adopting Council Minutes to the Local Government Inspector by 30 September 2026.

The report assists the Shire of Corrigin to monitor legislative compliance by examining a range of prescribed requirements under Regulation 13 of the *Local Government (Audit) Regulations 1996* in detail.

The CAR was carried out by the Executive Support Officer and Chief Executive Officer in conjunction with the finance and administration staff against the following criteria:

- Commercial Enterprises by Local Governments
- Delegation of Power / Duty
- Disclosure of Interest
- Disposal of Property
- Elections
- Finance
- Integrated Planning and Reporting
- Local Government Employees
- Official Conduct
- Tenders for Providing Goods and Service

COMMENT
The Compliance Audit Report was reviewed and endorsed by the Audit, Risk and Improvement Committee.

The audit findings must be recorded in the supplied pro-forma which has been completed and is provided in Attachment 8.2.2.

STATUTORY ENVIRONMENT
Local Government Act 1995
s 7.13(1)(i) requires local governments to carry out, in the prescribed manner and in a form approved by the Inspector, an audit of compliance with such statutory requirements as prescribed whether those requirements are –
(i) of financial nature or not; or
(ii) under this Act or another written law.

Local Government (Audit) Regulations 1996
r 13 of the sets out the statutory requirements which may be included in the compliance audit.

r 14 Compliance Audits
1) A local government must carry out an audit (a compliance audit) of the local government's compliance with the statutory requirements prescribed by regulation 13 for the period beginning on 1 January and ending on 31 December in each year.
1A) Subregulation (1) is subject to regulation 15A.
2) After a local government has carried out a compliance audit, the CEO must —
(a) prepare a compliance audit return in a form approved by the Inspector; and
(b) give a copy of the compliance audit return to the local government's audit, risk and improvement committee.
3) The audit, risk and improvement committee must —
(a) review the compliance audit return; and
(b) report to the council the results of that review.
4) When reporting to the council, the audit, risk and improvement committee must make any recommendations that the committee considers appropriate in relation to the compliance audit return.
5) The council must consider the compliance audit return and the results of the audit, risk and improvement committee's review (including any recommendations) at a meeting of the council.
6) The council must —
(a) determine if any matters raised by the audit, risk and improvement committee require action to be taken by the local government; and
(b) either –
(i) adopt the compliance audit return; or
(ii) adopt the compliance audit return subject to amendments proposed by the council.

r 15 Signed compliance audit return and other information must be given to Inspector
1) After a compliance audit return has been adopted by the council under regulation 14(6)(b), the local government must give the following information to the Inspector —
(a) a copy of the compliance audit return (or amended compliance audit return, if applicable), signed by the mayor or president and by the CEO;
(b) any recommendations made under regulation 14(4) after the audit, risk and improvement committee has reviewed the compliance audit return;
(c) a copy of the relevant section of the minutes of the meeting at which the compliance audit return was adopted by the council;
(d) any additional information explaining or qualifying the compliance audit.

2) *The information must be given to the Inspector no later than 31 March next following the period to which the return relates.*
3) *The Inspector may extend the 31 March deadline.*

r 20 Transitional provisions relating to compliance audits
This regulation modifies the standard submission timeline for the audit period ending 31 December 2025. In accordance with regulation 20(2), the signed compliance audit return and all other information required under regulation 15 must be given to the Inspector on or before 30 September 2026.

POLICY IMPLICATIONS
NIL

FINANCIAL IMPLICATIONS
The cost of completing the CAR is included in the annual budget.

COMMUNITY AND STRATEGIC OBJECTIVES
Shire of Corrigin Council Plan 2025-2035:

Objective: Civic Leadership
Strong Governance and Leadership

Council Plan			
Outcome	**Strategies**	**Action No.**	**Actions**
4.1	Deliver a high standard of governance and administration	4.1.1	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 AND OFFICER'S RECOMMENDATION
That Council adopts the completed Compliance Audit Return for the period 1 January 2025 to 31 December 2025 as provided in Attachment 8.2.2.

