



MINUTES

ORDINARY COUNCIL MEETING

18 November 2025

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

Contents

1	DECLARATION OF OPENING.....	3
2	ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE	3
3	DECLARATIONS OF INTEREST	3
4	PUBLIC QUESTION TIME	3
5	MEMORIALS	3
6	PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS	3
7	CONFIRMATION OF MINUTES.....	4
7.1	PREVIOUS COUNCIL MEETING	4
7.1.1	ORDINARY COUNCIL MEETING	4
7.2	COMMITTEE MEETINGS.....	4
7.2.1	EDNA STEVENSON COMMITTEE MEETING.....	4
7.2.2	LOCAL EMERGENCY MANAGEMENT COMMITTEE	4
8	MATTERS REQUIRING A COUNCIL DECISION	5
8.1	CORPORATE AND COMMUNITY SERVICES	5
8.1.1	ACCOUNTS FOR PAYMENT	5
8.1.2	MONTHLY FINANCIAL REPORT	7
8.2	GOVERNANCE AND COMPLIANCE	9
8.2.1	CORRIGIN GOLF CLUB PROJECT VARIATION	9
8.2.2	APPOINTMENT OF COMMUNITY AND EMERGENCY SERVICES MANAGER AS FIRE CONTROL OFFICER.....	11
8.2.3	ROE ROC KEY WORKER HOUSING PROJECT CONTRIBUTION	13
8.3	WORKS AND SERVICES.....	17
9	CHIEF EXECUTIVE OFFICER REPORT.....	17
10	PRESIDENT'S REPORT	17
11	COUNCILLORS' QUESTIONS, REPORTS AND INFORMATION ITEMS	17
12	URGENT BUSINESS APPROVED BY THE PRESIDENT OR DECIDED BY THE COUNCIL	17
13	INFORMATION BULLETIN	17
14	WALGA AND CENTRAL ZONE MOTIONS	17
15	NEXT MEETING.....	17
16	MEETING CLOSURE	17

1 DECLARATION OF OPENING

The Chairperson, President Cr. S Jacobs opened the meeting at 4:00pm and acknowledged the Noongar people as the traditional custodians of the land and paid her respects 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 were advised that the Council meeting was being recorded for future publication.

2 ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE

Shire President
Deputy President

Cr. S L Jacobs
Cr. M R Leach
Cr. D L Hickey
Cr. M B Dickinson
Cr. H V Talbot
Cr. D L Smith
Cr. W T E Dyer

Chief Executive Officer
Deputy Chief Executive Officer
Executive Support Officer

N A Manton
M T Henry
J M Filinski

One member of the public

3 DECLARATIONS OF INTEREST

Cr. S Jacobs declared an impartiality interest for item 8.2.1 – Corrigin Golf Club Project Variation, as she is on the Corrigin Golf Club Committee.

Cr. H Talbot declared an impartiality interest for item 8.2.1 – Corrigin Golf Club Project Variation, as she is member of the Corrigin Golf Club, sourced funding and submitted the grant application on behalf of the club.

4 PUBLIC QUESTION TIME

NIL

5 MEMORIALS

The Shire has been notified that Brodie Swithenbank and Val Button have passed away since the last meeting.

6 PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS

NIL

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).

COUNCIL RESOLUTION

123/2025 Moved: Cr. Dyer

Seconded: Cr. Talbot

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.

Carried 7/0

*For: Cr. Jacobs, Cr. Leach, Cr. Hickey, Cr. Dickinson, Cr. Smith, Cr. Dyer & Cr. Talbot
Against: Nil*

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).

COUNCIL RESOLUTION

124/2025 Moved: Cr. Dickinson

Seconded: Cr. Leach

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).

Carried 7/0

*For: Cr. Jacobs, Cr. Leach, Cr. Hickey, Cr. Dickinson, Cr. Smith, Cr. Dyer & Cr. Talbot
Against: Nil*

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).

COUNCIL RESOLUTION

125/2025 Moved: Cr. Smith

Seconded: Cr. Dickinson

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

Carried 7/0

*For: Cr. Jacobs, Cr. Leach, Cr. Hickey, Cr. Dickinson, Cr. Smith, Cr. Dyer & Cr. Talbot
Against: Nil*

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

COUNCIL RESOLUTION

126/2025 Moved: Cr. Hickey

Seconded: Cr. Leach

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
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Total Trust Account Payments \$48.45

Licensing Trust Account

Direct Debit Payments		\$41,231.00
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Total Licensing Trust Account Payments \$41,231.00

Total of all Accounts \$1,226,857.37

Carried 7/0

For: Cr. Jacobs, Cr. Leach, Cr. Hickey, Cr. Dickinson, Cr. Smith, Cr. Dyer & Cr. Talbot

Against: Nil

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

COUNCIL RESOLUTION

127/2025 Moved: Cr. Talbot

Seconded: Cr. Dyer

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

Carried 7/0

For: Cr. Jacobs, Cr. Leach, Cr. Hickey, Cr. Dickinson, Cr. Smith, Cr. Dyer & Cr. Talbot

Against: Nil

Cr. S Jacobs declared an impartiality interest for item 8.2.1 – Corrigin Golf Club Project Variation, as she is on the Corrigin Golf Club Committee. Cr. S Jacobs confirmed she could consider the matter and make a decision in an unbiased manner.

Cr. H Talbot declared an impartiality interest for item 8.2.1 – Corrigin Golf Club Project Variation, as she is member of the Corrigin Golf Club, sourced funding and submitted the grant application on behalf of the club. Cr. H Talbot confirmed she could consider the matter and make a decision in an unbiased manner.

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
- Rehanging 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

COUNCIL RESOLUTION

128/2025 Moved: Cr. Hickey

Seconded: Cr. Leach

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

Carried 7/0

For: Cr. Jacobs, Cr. Leach, Cr. Hickey, Cr. Dickinson, Cr. Smith, Cr. Dyer & Cr. Talbot

Against: Nil

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

COUNCIL RESOLUTION

129/2025 Moved: Cr. Smith

Seconded: Cr. Dyer

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.*

Carried 7/0

For: Cr. Jacobs, Cr. Leach, Cr. Hickey, Cr. Dickinson, Cr. Smith, Cr. Dyer & Cr. Talbot

Against: Nil

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:	Attachment 8.2.3 Revised Key Worker Housing Project Budget (Circulated to Councillors Prior to Meeting)

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.

Note a revised budget was circulated to councillors prior to the meeting based on updated calculations following the Roe ROC CEO meeting on 17 November 2025 (Attachment 8.2.3). The CEO advised that the total project budget had been revised down from \$3.2million to \$2.7million and the indicative shire contribution revised down from \$600,000 to \$530,000.

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.*

COUNCIL RESOLUTION

130/2025 Moved: Cr. Dickinson

Seconded: Cr. Leach

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 up to \$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.*

Carried 7/0

For: Cr. Jacobs, Cr. Leach, Cr. Hickey, Cr. Dickinson, Cr. Smith, Cr. Dyer & Cr. Talbot

Against: Nil

The resolution differs from the officer's recommendation in that councillors resolved to endorse in principle financial contribution of up to \$600,000 in light of the revised budget which was lower than the budget circulated with the Council Agenda.

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

The President Cr. S Jacobs gave a report of recent meetings attended and issues raised.

