



A G E N D A

ORDINARY COUNCIL MEETING

18 November 2025

Notice of Meeting

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

Order of Business

1.00pm – 2.00pm	Lunch with Life Members
2.00pm – 3.00pm	Teams Introduction to Town Planning (Joe Douglas)
3.00pm – 3.45pm	Discussion Forum
3.45pm – 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

13 November 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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Strengthening our community now to grow and prosper into the future

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1 DECLARATION OF OPENING

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

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

2 ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE

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 been notified that Brodie Swithenbank has passed away since the last 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 21 October 2025 (Attachment 7.1.1).

OFFICERS RECOMMENDATION

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

7.2 COMMITTEE MEETINGS

7.2.1 EDNA STEVENSON COMMITTEE MEETING

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

OFFICERS RECOMMENDATION

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

7.2.2 LOCAL EMERGENCY MANAGEMENT COMMITTEE

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

OFFICERS RECOMMENDATION

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

8 MATTERS REQUIRING A COUNCIL DECISION

8.1 CORPORATE AND COMMUNITY SERVICES

8.1.1 ACCOUNTS FOR PAYMENT

Applicant:	Shire of Corrigin
Date:	11/11/2025
Reporting Officer:	Tanya Ludlow, Finance / Human Resources Officer
Disclosure of Interest:	NIL
File Ref:	FM.0036
Attachment Ref:	Attachment 8.1.1 – Accounts for Payment – October 2025

SUMMARY

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

BACKGROUND

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

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

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

COMMENT

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

STATUTORY ENVIRONMENT

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

R34 Local Government (Financial Management) Regulations 1996

POLICY IMPLICATIONS

Policy 2.1 – Purchasing Policy

Policy 2.14 - Corporate Credit Cards

FINANCIAL IMPLICATIONS

Expenditure in accordance with the 2025/2026 Annual Budget.

COMMUNITY AND STRATEGIC OBJECTIVES

Shire of Corrigin Council Plan 2025-2035:

Objective: Civic Leadership

Strong Governance and Leadership

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

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

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

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

EFT Payments EFT21849 – EFT21999 \$899,653.54

Direct Debit Payments \$77,053.16

EFT Payroll Payments \$208,871.22

Total Municipal Account Payments \$1,185,577.92

Trust Account

EFT Payments EFT21878 – EFT21879 \$48.45

Total Trust Account Payments \$48.45

Licensing Trust Account

Direct Debit Payments \$41,231.00

Total Licensing Trust Account Payments \$41,231.00

Total of all Accounts \$1,226,857.37

8.1.2 MONTHLY FINANCIAL REPORT

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

SUMMARY

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

BACKGROUND

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

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

COMMENT

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

Item	Reference
Cash at Bank The total cash as at 31 October 2025 was \$9,844,653 This is composed of \$701,180 municipal funds (Municipal Bank Account and various till floats), \$4,876,017 in short term investment, and \$4,267,455 in reserve funds.	Page 10 – Cash and Financial Assets Page 11 – Reserve Accounts
Capital Acquisitions The capital budget is approximately 9% complete at 31 October 2025. This is due to projects commencing after seeking quotes following the budget adoption.	Page 12 – Capital Acquisitions Page 13 – Capital Acquisitions Continued Page 14 – Disposal of Assets
Receivables Rates outstanding is \$343,207 with 89.6% of rates collected for the year compared to 86.4% in October 2024. Current receivables of \$35,868.	Page 15 – Receivables
Closing Funding Surplus/(Deficit) Year to date (YTD) actual closing balance is \$6,202,389 which is composed of \$10,785,486 Current Assets less \$650,276 Current Liabilities less \$3,932,821 Adjustments to Net Current Assets.	Page 5 – Note 2(a) Net current assets used in the Statement of Financial Activity.

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

STATUTORY ENVIRONMENT

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

r. 34 Local Government (Financial Management) Regulations 1996

r. 35 Local Government (Financial Management) Regulations 1996

POLICY IMPLICATIONS

NIL

FINANCIAL IMPLICATIONS

Expenditure in accordance with the 2025/2026 Annual Budget.

COMMUNITY AND STRATEGIC OBJECTIVES

Shire of Corrigin Council Plan 2025-2035:

Objective: Civic Leadership

Strong Governance and Leadership

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

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

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

8.2 GOVERNANCE AND COMPLIANCE

8.2.1 CORRIGIN GOLF CLUB PROJECT VARIATION

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

SUMMARY

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

BACKGROUND

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

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

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

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

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

COMMENT

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

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

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

STATUTORY ENVIRONMENT

NIL

POLICY IMPLICATIONS

Policy 3.9 Community Assistance Program

FINANCIAL IMPLICATIONS

There is no change to the previously approved Shire contribution of \$4,545.45 (GST exclusive) included in the 2025/26 budget.

COMMUNITY AND STRATEGIC OBJECTIVES

Shire of Corrigin Council Plan 2025-2035:

Objective: Community

Inclusive, healthy and resilient community

Council Plan			
Outcome	Strategies	Action No.	Actions
1.3	High Standard of community and recreation activities and facilities.	1.3.6	Promote and deliver the Shire's Community Grant Scheme.

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

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

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

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

SUMMARY

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

BACKGROUND

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

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

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

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

COMMENT

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

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

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

STATUTORY ENVIRONMENT

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

POLICY IMPLICATIONS

Policy 9.2 Bush Fire Control

FINANCIAL IMPLICATIONS

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

COMMUNITY AND STRATEGIC OBJECTIVES

Shire of Corrigin Council Plan 2025-2035:

Objective: Environment

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

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

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council

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

8.2.3 ROE ROC KEY WORKER HOUSING PROJECT CONTRIBUTION

Applicant:	Shire of Corrigin
Date:	11/11/2025
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Number:	GR.0030
Attachments:	NIL

SUMMARY

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

BACKGROUND

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

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

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

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

That Council:

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

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

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

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

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

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

COMMENT

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

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

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

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

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

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

STATUTORY ENVIRONMENT

NIL

POLICY IMPLICATIONS

NIL

FINANCIAL IMPLICATIONS

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

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

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

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

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

COMMUNITY AND STRATEGIC OBJECTIVES

Shire of Corrigin Council Plan 2025-2035:

Objective: Economy

A Strong, diverse local economy

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

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council:

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

8.3 WORKS AND SERVICES

9 CHIEF EXECUTIVE OFFICER REPORT

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

10 PRESIDENT’S REPORT

11 COUNCILLORS’ QUESTIONS, REPORTS AND INFORMATION ITEMS

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

13 INFORMATION BULLETIN

14 WALGA AND CENTRAL ZONE MOTIONS

15 NEXT MEETING

Ordinary Council Meeting on 16 December 2025 at 4pm.

16 MEETING CLOSURE