8.2.3 REPORT OF AUDIT FINDINGS

Applicant:	Shire of Corrigin
Date:	9/09/2026
Reporting Officer:	Myra Henry, Deputy Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	FM.0420
Attachment Ref:	Attachment 8.2.3 – Interim Management Letter

SUMMARY
Council is requested to consider the feedback provided in the Interim Management Letter following the interim audit conducted for the year ending 30 June 2026.

BACKGROUND
In accordance with section 7.2 of *the Local Government Act 1995*, the accounts and annual financial report of a local government for each financial year are required to be audited by an Auditor. Part 7 of *the Local Government Act 1995* and the *Local Government (Audit) Regulations 1996* set out the requirements and process for the audit.

For the 2025-26 audit period, the Office of the Auditor General appointed SW Accountants & Advisors as the contract auditor for the Shire of Corrigin.

The interim audit was conducted from 25 May to 27 May 2026 as part of the annual audit process for the year ending 30 June 2026. Following completion of the interim audit, management received an Interim Management Letter outlining audit findings and recommendations for improvement.

COMMENT
As part of the annual audit process, two areas for improvement were identified relating to Information Technology controls and Related Party Disclosure processes. Management has reviewed the matters raised and developed appropriate actions to address the recommendations.

In relation to Information Technology, the audit identified an opportunity to strengthen controls through the implementation of server-level encryption. The auditors acknowledged that the Shire has a range of existing controls in place, including multi-factor authentication, restricted user access permissions, workstation encryption and encrypted cloud backup services. Management will consider server-level encryption as part of a broader review of the Shire's ICT environment and future technology projects.

With regard to Related Party Disclosures, the audit identified an opportunity to strengthen annual declaration processes to ensure complete disclosure information is provided each year. Management had previously identified this matter and will revise the annual declaration process for Councillors and Key Management Personnel to require full disclosure on an annual basis, improving transparency and record keeping.

The Shire remains committed to strengthening governance, risk management and internal controls through the ongoing implementation of audit recommendations and continuous improvement initiatives.

The matters were reviewed by the Audit, Risk and Improvement Committee.

STATUTORY ENVIRONMENT
Local Government Act 1995, s 7.12A – Duties of Local Government with respect to audits.

POLICY IMPLICATIONS
4.1 Risk Management Policy

FINANCIAL IMPLICATIONS
There is an allowance of $50,000 in the budget for Audit Fees

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 AND OFFICER'S RECOMMENDATION
That Council receives the Interim Audit findings and notes the areas that have been addressed, and issues that have been completed.

8.2.4 EXECUTION OF COMMON SEAL FOR TELSTRA SURRENDER OF LEASE

Applicant:	Shire of Corrigin
Date:	26/08/2026
Reporting Officer:	Regan Chester, Administration Officer
Disclosure of Interest:	NIL
File Ref:	CP.0087
Attachment Ref:	NIL

SUMMARY
This item seeks Council authorisation to affix the Shire of Corrigin Common Seal to the Surrender of Lease H763922 between the Shire of Corrigin and Telstra Corporation Limited to facilitate the registration of the new lease with Landgate.

BACKGROUND
At the Ordinary Council Meeting in May 2025, Council resolved to enter into a new twenty year lease agreement with Telstra following the expiry of the previous lease.

The new lease has been executed by both parties, however, the previous lease, lease H763922, remains registered on the Certificate of Title with Landgate. Before the new lease can be registered, the current registered lease which has expired, must be formally surrendered and removed from the title.

Surrender of Lease documents have been prepared for this purpose. Landgate requires the Surrender of Lease to be executed under the Shire of Corrigin Common Seal. While Council approved the new lease in May 2025, the resolution did not specifically authorise the use of the Common Seal for any documentation.