11 COUNCILLORS' QUESTIONS, REPORTS AND INFORMATION ITEMS

Cr. H Talbot gave a report of recent meetings attended.

The Deputy President Cr. M Leach gave a report of recent meetings attended and issues raised.

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

The President Cr. S Jacobs closed the meeting at 4:25pm.



Agenda Attachments

NOVEMBER 2025

ATTACHMENT 7.1.1 - COUNCIL MINUTES – 21 OCTOBER 2025

ATTACHMENT 7.2.1 - EDNA STEVENSON COMMITTEE MINUTES – 10 NOVEMBER 2025

ATTACHMENT 7.2.2 - LOCAL EMERGENCY MANAGEMENT COMMITTEE MINUTES – 10 NOVEMBER 2025

ATTACHMENT 8.1.1 - ACCOUNTS FOR PAYMENT – OCTOBER 2025

ATTACHMENT 8.1.2 - MONTHLY FINANCIAL REPORT FOR PERIOD ENDING 31 OCTOBER 2025

ATTACHMENT 8.2.1 - LETTER FROM CORRIGIN GOLF CLUB – SHIRE GRANT VARIATION

ATTACHMENT 8.2.2 - COMMUNITY AND EMERGENCY SERVICES MANAGER MEMORANDUM OF UNDERSTANDING

ATTACHMENT 8.2.3 - KEY WORKER HOUSING PROJECT BUDGET



MINUTES

ORDINARY COUNCIL MEETING

21 October 2025

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

Contents

1	DECLARATION OF OPENING.....	4
2	ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE	4
3	DECLARATIONS OF INTEREST	4
4	ELECTION OF PRESIDENT	5
5	ELECTION OF DEPUTY PRESIDENT	7
6	PUBLIC QUESTION TIME	9
7	MEMORIALS	9
8	PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS	9
9	CONFIRMATION OF MINUTES.....	9
9.1	PREVIOUS COUNCIL MEETING.....	9
9.1.1	ORDINARY COUNCIL MEETING	9
9.2	COMMITTEE MEETINGS.....	9
9.2.1	BUSH FIRE ADVISORY COMMITTEE	9
10	MATTERS REQUIRING A COUNCIL DECISION	10
10.1	CORPORATE AND COMMUNITY SERVICES	10
10.1.1	ACCOUNTS FOR PAYMENT.....	10
10.1.2	MONTHLY FINANCIAL REPORT	12
10.2	GOVERNANCE AND COMPLIANCE	14
10.2.1	APPOINTMENT OF COUNCILLORS TO AUDIT, RISK AND IMPROVEMENT COMMITTEE	14
10.2.2	APPOINTMENT OF COUNCILLORS TO CHIEF EXECUTIVE OFFICER PERFORMANCE REVIEW OCCASIONAL COMMITTEE	24
10.2.3	APPOINTMENT OF COUNCILLORS TO ADVISORY COMMITTEES.....	29
10.2.4	APPOINTMENT OF COUNCILLORS TO EXTERNAL ORGANISATIONS OR COMMITTEES	37
10.2.5	MEMBER NOMINATION – REGIONAL JOINT DEVELOPMENT ASSESSMENT PANEL	39
10.2.6	ORDINARY COUNCIL MEETING DATES 2026	42
10.2.7	REGISTER OF COUNCIL POLICIES REVIEW	45
10.2.8	CHANGE OF PURPOSE - BULLARING GOLF COURSE RESERVE	47
10.2.9	2025/2026 BUDGET AMENDMENT – DISASTER RECOVERY FUNDING.....	50
10.2.10	OFFICE CLOSURE CHRISTMAS/NEW YEAR BREAK	53
10.2.11	FUNDING FOR MEDICAL SERVICES IN RURAL AREAS	55
10.3	WORKS AND SERVICES.....	58
11	CHIEF EXECUTIVE OFFICER REPORT.....	58
12	PRESIDENT'S REPORT	58
13	COUNCILLORS' QUESTIONS, REPORTS AND INFORMATION ITEMS	58
14	URGENT BUSINESS APPROVED BY THE PRESIDENT OR DECIDED BY THE COUNCIL	59
15	INFORMATION BULLETIN	59
16	WALGA AND CENTRAL ZONE MOTIONS	59

17 NEXT MEETING59

18 MEETING CLOSURE59

UNCONFIRMED

SWEARING-IN OF NEW COUNCILLORS PRIOR TO THE MEETING

Prior to the meeting the newly elected councillors were sworn in and completed the declaration of office before Mrs Natalie Manton, Justice of the Peace.

1 DECLARATION OF OPENING

The CEO, Natalie Manton opened the meeting at 6:00pm in accordance with the provisions of the *Local Government Act 1995* and presided at the meeting until the office of President was filled.

CEO N Manton welcomed both new and returning Councillors following the recent Local Government Election. She also extended a welcome to guests.

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 were advised that the Council meeting is being recorded for future publication.

2 ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE

Councillors

Cr. D L Hickey
Cr. S L Jacobs
Cr. M B Dickinson
Cr. M R Leach
Cr. H V Talbot
Cr. D L Smith
Cr. W T E Dyer

Chief Executive Officer
Deputy Chief Executive Officer
Executive Support Officer

N A Manton
M T Henry
J M Filinski

One member of the public

3 DECLARATIONS OF INTEREST

NIL

4 ELECTION OF PRESIDENT

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

SUMMARY

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

BACKGROUND

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

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

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

2.8 Role of mayor or president

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

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

4. How mayor or president is elected

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

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

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

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

COMMENT

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

STATUTORY ENVIRONMENT

Oaths, Affidavits and Statutory Declarations Act 2005

Local Government Act 1995:

Local Government (Elections) Regulations 1997

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

DECLARATION OF RESULT

One nomination was received for the position of President

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

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

The President Cr Jacobs expressed her honour at being elected President of the Shire of Corrigin and outlined her commitment to openness, respect, and collaboration. She encouraged teamwork among Councillors, highlighted the importance of valuing everyone's voice, and noted that challenges can be met through combined effort. Drawing on advice from Councillor Hickey, she highlighted the value of engaging the community in problem-solving by asking them how they would address issues, fostering collaborative discussions to find solutions together. The President Cr Jacobs also announced a monthly "Coffee with the Councillors" event to increase community visibility and interaction.

5 ELECTION OF DEPUTY PRESIDENT

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

SUMMARY

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

BACKGROUND

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

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

2.9 Role of the deputy mayor or deputy president

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

Section 5.34 states:

5.34. When deputy mayors and deputy presidents can act

If—

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

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

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

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

8. How deputy mayor or deputy president is elected

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

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

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

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

COMMENT

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

STATUTORY ENVIRONMENT

Oaths, Affidavits and Statutory Declarations Act 2005

Local Government Act 1995:

S 2.15 Filling office of deputy mayor or deputy president

Local Government (Elections) Regulations 1997

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

DECLARATION OF RESULT

1 Nomination was received for the position of Deputy President

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

6 PUBLIC QUESTION TIME

NIL

7 MEMORIALS

The Shire has been notified that Mr Frank Dickinson and Mrs Eva Bell have passed away since the last meeting.