The following decision was made at the May 2025 meeting Ordinary Council meeting:

That Council:

1. *authorises the Chief Executive Officer to give local public notice of its intention to dispose of a portion of the property at Lot 625 at 24 Larke Street, Corrigin by way of a lease agreement and consider submissions in accordance with section 3.58 of the Local Government Act 1995.*

2. *Delegates to the CEO, subject to there being no objections at the end of the advertising period, to negotiate and enter into a lease agreement with Telstra Corporation Limited for a portion of Lot 625 on Deposited Plan 406791, being part of the property known as 24 Larke Street, Corrigin, for a 20-year term commencing 1 June 2025 and expiring 31 May 2045 based on the terms outlined in the letter of offer including:*
    - *A term of 20 years; and*
    - *A commencing rental of $12,300 per annum, and*
    - *subject to 3% annual increases for the duration of the lease.*

Council's approval is therefore required to authorise the affixing of the Common Seal to the Surrender of Lease documents.

COMMENT
The surrender of Lease H763922 is required to enable the registration of the current lease agreement between the Shire of Corrigin and Telstra Corporation Limited, approved by Council in May 2025.

Failure to execute the Surrender of Lease under the Common Seal will prevent Landgate from deregistering the previous lease and registering the new lease. This may result in the title records not accurately reflecting the current leasing arrangement.

STATUTORY ENVIRONMENT
Local Government Act 1995, Section 9.49A, Execution of Documents

POLICY IMPLICATIONS
Policy 1.9 Common Seal Usage Policy

FINANCIAL IMPLICATIONS
NIL

COMMUNITY AND STRATEGIC OBJECTIVES
Shire of Corrigin Council Plan 2025-2035:

Objective: Governance and 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 authorises the Chief Executive Officer and Shire President to execute the surrender of Lease H763922 between the Shire of Corrigin and Telstra Corporation Limited and authorises the Shire of Corrigin Common Seal to be affixed to the relevant documentation in accordance with the Shire of Corrigin Common Seal Usage Policy.

8.2.5 INFORMATION AND COMMUNICATION TECHNOLOGY GOVERNANCE FRAMEWORK

Applicant:	Shire of Corrigin
Date:	9/09/2026
Reporting Officer:	Myra Henry – Deputy Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	IT.0010
Attachment Ref:	Attachment 8.2.5 – ICT Governance Framework

SUMMARY
This item seeks Council endorsement of the Shire of Corrigin Information Communications Technology (ICT) Governance Framework and associated supporting ICT governance documents.

The framework builds on the ICT Strategic Plan 2025-2030 previously adopted by Council and establishes a structured approach to ICT planning, governance, risk management, cybersecurity, asset management and service delivery across the organisation.

BACKGROUND
Council adopted the ICT Strategic Plan 2025-2030 in December 2025 as part of the Shire's Integrated Planning and Reporting Framework. The Strategic Plan was prepared by Wallis Computer Solutions and established the long-term vision and strategic direction for information and communication technology (ICT) across the organisation.

Following adoption of the Strategic Plan, the Deputy CEO commenced development of a broader ICT Governance Framework to support implementation, monitoring and reporting of ICT initiatives over the life of the Strategy.

In February 2026, the Shire engaged Cohesis to review ICT planning and governance arrangements. This review utilised the Western Australian Local Government ICT Governance and Cyber Security Framework and provided a foundation for developing a more comprehensive governance framework.

Following the review, the Deputy CEO undertook further work to integrate and align the existing Strategic Plan with a suite of supporting operational and governance documents.

This work has resulted in the development of an ICT Governance Framework that provides clear links between strategic objectives, operational planning, risk management, cybersecurity, asset management and future technology investment.

The framework also incorporates:
- Recommendations arising from the 2023/24 audit findings;
- Alignment with the Western Australian Local Government ICT Governance and Cyber Security Framework;
- Strengthened ICT governance and risk management arrangements;
- Planned ICT procurement and digital transformation activities;
- Implementation of information management and privacy requirements; and
- Improved reporting and accountability mechanisms.

COMMENT
The ICT Governance Framework has been developed to provide a coordinated and structured approach to managing ICT services, assets, projects, cybersecurity and risks across the organisation.
As part of this process, Administration has:

- Reviewed the ICT Strategic Plan 2025-2030 to ensure alignment with supporting governance and operational planning documents;
- Utilised the Cohesis ICT governance framework and supporting templates as reference documents in developing the Shire's framework;
- Developed an ICT Operational Plan 2026-2030 that identifies the programs, projects and actions required to deliver the strategic objectives contained within the ICT Strategic Plan;
- Developed an ICT Action Register that provides a practical implementation roadmap and supports monitoring and reporting of progress against strategic objectives;
- Developed an ICT Risk Register which links ICT-related risks to the Strategic Plan and Operational Plan and supports integration with the Shire's broader risk management framework; and
- Developed supporting asset management documentation including an ICT Asset Register and ICT Asset Replacement Summary.

The ICT Governance Framework consists of the following documents:

- ICT Strategic Plan 2025-2030;
- ICT Operational Plan 2026-2030;
- ICT Action Register;
- ICT Risk Register;
- ICT Asset Register and Asset Replacement Summary
- Supporting ICT governance procedures and documentation.

These documents have been designed to work together and provide a clear link between strategic objectives, operational activities, risk management and future ICT investment decisions.

The ICT Strategic Plan remains the primary ICT planning document for the Shire and establishes the long-term vision, objectives and priorities for ICT between 2025 and 2030.

The Strategic Plan is supported by the following strategic objectives:

- SO1 - Strengthen ICT Governance, Compliance and Risk Management;
- SO2 - Maintain Secure, Reliable and Resilient ICT Services;
- SO3 - Support Digital Transformation and Service Improvement;
- SO4 - Improve Information Management, Privacy and Cybersecurity; and
- SO5 - Deliver Sustainable and Value-for-Money ICT Investment.

The relationship between the ICT governance documents is illustrated below:

Council Plan
↓
ICT Strategic Plan 2025-2030
↓
ICT Operational Plan 2026-2030
↓
ICT Action Register
↓
ICT Risk Register

This framework ensures ICT activities remain aligned with Council priorities and supports transparent reporting, effective governance and continuous improvement.

Whilst the framework is substantially complete, a number of supporting operational documents remain subject to ongoing review and refinement. This includes verification and updating of information contained within the ICT Asset Register, ICT Asset Replacement Summary and supporting asset schedules. Administration is currently working with Wallis Computer Solutions to validate and update this information where required.

The intent of this report is not to seek Council endorsement of individual asset records or replacement schedules, but rather endorsement of the overall ICT Governance Framework and supporting governance structure. Operational registers and schedules will continue to be reviewed and updated through normal administrative processes and annual review cycles.

The framework is intended to be a living governance system that will continue to evolve and mature as the organisation's ICT environment, risks and operational requirements change over time.

STATUTORY ENVIRONMENT
Local Government Act 1995
Local Government (Administration) Regulations 1996
State Records Act 2000
Privacy and Responsible Information Sharing Act 2024
Local Government Integrated Planning and Reporting Framework
Australian Cyber Security Centre Essential Eight Framework
WA Local Government ICT Governance and Cyber Security Framework

POLICY IMPLICATIONS
The ICT Governance Framework supports and complements the Shire's existing governance framework, including:

- Policy 3.20 Asset Disposal;
- Policy 4.7 Fraud and Corruption Control;
- Policy 4.8 Change Management;
- Information Management and Privacy requirements;
- Business Continuity and Disaster Recovery arrangements; and
- Corporate Risk Management processes.

The framework supports delivery of the Council Plan and broader governance responsibilities by providing a structured approach to ICT planning, cybersecurity, risk management and asset lifecycle management.

FINANCIAL IMPLICATIONS
Implementation of the ICT Strategic Plan, ICT Operational Plan and associated action priorities will be considered through the Long Term Financial Plan and annual budget process.