8 PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS

NIL

9 CONFIRMATION OF MINUTES

9.1 PREVIOUS COUNCIL MEETING

9.1.1 ORDINARY COUNCIL MEETING

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

COUNCIL RESOLUTION

103/2025 Moved: Cr. Leach

Seconded: Cr. Talbot

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

Carried 7/0

For: Cr. Jacobs, Cr. Leach, Cr. Hickey, Cr. Dickinson, Cr. Smith, Cr. Dyer & Cr. Talbot

Against: Nil

9.2 COMMITTEE MEETINGS

9.2.1 BUSH FIRE ADVISORY COMMITTEE

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

COUNCIL RESOLUTION

104/2025 Moved: Cr. Smith

Seconded: Cr. Dyer

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

Carried 7/0

For: Cr. Jacobs, Cr. Leach, Cr. Hickey, Cr. Dickinson, Cr. Smith, Cr. Dyer & Cr. Talbot

Against: Nil

10 MATTERS REQUIRING A COUNCIL DECISION

10.1 CORPORATE AND COMMUNITY SERVICES

10.1.1 ACCOUNTS FOR PAYMENT

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

SUMMARY

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

BACKGROUND

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

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

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

COMMENT

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

STATUTORY ENVIRONMENT

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

R34 Local Government (Financial Management) Regulations 1996

POLICY IMPLICATIONS

Policy 2.1 – Purchasing Policy

Policy 2.14 - Corporate Credit Cards

FINANCIAL IMPLICATIONS

Expenditure in accordance with the 2025/2026 Annual Budget.

COMMUNITY AND STRATEGIC OBJECTIVES

Shire of Corrigin Council Plan 2025-2035:

Objective: Civic Leadership

Strong Governance and Leadership

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

VOTING REQUIREMENT

Simple Majority

COUNCIL RESOLUTION

105/2025 Moved: Cr. Hickey

Seconded: Cr. Leach

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

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

EFT Payments	EFT21723 – EFT21848	\$368,188.77
Direct Debit Payments		\$59,908.99
EFT Payroll Payments		\$139,802.52
Total Municipal Account Payments		\$567,900.28

Edna Stevenson Trust Account

EFT Payments	EFT21751	\$2,755.81
Total Edna Stevenson Trust Account Payments		\$2,755.81

Trust Account

EFT Payments	EFT21754 – EFT21755	\$136.00
Total Trust Account Payments		\$136.00

Licensing Trust Account

Direct Debit Payments		\$46,112.75
Total Licensing Trust Account Payments		\$46,112.75

Total of all Accounts

\$616,904.84

Carried 7/0

For: Cr. Jacobs, Cr. Leach, Cr. Hickey, Cr. Dickinson, Cr. Smith, Cr. Dyer & Cr. Talbot

Against: Nil

10.1.2 MONTHLY FINANCIAL REPORT

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

SUMMARY

This report provides Council with the monthly financial report for the month ending 30 September 2025.

BACKGROUND

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

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

COMMENT

The Shire is required to prepare the Statement of Financial Activity as per *Local Government (Financial Management) Regulation 34* but can resolve to have supplementary information included as required. All mandatory information is provided, and the closing surplus balances to the net current assets at 30 September 2025. Whilst September Financials have been prepared to date, they may be subject to change with the finalisation of the Audit and Annual Financial Report.

Item	Reference
Cash at Bank The total cash as at 30 September 2025 was \$10,472,643 This is composed of \$834,385 municipal funds (Municipal Bank Account and various till floats), \$5,370,813 in short term investment, and \$4,267,455 in reserve funds.	Page 10 – Cash and Financial Assets Page 11 – Reserve Accounts
Capital Acquisitions The capital budget is approximately 4% complete at the 30 September 2025. This is due to projects not yet commencing following the budget adoption.	Page 12 – Capital Acquisitions Page 13 – Capital Acquisitions Continued Page 14 – Disposal of Assets
Receivables Rates outstanding is \$535,341 with 83.7% of rates collected for the year compared to 81.8% in September 2024. Current receivables of \$35,868.	Page 15 – Receivables
Closing Funding Surplus/(Deficit) Year to date (YTD) actual closing balance is \$7,001,505 which is composed of \$11,554,320 Current Assets less \$619,994 Current Liabilities less \$3,932,821 Adjustments to Net Current Assets.	Page 5 – Note 2(a) Net current assets used in the Statement of Financial Activity.

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

STATUTORY ENVIRONMENT

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

r. 34 Local Government (Financial Management) Regulations 1996

r. 35 Local Government (Financial Management) Regulations 1996

POLICY IMPLICATIONS

NIL

FINANCIAL IMPLICATIONS

Expenditure in accordance with the 2025/2026 Annual Budget.

COMMUNITY AND STRATEGIC OBJECTIVES

Shire of Corrigin Council Plan 2025-2035:

Objective: Civic Leadership

Strong Governance and Leadership

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

VOTING REQUIREMENT

Simple Majority

COUNCIL RESOLUTION

106/2025 Moved: Cr. Dickinson

Seconded: Cr. Dyer

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

Carried 7/0

For: Cr. Jacobs, Cr. Leach, Cr. Hickey, Cr. Dickinson, Cr. Smith, Cr. Dyer & Cr. Talbot

Against: Nil

10.2 GOVERNANCE AND COMPLIANCE

10.2.1 APPOINTMENT OF COUNCILLORS TO AUDIT, RISK AND IMPROVEMENT COMMITTEE

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

SUMMARY

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

BACKGROUND

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

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

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

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

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

COMMENT

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

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

STATUTORY ENVIRONMENT

Local Government Act 1995:

s.5.8. Establishment of committees

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

** Absolute majority required.*

s.5.11A. Deputy committee members

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

**Absolute majority required*

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

s.5.11. Committee membership, tenure of

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

s.5.12. Presiding members and deputies

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

**Absolute majority required*

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

**Absolute majority required*

Local Government Amendment Act 2024:

Division 1A — Audit, risk and improvement committee

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

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

POLICY IMPLICATIONS

NIL

FINANCIAL IMPLICATIONS

Budgeted expenditure for meeting fees and cost associated with committees.

COMMUNITY AND STRATEGIC OBJECTIVES

Shire of Corrigin Council Plan 2025-2035:

Objective: Civic Leadership

Strong Governance and leadership

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

VOTING REQUIREMENT

Absolute Majority

COUNCIL RESOLUTION

107/2025 Moved: Cr. Talbot

Seconded: Cr. Leach

That Council:

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

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

Carried by Absolute Majority 7/0

For: Cr. Jacobs, Cr. Leach, Cr. Hickey, Cr. Dickinson, Cr. Smith, Cr. Dyer & Cr. Talbot
Against: Nil

COUNCIL RESOLUTION

108/2025 Moved: Cr. Hickey

Seconded: Cr. Talbot

2. *appoint Mrs Janeane Mason as independent presiding member of the Audit, Risk and Improvement Committee.*

Carried by Absolute Majority 7/0

For: Cr. Jacobs, Cr. Leach, Cr. Hickey, Cr. Dickinson, Cr. Smith, Cr. Dyer & Cr. Talbot
Against: Nil

COUNCIL RESOLUTION

109/2025 Moved: Cr. Dickinson

Seconded: Cr. Dyer

3. *appoint Mrs Lynette Baker as deputy of the presiding member of the Audit, Risk and Improvement Committee.*

Carried by Absolute Majority 7/0

For: Cr. Jacobs, Cr. Leach, Cr. Hickey, Cr. Dickinson, Cr. Smith, Cr. Dyer & Cr. Talbot
Against: Nil



AUDIT, RISK AND IMPROVEMENT COMMITTEE

TERMS OF REFERENCE

Instrument of Appointment and Delegation

1.0 INTRODUCTION

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

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

2.0 NAME

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

3.0 ROLE

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

4.0 OBJECTIVES OF THE COMMITTEE

4.1 To provide guidance and assistance to the Council in:

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

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

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

- a) the community;
- b) the workforce;
- c) vehicles and plant;
- d) buildings and similar property;
- e) revenue streams;
- f) legal liability;
- g) electronically stored information;
- h) environmental impact;
- i) fraud; and
- j) reputation.