The framework does not commit Council to any specific expenditure beyond existing adopted budgets. Future ICT initiatives, infrastructure renewal programs, cybersecurity improvements, ERP replacement activities and asset replacement requirements identified through the framework will be subject to Council consideration through annual budget processes, the Long Term Financial Plan and individual project approvals where required.

COMMUNITY AND STRATEGIC OBJECTIVES
Shire of Corrigin Council Plan 2025-2035:

Objective: Civic Leadership
Strong Governance and Leadership

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

VOTING REQUIREMENT
Simple Majority

OFFICER'S RECOMMENDATION
That Council:

1. *Notes the review and update of the ICT Strategic Plan 2025-2030 previously adopted by Council in December 2025.*
2. *Endorses the ICT Governance Framework incorporating the supporting ICT governance documents, including:*
    1. *ICT Strategic Plan 2025-2030;*
    2. *ICT Operational Plan 2026-2030;*
    3. *ICT Risk Register;*
    4. *ICT Asset Register and Asset Replacement Summary.*
3. *Notes that supporting operational registers, asset information and replacement schedules will continue to be reviewed and updated administratively as part of ongoing ICT governance and asset management processes.*

8.3 WORKS AND SERVICES

8.3.1 NOTICE OF INTENT TO DRAIN – PROSSER

Applicant:	William Prosser
Date:	4/09/2026
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	EM.0006 A350
Attachment Ref:	Attachment 8.3.1 – Notice of Intent to Drain - Prosser

SUMMARY

Council is asked to provide comment on the Notice of Intent to Drain at Lot 48 on Plan 40906.

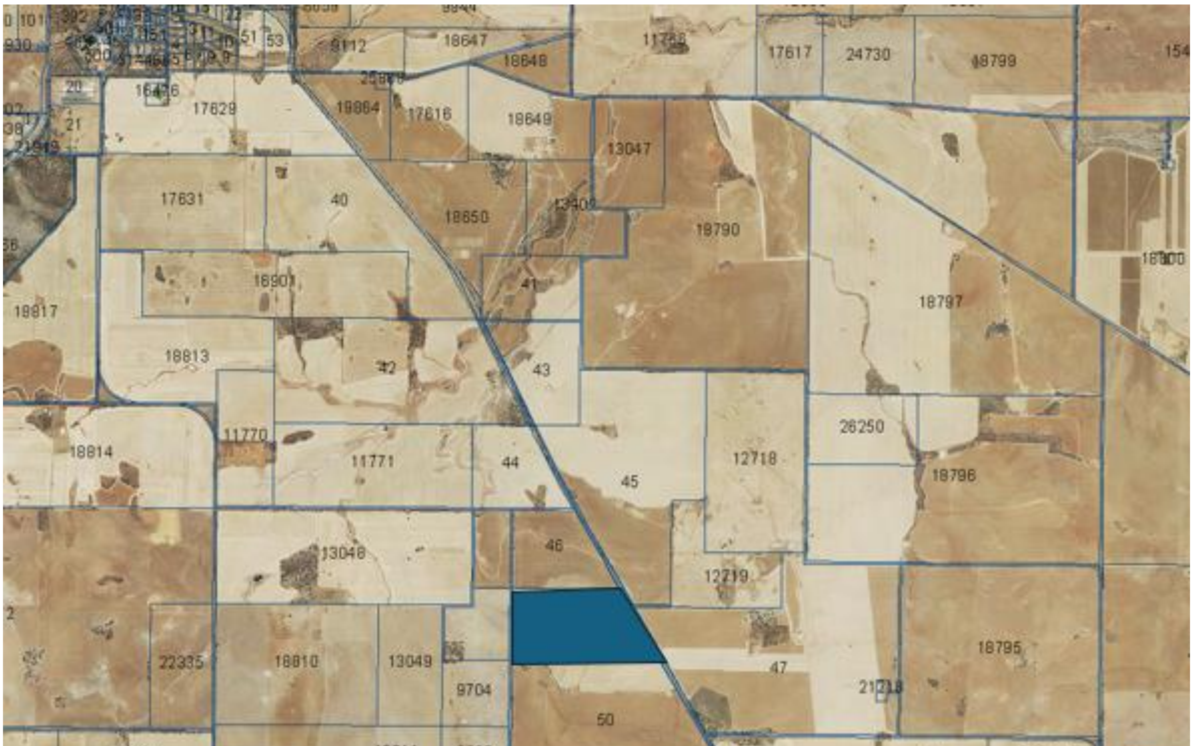
BACKGROUND

The Deputy Commission of Soil and Land Conservation requests comments from the Shire of Corrigin to assist with the decision to approve the proposed Notice of Intention to Drain.

A Notice of Intention to Drain is required to be lodged with the Commissioner of Soil and Land Conservation where an owner or occupier of land wishes to drain or pump groundwater for the purpose of controlling salinity at least 90 days before discharging water. This includes draining or pumping within the same property.

The applicant proposes to construct three (3) kilometres of drains to a depth of two (2) metres over an area of 11.77 hectares on lot 48 on Plan 40906 Avon Location 21857. The earthworks are to be completed by the property owner along existing drainage lines to discharge water in into the neighbouring property.

The specific details of proposed works are shown on the map below and included in Attachment 8.3.1.



COMMENT
The neighbouring land owners have been consulted and have confirmed they have no objection to the proposal. The Shire of Corrigin has previously confirmed that it had no objections to Notice of Intention to Drain for the properties surrounding this land.

The drainage will install a pipe through the existing shire culvert on Hills Road which is generally not recommended. The drainage of this lot together with the neighbouring lots is expected to reduce waterlogging and impact on the minor road.

STATUTORY ENVIRONMENT
Environmental Protection Act 1986
Soil and Land Conservation Act 1945
Soil and Land Conservation Regulations 1992 Reg 5 and 6

POLICY IMPLICATIONS
NIL

FINANCIAL IMPLICATIONS
NIL

COMMUNITY AND STRATEGIC OBJECTIVES
Shire of Corrigin Council Plan 2025-2035:

Objective: Governance and Leadership
Strong Governance and leadership

Council Plan			
Outcome	**Strategies**	**Action No.**	**Actions**
3.2	Protect and use natural resources sustainably	3.2.4	Optimize stormwater capturing opportunities and ensure effective drainage systems

VOTING REQUIREMENT
Simple Majority

OFFICER'S RECOMMENDATION
That Council advise the Deputy Commission of Soil and Land Conservation that it has no objections to the proposed Notice of Intention to Drain Lot 48 on Deposited Plan 40906.

8.3.2 REQUEST FOR TENDER - GRAVEL PUSHING

Applicant:	Shire of Corrigin
Date:	10/09/2026
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	FM.0446
Attachment Ref:	Confidential Attachment 8.3.2.1 – Tender Responses (Combined) Confidential Attachment 8.3.2.2 - Tender Evaluation Report

This item may be closed to the public in accordance with *Local Government Act 1995 (WA) section 5.23(4)(c).*

SUMMARY
This item advises Council of the submissions received in relation to Request for Tender (RFT) 4-2026 Push Gravel in the Shire of Corrigin 2026/27 to 2028/29 and recommends the best value for money quote for the purpose of awarding a contract.

BACKGROUND
The 2026/27 road construction and maintenance programs require approximately 76,000m^3 of gravel to be pushed up across various sites within the shire.

The budgeted value of the work required to be completed by external earthmoving contractors over a three year period is expected to be over the $250,000 expenditure threshold for tenders and therefore it was necessary to call for tenders.

A public tender was used to obtain quotes as it provided the most efficient and effective method of mitigating risk, determining value for money and ensuring openness, fairness, transparency and equity among suppliers for earthmoving services. Engaging a contractor for a three year period was decided as a risk management strategy for the most efficient, timely and cost effective method of engaging a contractors in a challenging market.