5.0 MEMBERSHIP

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

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

6.0 PRESIDING MEMBER

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

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

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

7.0 CONDUCT OF MEETINGS

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

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

7.1 Notice of meetings shall be given to members at least three days prior to each meeting.

7.2 The Presiding Member shall ensure that detailed minutes of all meetings are kept and shall,

not later than five days after each meeting, provide Council with a copy of such minutes. Council shall provide secretarial and administrative support to the Committee.

- 7.3 All members of the Committee shall have one vote. If the vote of the members present is equally divided, the person presiding must cast a second vote.
- 7.4 The Chief Executive Officer should attend all meetings, except when the Committee chooses to meet in camera with the exclusion of the CEO.
- 7.5 Representatives of the external auditor should be invited to attend at the discretion of the Committee but must attend meetings either in person or by telephone link up considering the draft annual financial report and results of the external audit.
- 7.6 The internal auditor or representative shall be invited to attend meetings, at the discretion of the Committee, to consider internal audit matters.

8.0 QUORUM

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

9.0 DELEGATED POWERS

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

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

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

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

9.1 External Audit

The Committee shall:

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

9.2 Co-ordination of Auditors

The Committee shall:

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

9.3 Duties and Responsibilities

The following duties and responsibilities of the Committee will include:

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

Chief Executive Officer, the internal auditor and the Council if appropriate. Oversee any subsequent investigation, including overseeing of the investigation of any suspected cases of fraud within the organisation.

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

9.4 Reporting Powers

The Committee:

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

10.0 TERMINATION OF COMMITTEE

Termination of the Committee shall be:

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

11.0 AMENDMENT TO THE INSTRUMENT OF APPOINTMENT AND DELEGATION

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

12.0 COMMITTEE DECISIONS

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

13.0 CONFLICTS OF INTEREST

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

14.0 CONFIDENTIALITY

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

15.0 REMUNERATION

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

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

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

SUMMARY

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

BACKGROUND

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

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

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

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

COMMENT

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

STATUTORY ENVIRONMENT

Local Government Act 1995:

s.5.38. Annual review of employees' performance

s.5.8. Establishment of committees

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

** Absolute majority required.*

s.5.11. Committee membership, tenure of

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

(a) the person no longer holds the office by virtue of which the person became a member, or is no longer the CEO, or the CEO's representative, as the case may be; or

- (b) *the person resigns from membership of the committee; or*
- (c) *the committee is disbanded; or*
- (d) *the next ordinary elections day,*
whichever happens first.

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

s.5.12. Presiding members and deputies

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

**Absolute majority required*

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

**Absolute majority required*

POLICY IMPLICATIONS

Policy 5.13 Chief Executive Officer Recruitment, Performance and Termination

FINANCIAL IMPLICATIONS

Budgeted expenditure for meeting fees and cost associated with committees.

COMMUNITY AND STRATEGIC OBJECTIVES

Shire of Corrigin Council Plan 2025-2035:

Objective: Civic Leadership

Strong Governance and leadership

Council Plan			
Outcome	Strategies	Action No.	Actions
4.1	Deliver a high standard of governance and administration	4.1.1	Investigate the best option and budget for financial management systems for effective governance and administration of Council

VOTING REQUIREMENT

Absolute Majority

COUNCIL RESOLUTION

110/2025 Moved: Cr. Leach

Seconded: Cr. Smith

That Council:

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

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

Carried by Absolute Majority 7/0

For: Cr. Jacobs, Cr. Leach, Cr. Hickey, Cr. Dickinson, Cr. Smith, Cr. Dyer & Cr. Talbot

Against: Nil

COUNCIL RESOLUTION

111/2025 Moved: Cr. Talbot

Seconded: Cr. Hickey

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

Carried by Absolute Majority 7/0

For: Cr. Jacobs, Cr. Leach, Cr. Hickey, Cr. Dickinson, Cr. Smith, Cr. Dyer & Cr. Talbot

Against: Nil



CEO PERFORMANCE REVIEW OCCASIONAL COMMITTEE

TERMS OF REFERENCE

Instrument of Appointment and Delegation

1.0 NAME

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

2.0 ROLE OF THE COMMITTEE

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

3.0 OBJECTIVES OF THE COMMITTEE

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

4.0 MEMBERSHIP

The Council appoints all Councillors to the Committee subject to agreement of the CEO. Membership of the Committee shall, unless otherwise specified, be for a term ceasing at the date of the Local Government election in the year the Shire's local government elections are held, after which time the Council may appoint members for a further term.

5.0 PRESIDING MEMBER

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

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

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

With the exception of the Shire President, individual members of the Committee are to refrain from speaking publicly on behalf of the committee or Council, or to issue any form of written material purporting to speak on behalf of the committee or Council without the prior approval of the Shire

President.

6.0 CONDUCT OF MEETINGS

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

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

7.0 DELEGATED POWERS

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

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

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

10.2.3 APPOINTMENT OF COUNCILLORS TO ADVISORY COMMITTEES

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

SUMMARY

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

BACKGROUND

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

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

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

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

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

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

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

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

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

COMMENT

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

STATUTORY ENVIRONMENT

Local Government Act 1995:

s.5.11. Committee membership, tenure of

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

whichever happens first.

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

whichever happens first.

Bush Fires Act 1954

Emergency Management Act 2005

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

Budgeted expenditure for cost associated with administering advisory committees.

COMMUNITY AND STRATEGIC OBJECTIVES

Shire of Corrigin Council Plan 2025-2035:

Objective: Civic Leadership

Strong Governance and leadership

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

VOTING REQUIREMENT

Simple Majority

COUNCIL RESOLUTION

112/2025 Moved: Cr. Hickey

Seconded: Cr. Dyer

That Council

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

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

Carried 7/0

For: Cr. Jacobs, Cr. Leach, Cr. Hickey, Cr. Dickinson, Cr. Smith, Cr. Dyer & Cr. Talbot

Against: Nil



CORRIGIN LOCAL EMERGENCY MANAGEMENT COMMITTEE

TERMS OF REFERENCE

Instrument of Appointment and Delegation

1.0 NAME

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

2.0 ROLE OF THE COMMITTEE

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

3.0 OBJECTIVES OF THE COMMITTEE

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

4.0 MEMBERSHIP

The Council appoints to the Committee those ex-officio representatives whose titles appear below. Membership of the Committee shall, unless otherwise specified, be for a term ceasing at the date of the Local Government election in the year the Shire's local government elections are held, after which time the Council may appoint members for a further term.

Membership of the Committee shall be:

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

- Representative from the Corrigin Hospital
- Department for Communities
- Representatives from other agencies as required

5.0 PRESIDING MEMBER

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

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

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

The *Local Government Act 1995* places responsibility for speaking on behalf of Council with the President, or the CEO if the President agrees. The Presiding Member, if not the Shire President, as well as individual members of the Committee are to refrain from speaking publicly on behalf of the committee or Council, or to issue any form of written material purporting to speak on behalf of the committee or Council without the prior approval of the Shire President.

6.0 CONDUCT OF MEETINGS

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

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

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

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

Every meeting:

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

First quarter:

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

Second quarter:

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

Third quarter:

- Identify emergency management projects for possible grant funding.

Fourth quarter:

- National and State funding nominations.

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

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

7.0 DELEGATED POWERS

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

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



CORRIGIN BUSH FIRE ADVISORY COMMITTEE

TERMS OF REFERENCE

Instrument of Appointment and Delegation

1.0 NAME

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

2.0 ROLE OF THE ADVISORY COMMITTEE

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

3.0 OBJECTIVES OF THE ADVISORY COMMITTEE

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

4.0 MEMBERSHIP

The Council appoints to the Committee those ex officio representatives listed in the categories of membership outlined below. Membership of the Committee shall, unless otherwise specified, be for a term ceasing at the date of the Local Government election in the year the Shire's local government elections are held, after which time the Council may appoint members for a further term.

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

Membership of the Committee shall be the:

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

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

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

5.0 PRESIDING MEMBER

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

The election of the Presiding Member and the Deputy shall also be required to be repeated at the

first meeting after the local government election to satisfy the requirements of the Local Government Act.

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

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

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

The *Local Government Act 1995* places responsibility for speaking on behalf of Council with the President, or the CEO if the President agrees. The Presiding Member if not the Shire President as well as individual members of the Committee are to refrain from speaking publicly on behalf of the committee or Council, or to issue any form of written material purporting to speak on behalf of the committee or Council without the prior approval of the Shire President.

6.0 CONDUCT OF MEETINGS

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

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

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

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

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

7.0 DELEGATED POWERS

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

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

10.2.4 APPOINTMENT OF COUNCILLORS TO EXTERNAL ORGANISATIONS OR COMMITTEES

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

SUMMARY

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

BACKGROUND

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

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

Some external organisations do not have terms of reference.

COMMENT

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

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

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

STATUTORY ENVIRONMENT

NIL

POLICY IMPLICATIONS

NIL

FINANCIAL IMPLICATIONS

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

COMMUNITY AND STRATEGIC OBJECTIVES

Shire of Corrigin Council Plan 2025-2035:

Objective: Civic Leadership

Strong Governance and leadership

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

VOTING REQUIREMENT

Simple Majority

COUNCIL RESOLUTION

113/2025 Moved: Cr. Hickey

Seconded: Cr. Dyer

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

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

Carried 7/0

For: Cr. Jacobs, Cr. Leach, Cr. Hickey, Cr. Dickinson, Cr. Smith, Cr. Dyer & Cr. Talbot

Against: Nil

10.2.5 MEMBER NOMINATION – REGIONAL JOINT DEVELOPMENT ASSESSMENT PANEL

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

SUMMARY

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

BACKGROUND

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

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

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

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

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

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

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

Members

**Cr Matthew Dickinson
Cr Brooke Filinski**

Alternate Members

**Cr Mike Weguelin
Cr Brydon Fare**

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

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

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

COMMENT

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

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

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

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

STATUTORY ENVIRONMENT

Part 11A of the Planning and Development Act, 2005

Planning and Development (Development Assessment Panels) Regulations, 2011

Local Government (Development Assessment Panels) Regulations 2025

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

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

COMMUNITY AND STRATEGIC OBJECTIVES

Shire of Corrigin Council Plan 2025-2035:

Objective: Civic Leadership

Strong Governance and leadership

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

VOTING REQUIREMENT

Simple Majority

COUNCIL RESOLUTION

114/2025 Moved: Cr. Leach

Seconded: Cr. Dickinson

That Council:

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

*Cr Hickey; and
Cr Talbot.*

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

*Cr Leach; and
Cr Dyer.*

Carried 7/0

For: Cr. Jacobs, Cr. Leach, Cr. Hickey, Cr. Dickinson, Cr. Smith, Cr. Dyer & Cr. Talbot

Against: Nil

10.2.6 ORDINARY COUNCIL MEETING DATES 2026

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

SUMMARY

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

BACKGROUND

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

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

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

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

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

COMMENT

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

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

The scheduling of meeting dates and times is designed to:

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

STATUTORY ENVIRONMENT

Local Government Act 1995 s. 5.25

Local Government (Administration) Regulations 1996

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

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

(a) ordinary council meetings; and

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

POLICY IMPLICATIONS

Policy 8.3 - Monthly Ordinary Council Meetings and Councillor Discussion Period

FINANCIAL IMPLICATIONS

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

COMMUNITY AND STRATEGIC OBJECTIVES

Shire of Corrigin Council Plan 2025-2035:

Objective: Civic Leadership

Strong Governance and leadership

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

VOTING REQUIREMENT

Simple Majority

COUNCIL RESOLUTION

115/2025 Moved: Cr. Talbot

Seconded: Cr. Leach

That Council suspend Standing Orders to allow an open discussion.

Carried 7/0

For: Cr. Jacobs, Cr. Leach, Cr. Hickey, Cr. Dickinson, Cr. Smith, Cr. Dyer & Cr. Talbot

Against: Nil

COUNCIL RESOLUTION

116/2025 Moved: Cr. Hickey

Seconded: Cr. Leach

That Council resume Standing Orders

Carried 7/0

For: Cr. Jacobs, Cr. Leach, Cr. Hickey, Cr. Dickinson, Cr. Smith, Cr. Dyer & Cr. Talbot

Against: Nil

COUNCIL RESOLUTION

117/2025 Moved: Cr. Hickey

Seconded: Cr. Dickinson

That Council:

1. *endorse the following Ordinary Council Meeting dates for 2026, being the third Tuesday of the month, commencing at 4pm, in the Shire of Corrigin Council Chambers, except January when no meeting is held*

17 February 2026

17 March 2026

21 April 2026

19 May 2026

16 June 2026

21 July 2026

18 August 2026

15 September 2026

20 October 2026

17 November 2026

15 December 2026

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

Carried 7/0

For: Cr. Jacobs, Cr. Leach, Cr. Hickey, Cr. Dickinson, Cr. Smith, Cr. Dyer & Cr. Talbot

Against: Nil

10.2.7 REGISTER OF COUNCIL POLICIES REVIEW

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

SUMMARY

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

BACKGROUND

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

The objectives of the Register of Policies are:

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

COMMENT

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

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

STATUTORY ENVIRONMENT

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

Local Government Act 1995 – Section 2.7 Role of council

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

POLICY IMPLICATIONS

Review of the Shire of Corrigin Register of Policies.