The tender called for a schedule of rates for earthmoving work on a cubic metre and hourly basis within the Shire of Corrigin for the 2026/27 to 2028/29 financial years. Detailed specifications included: gravel pushing, pit rehabilitation work, and general earthworks.

The Request for Tender (RFT 04-2026) was advertised in the on the Shire of Corrigin website, Facebook page and Windmill News from 27 July to 24 August 2026 and in the West Australian Newspaper on 14 August 2026 with a closing date of 2 September 2026.

Tenders closed on 2 September 2026 and were evaluated against pre-determined selection criteria by CEO, Natalie Manton; Terry Barron, Manager of Works and Services and Nick Darke, Leading Hand.

At the close of the advertising period 10 compliant responses were received and one response received after the deadline.

The prices varied considerably with the difference between the lowest quote being $1.55 per m3 for gravel pushing an the highest $10.64. The prices for gravel pit rehabilitation ranged from $213 per hour to $532 per hour.

A scoring matrix based on the weighted criteria in the table below was used to assess the qualitative criteria and the aggregate score was used in the final ranking and determination of best value for money.

Evaluation Criteria

Item No	Description	Weighting
1	Tendered Price(s)	40%
2	Operator Skills and Experience	25%
3	Tenderer's Resources	15%
4	Local Knowledge	10%
5	Regional Price Preference	10%

A summary report of the responses is included in Attachment 8.3.2.2 The submissions received were professional, detailed and addressed the criteria schedule.

COMMENT

Based on the weighted evaluations the officers ranked S & J Bozanich Earthmoving Pty Ltd, Quairading Earthmoving Pty Ltd and RJD as the best value for money for gravel pushing and gravel pit rehabilitation works as per the specifications within the budget allocation.

The Contract may be awarded to a panel of Tenderer(s) who best demonstrates the ability to provide quality products and/or services at a competitive price. The tendered prices were assessed together with qualitative and compliance criteria to determine the most advantageous outcome to the Shire of Corrigin.

STATUTORY ENVIRONMENT

Local Government Act 1995:
s.3.57 Tenders for providing goods or services
s 5.23 Meetings generally open to public

Local Government (Functions and General) Regulations 1996:
r.11 When tenders have to be publicly invited
r.18 Rejecting and accepting tenders

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

POLICY IMPLICATIONS

3.1 Purchasing Policy

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

FINANCIAL IMPLICATIONS

The 2026/27 Budget Capital Works Program contains provision for $173,000 for gravel pushing and pit rehabilitation.

COMMUNITY AND STRATEGIC OBJECTIVES
Shire of Corrigin Council Plan 2025-2035

Objective: Economy
Desired Outcome: A strong, diverse local economy

Council Plan			
Outcome	**Strategies**	**Action No.**	**Actions**
2.1	Road network is safe, well maintained and capable of the freight task	2.1.1	Continue to deliver the Road Management Program with a view to improve maintenance of gravel roads, in line with Council's adopted road hierarchy and long term road construction and maintenance plans

VOTING REQUIREMENT
Simple Majority

OFFICER'S RECOMMENDATION
That Council

1. *Accepts the tender submitted by S & J Bozanich Earthmoving Pty Ltd for RFT 4-2026 Gravel Pushing, in accordance with the tendered rates contained in the tender submission as offering the best value for money and the most advantageous to form a Contract.*

2. *Delegates the formation of the Contract to the Chief Executive Officer, subject to any variations (of a minor nature) prior to entry into the Contract.*

9 CHIEF EXECUTIVE OFFICER REPORT

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

10 PRESIDENT'S REPORT

11 COUNCILLORS' QUESTIONS, REPORTS AND INFORMATION ITEMS

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

13 NEXT MEETING

Ordinary Council Meeting 20 October 2026 at 4pm.

14 MEETING CLOSURE