FINANCIAL IMPLICATIONS

NIL

COMMUNITY AND STRATEGIC OBJECTIVES

Shire of Corrigin Council Plan 2025-2035:

Objective: Civic Leadership

Strong Governance and leadership

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

VOTING REQUIREMENT

Simple Majority

COUNCIL RESOLUTION

118/2025 Moved: Cr. Dyer

Seconded: Cr. Dickinson

That Council:

- 1. endorse the amendments to policies as provided in Attachment 10.2.7.1 – Register of Council Policies to become the new Shire of Corrigin Register of Policies in accordance with Section 2.7(2)(b) of the Local Government Act 1995 with some minor amendments:*
 - Policy 2.1 Invitation to End of Year Function – replace word luncheon with function.*
 - Policy 2.9 and 6.6 Retirement / Resignation /Farewell functions for staff and councillors remove money values to allow for greater flexibility*
 - Policy 8.3 Street Trees to include reference to when trees are cut and trimmed that all debris is removed to reduce termite infestation*
 - Policy 11.2 Road Maintenance item to include consultation with neighbouring shires for roads on shire boundary.*
 - Other minor administrative amendments.*
- 2. endorse the Shire of Corrigin Bush Fire Brigades Policies and Procedures as provided in attachment 10.2.7.2.*
- 3. endorse the Shire of Corrigin WHS Policies and Procedures as provided in attachment 10.2.7.3.*
- 4. Receive and note the Shire of Corrigin Staff Policies as provided in attachment 10.2.7.4*

Carried 7/0

For: Cr. Jacobs, Cr. Leach, Cr. Hickey, Cr. Dickinson, Cr. Smith, Cr. Dyer & Cr. Talbot

Against: Nil

10.2.8 CHANGE OF PURPOSE - BULLARING GOLF COURSE RESERVE

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

SUMMARY

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

BACKGROUND

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

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

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

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

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

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

An aerial image of Reserve 24520 is shown below.



COMMENT

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

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

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

STATUTORY ENVIRONMENT

Land Administration Act 1997 (WA)

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

46. Care, control and management of reserves

POLICY IMPLICATIONS

NIL

FINANCIAL IMPLICATIONS

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

COMMUNITY AND STRATEGIC OBJECTIVES

Shire of Corrigin Council Plan 2025-2035:

Objective: Environment

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

Council Plan			
Outcome	Strategies	Action No.	Actions
3.2	Protect and use natural resources sustainably	3.2.1	Prepare the community and Shire assets for more frequent natural events

VOTING REQUIREMENT

Simple Majority

COUNCIL RESOLUTION

119/2025 Moved: Cr. Talbot

Seconded: Cr. Leach

That Council:

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

Carried 7/0

For: Cr. Jacobs, Cr. Leach, Cr. Hickey, Cr. Dickinson, Cr. Smith, Cr. Dyer & Cr. Talbot

Against: Nil

10.2.9 2025/2026 BUDGET AMENDMENT – DISASTER RECOVERY FUNDING

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

SUMMARY

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

BACKGROUND

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

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

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

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

COMMENT

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

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

The reimbursement is to be allocated as follows:

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

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

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

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

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

STATUTORY ENVIRONMENT

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

Regulation 22 – Form and content of annual budget.

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

POLICY IMPLICATIONS

2.7 Annual Budget Preparation

FINANCIAL IMPLICATIONS

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

COMMUNITY AND STRATEGIC OBJECTIVES

Shire of Corrigin Council Plan 2025 -2035:

Objective: Civic Leadership

Strong Governance and Leadership

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

VOTING REQUIREMENT

Absolute Majority

COUNCIL RESOLUTION

120/2025 Moved: Cr. Hickey

Seconded: Cr. Talbot

That Council:

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

Carried by Absolute Majority 7/0

For: Cr. Jacobs, Cr. Leach, Cr. Hickey, Cr. Dickinson, Cr. Smith, Cr. Dyer & Cr. Talbot

Against: Nil

UNCONFIRMED

10.2.10 OFFICE CLOSURE CHRISTMAS/NEW YEAR BREAK

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

SUMMARY

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

BACKGROUND

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

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

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

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

COMMENT

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

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

STATUTORY ENVIRONMENT

NIL

POLICY IMPLICATIONS

Policy 1.4 Office Closure – Christmas/New Year Period

FINANCIAL IMPLICATIONS

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

COMMUNITY AND STRATEGIC OBJECTIVES

Shire of Corrigin Council Plan 2025-2035:

Objective: Civic Leadership

Strong Governance and Leadership

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

VOTING REQUIREMENT

Simple Majority

COUNCIL RESOLUTION

121/2025 Moved: Cr. Dyer

Seconded: Cr. Talbot

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

Carried 7/0

For: Cr. Jacobs, Cr. Leach, Cr. Hickey, Cr. Dickinson, Cr. Smith, Cr. Dyer & Cr. Talbot

Against: Nil

10.2.11 FUNDING FOR MEDICAL SERVICES IN RURAL AREAS

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

SUMMARY

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

BACKGROUND

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

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

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

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

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

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

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

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

COMMENT

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

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

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

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

The services provided by Dr Ramakrishna and First Health are highly valued by the Shire of Corrigin and community members. Having a doctor in Corrigin enables residents to feel safe and stay healthy so that they can continue to live in Corrigin and contribute to the local community and economy. The medical service is well used and provides an excellent service.

STATUTORY ENVIRONMENT

NIL

POLICY IMPLICATIONS

NIL

FINANCIAL IMPLICATIONS

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

COMMUNITY AND STRATEGIC OBJECTIVES

Shire of Corrigin Council Plan 2025-2035:

Objective: Civic Leadership

Strong Governance and Leadership

Council Plan			
Outcome	Strategies	Action No.	Actions
1.1	Access to key and enabling community infrastructure and services	1.1.1	Continued provision of local GP services

VOTING REQUIREMENT

Simple Majority

COUNCIL RESOLUTION

122/2025 Moved: Cr. Leach

Seconded: Cr. Smith

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

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

Carried 7/0

For: Cr. Jacobs, Cr. Leach, Cr. Hickey, Cr. Dickinson, Cr. Smith, Cr. Dyer & Cr. Talbot

Against: Nil

UNCONFIRMED

10.3 WORKS AND SERVICES

11 CHIEF EXECUTIVE OFFICER REPORT

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

The CEO thanked Cr. Hickey for his service as President, welcomed the new Councillors, expressed enthusiasm for working with the whole Council, and congratulated Cr. Jacobs on her election as the new President

12 PRESIDENT'S REPORT

The President gave an overview of the speeches and events that took place during the WALGA Local Government Conference 2025, explaining that following the first day it was a very valuable experience.

13 COUNCILLORS' QUESTIONS, REPORTS AND INFORMATION ITEMS

Cr Hickey thanking everyone for their support during his time as President, noting that it has been a rewarding role. He welcomed the three new Councillors and acknowledged their commitment to serving the community.

Cr Hickey attended a meeting with Sabine Winton, Minister for Education, Early Childhood; Preventative Health; Wheatbelt in his capacity as Chair of WALGA Central Country Zone. The discussion focused on medical services and housing, highlighting the significant contributions councils make to local medical infrastructure, contributions that are not always fully understood by the wider public and government.

Cr. Hickey emphasised the importance of clear communication between the zones and the Minister's office, noting that the Minister is willing to visit the zones at least once a year and make herself accessible to support regional communities.

Cr. Leach expressed her honour at being elected Deputy President and acknowledged the support and mentorship she has received from Cr. Hickey and Cr. Jacobs. She has really enjoyed working with the Shire for the past two years, particularly on the Community Plan and consultation.

Cr. Leach, Cr. Jacobs, Cr. Fare and CEO N. Manton attended the WALGA 2025 conference, which focused on "Leaning into Legacy" and planning for future generations. She reflected on the experience of attending alongside larger shires, noting the importance of retaining a strong voice for smaller communities, particularly through the connections and collaboration provided by being a part of Roe ROC.

Key themes from the conference included the impact of AI and renewable energy, the importance of long-term planning, and preparing for the next generation. She also mentioned discussions by the Minister for Local Government regarding compulsory voting for local government elections and four year election cycle to improve consistency.

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

15 INFORMATION BULLETIN

16 WALGA AND CENTRAL ZONE MOTIONS

17 NEXT MEETING

Ordinary Council Meeting on 18 November 2025 at 4pm.

18 MEETING CLOSURE

The President Cr. S Jacobs closed the meeting at 7:08pm.

UNCONFIRMED



MINUTES

ENDA STEVENSON TRUST FUND TRUSTEES MEETING

10 November 2025 at 12.00pm

Venue: Corrigin Council Chambers
9 Lynch Street, Corrigin

Terms of Reference

1.0 NAME

The Stevenson Trust Fund established by a trust deed dated 27 September 2005.

2.0 OBJECTIVES OF TRUST FUND

The promotion and advancement of the education of the residents of the Shire of Corrigin.

3.0 APPLICATION OF THE INCOME OR CAPITAL OF THE STEVENTSON'S TRUST FUND

Income shall be applied in the following ways:

- Establishing and maintaining a scholarship to be called the Stevenson Scholarship
- Assisting Corrigin District High School with the operation of their health and wellbeing programs for students; and
- Towards such other causes that comply with the object of the Trust Fund, as described in 2, and are agreed to by unanimous resolution of Trustees.

4.0 TRUSTEES

Section 1 (h) of the Trust Deed notes that the Trustees shall be those people from time to time holding the offices of the:

- (a) President of the Shire of Corrigin
- (b) Chairman of the Corrigin District High School Council
- (c) Headmaster of Corrigin District High School
- (d) Officer in Charge of Police of the Corrigin Police Station

1. DECLARATION OF OPENING

The Chairperson, Cr Sharon Jacobs, opened the meeting at 12:00pm

2. ATTENDANCE/APOLOGIES

President – Shire of Corrigin	Cr S Jacobs
Principal – Corrigin District High School	S Hardingham
Officer in Charge – Corrigin Police	G Barke

Staff	
Chief Executive Officer – Shire of Corrigin	N Manton
Executive Support Officer – Shire of Corrigin	J Filinski

APOLOGIES

Chairperson – Board Corrigin District High School	B Poultney
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3. MINUTES OF PREVIOUS MEETING

Resolution

Moved: S Hardingham

Seconded: S Jacobs

The minutes of the Edna Stevenson Trust Fund Trustees meeting held on 12 May 2025 (Attachment 3.1) be confirmed as a true and correct record.

Carried

4. GENERAL BUSINESS

4.1. FINANCIAL REPORTS

Financial reports as at 31 October 2025

Edna Stevenson Trust Fund Receipts and Payments Statement for 2025/2026 As at 31 October 2025			
Summary for 2025/2026			
Income		Expenditure	
Interest - 2025/2026	\$ 40.75	Scholarships paid - 2025/2026	-\$ 4,653.61
Sale of Opals	\$ -	Administration Fee paid to Corrigin Shire - 2026	\$ -
Income	\$ 40.75	Expenditure	-\$ 4,653.61
Total Income & Expenditure for 2025/2026			-\$ 4,612.86
Breakdown for 2025/2026			
31/07/2025	Interest earned for the month of July	\$	13.55
1/08/2025	Scholarship - Kailey Coppen	-\$	1,897.80
31/08/2025	Interest earned for the month of August	\$	10.36
4/09/2025	Scholarship - Kailey Coppen	-\$	2,755.81
30/09/2025	Interest earned for the month of September	\$	8.60
31/10/2025	Interest earned for the month of October	\$	8.24
Total Income & Expenditure for 2025/2026			-\$ 4,612.86
Breakdown of funds held			
NAB bank account closing balance 31/10/2025			\$ 48,567.43
NAB term deposit opened 20/09/2024. Interest rate 5.01%, earned \$18,633.09 interest at 20/03/2025 maturity			
NAB term deposit opened 28/03/2025. Interest rate 4.70%, earned \$8,907.73 interest at 26/06/2025 maturity			
NAB term deposit opened 26/06/2025. Interest rate 4.15%, to earn \$32,267.95 interest at 26/06/2026 maturity			\$ 777,540.82
Total Edna Stevenson Trust funds as at 31/10/2025			\$ 826,108.25
Net Balance - Capital	\$ 728,900.73		
Net Balance - Operating	\$ 97,207.52		
	\$ 826,108.25		
The Shire of Corrigin holds in trust the following items, located within Council's safe as at 10 June 2024			
5 silver pendants			
123 opal stones as at 10 June 2024			

Breakdown of funds utilised per year	
Opening Balance (2006/2007)	\$ 30,050.67
Income & Expenditure - 2007/2008	\$ 737,163.11
Income & Expenditure - 2008/2009	\$ 28,870.86
Income & Expenditure - 2009/2010	\$ 33,482.54
Income & Expenditure - 2010/2011	\$ 21,971.28
Income & Expenditure - 2011/2012	\$ 33,558.85
Income & Expenditure - 2012/2013	\$ 21,490.90
Income & Expenditure - 2013/2014	\$ 18,684.62
Income & Expenditure - 2014/2015	\$ 8,702.19
Income & Expenditure - 2015/2016	\$ 13,869.35
Income & Expenditure - 2016/2017	-\$ 18,617.13
Income & Expenditure - 2017/2018	\$ 9,309.52
Income & Expenditure - 2018/2019	\$ 1,713.96
Income & Expenditure - 2019/2020	-\$ 14,174.30
Income & Expenditure - 2020/2021	-\$ 23,309.66
Income & Expenditure - 2021/2022	-\$ 24,809.62
Income & Expenditure - 2022/2023	-\$ 20,408.61
Income & Expenditure - 2023/2024	-\$ 31,804.61
Income & Expenditure - 2024/2025	\$ 4,977.19
Income & Expenditure - 2025/2026	-\$ 4,612.86
Total Edna Stevenson Trust funds as at 31/10/2025	\$ 826,108.25

Resolution

Moved: S Hardingham

Seconded: G Barke

That the Edna Stevenson Trust Fund financials be received.

Carried

4.2. SCHOLARSHIP STATUS REPORT

2025 Academic year:					
	Awarded	Claimed	Unclaimed	Remaining	Comments
Kailee Hughes	\$5,000.00	\$5,000.00	\$0.00	\$0.00	Scholarship Finalised.
CDHS - Resilience Project	\$5,000.00	\$5,000.00	\$0.00	\$0.00	Sponsorship Awarded. Payments made.
CDSH - eSafeKids Workshops	\$3,000.00	\$2,755.81	\$244.19	\$244.19	Success letter sent 14 May 2025. Awaiting invoice/receipts
Ava Broughton	\$4,750.00	\$4,688.85	\$61.15	\$61.15	Agreement Received. Scholarship Ongoing
Kailey Coppen	\$4,700.00	\$4,653.61	\$346.39	\$346.39	Agreement Received. Scholarship Ongoing

4.3.1 CONSIDERATION OF NEW SCHOLARSHIP APPLICATIONS

A new scholarship application was received from Kailee Hughes on 20 October 2025 (Attachment 4.3.1)

Applicant	Education Intuition	Amount requested
Kailee Grace Hughes	St Norbert College	\$7,320

ESO has confirmed information provided by applicant as listed below:

- Studying full-time in 2026
- Kailee studied at Corrigin District High School for her schooling career prior to attending St Norbert College in 2024.
- Proof of parents/guardians income provided
- Year 12 at St Norbert College in Queens Park in 2026 and live with her older brother in a family home.
- Concurrently completing a Cert 2 in Communities and a Cert 3 in Sports, Recreation and Aquatics.
- Assessment Matrix provided in the application attachment.
- Does not meet criteria as attending private school
- Does not meeting the criteria for financial hardship

Suggested financial criteria 9 May 2022

Fortnightly earnings	Scholarship award
\$0 - \$1500	\$5000
\$1501 - \$2000	\$4000
\$2001 - \$3000	\$3000
\$3001 - \$4000	\$2000
\$4001+	\$0

Recommendation

The Trustees do not grant Kailee Grace Hughes a scholarship for the 2026 calendar year as she does not meet the Edna Stevenson Trust criteria due to attending a private school and does not qualify for financial hardship.

Resolution

Moved: S Jacobs

Seconded: G Barke

The Trustees do not grant Kailee Grace Hughes a scholarship for the 2026 calendar year as she does not meet the financial hardship criteria for the Edna Stevenson Trust.

Carried

4.4 OTHER MATTERS

The Shire engaged Hammond Woodhouse Advisory to undertake a review under Regulation 5 of the *Local Government (Financial Management) Regulations 1996* which requires the CEO to undertake reviews of the appropriateness and effectiveness of the financial management systems and procedures of the local government regularly (and not less than once in every 3 financial years) and report to the local government the results of those reviews.

The following findings were made in relation to Section 3.4 Proper accounting of municipal and trust funds:

(2) The trust fund holds a significant amount of funds on behalf of the “Stevenson Trust”, a trust established in 2005 with the object of *“the promotion and advancement of the education of the residents of Corrigin”*.

(3) We sighted the Trust Deed and written procedures that guided the receipt and application of funds to and from the trust fund.

The following recommendation was made in relation to the Edna Stevenson Trust

(6) Recommendations

We recommend that the Shire and Trustees of the Stevenson Trust consider seeking advice on the current trust fund arrangements to ensure that the obligations of the trustees as provided for in the Trust Deed are being met.

Resolution

Moved: G Barke

Second: S Hardingham

The Trust:

1. *requests the Shire of Corrigin obtain independent advice regarding the original intent of the Trust and the current needs of the community, and undertake a review of the Trust’s deed, guidelines and assessment criteria.*

2. *authorises the Shire of Corrigin to utilise funds from the Edna Stevenson Trust for the purpose of reviewing the Trust deed, guidelines, and assessment criteria.*

Carried

5 NEXT MEETING

The next meeting will be 9 February 2026

6 MEETING CLOSURE

The Chairperson, Cr. Sharon Jacobs closed the meeting at 12:30pm.



MINUTES

LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING

10 November 2025 at 1:00pm

Venue: Council Chambers,
9 Lynch Street, Corrigin

Terms of Reference

1.0 NAME

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

2.0 ROLE OF THE COMMITTEE

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

3.0 OBJECTIVES OF THE COMMITTEE

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

4.0 MEMBERSHIP

The Council appoints to the Committee those ex-officio representatives whose titles appear below. Membership of the Committee shall, unless otherwise specified, be for a term ceasing at the date of the Local Government election in the year the Shire's local government elections are held, after which time the Council may appoint members for a further term.

Membership of the Committee shall be:

- The President of the Shire of Corrigin
- Deputy Shire President
- The Officer in Charge of the Corrigin Police District or delegate(s)
- The Shire's Chief Bush Fire Control Officer
- The SES Area Manager or delegate
- The Chairperson of St John Ambulance Corrigin or delegate
- A health representative from the Corrigin Hospital
- An officer from the Department of Communities
- Representatives from other agencies as required

5.0 PRESIDING MEMBER

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

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

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

The Local Government Act 1995 places responsibility for speaking on behalf of Council with the President, or the CEO if the President agrees. The Presiding Member, if not the Shire President, as well as individual members of the Committee are to refrain from speaking publicly on behalf of the committee or Council, or to issue any form of written material purporting to speak on behalf of the committee or Council without the prior approval of the Shire President.

6.0 CONDUCT OF MEETINGS

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

Special meetings of the Committee may be convened:

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

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

Each meeting of the LEMC should consider, but not be restricted to, the following matters, as appropriate:

Every meeting:

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

First quarter:

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

Second quarter:

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

Third quarter:

- Identify emergency management projects for possible grant funding.

Fourth quarter:

- National and State funding nominations.

The Committee is established by the Council of the Shire of Corrigin under the powers and given in section 5.8 of the Local Government Act 1995. Notice of meetings, quorum requirements of 50% of members and all other matters pertaining to the conduct of the committee shall be carried out in accordance with the Local Government Act 1995.

7.0 DELEGATED POWERS

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

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

1. DECLARATION OF OPENING

The Chairperson, Cr Sharon Jacobs opened the meeting at 1:00pm.

2. ATTENDANCE/APOLOGIES

Shire President	Cr. Sharon Jacobs
Shire Deputy President	Cr. Megan Leach
Chief Executive Officer	Natalie Manton
Executive Support Officer	Jarrad Filinski
Corrigin Police, Officer in Charge	Gavin Barke
Corrigin District High School, Principal	Shannon Hardingham
Acting Community and Emergency Services Manager	Roger Northey
DFES Area Officer Narrogin West	Ben Davies
Western Power, Team Leader	Brett Dew
Corrigin Hospital, Director of Nursing/HSM	Elizabeth McIntosh
Corrigin Volunteer Fire and Rescue (VFRS), Captain	Trent Di Fulvio
Corrigin St John Ambulance, Chair	Braden Hill (Via Teams)
DFES District Emergency Management Advisor	Viv Gardiner (Via Teams)
Department of Communities, Regional Coordinator	Michael Phillips (Via Teams)
DPIRD, Manager of Emergency Preparedness	Jade Sustek (Via Teams)

APOLOGIES

Corrigin St John Ambulance, Community Paramedic	Sally Kettle
Chief Bush Fire Control Officer	Greg Evans

3. MINUTES OF PREVIOUS MEETING

Moved: S Hardingham Seconded: E McIntosh

The minutes of the Local Emergency Management Committee Meeting held on 11 August 2025 (Attachment 3.1) be confirmed as a true and correct record.

Carried

4. REVIEW OF LEMC DOCUMENTS

Committee to advise of changes to any known contact details via email to eso@corrigin.wa.gov.au.

- Local Emergency Management Arrangements (*Attachment 4.1*)
- Local Emergency Evacuation Plan (*Attachment 4.2*)
- Local Emergency Recovery Plan (*Attachment 4.3*)

5. REVIEW OF INCIDENTS AND EXERCISES

Review of any post-incident reports and post exercise reports generated since last meeting.

N Manton, G Evans, R Northey, B Davies, other shires and DFES staff attended the Pre Season Forum in Brookton on 14 October and participated in an exercise on a large fire in the Shire of Brookton that threatened that town, water supply and large hay plant.

Information on emergency warning system and road closures was provided along with discussion on the importance of good communication and local knowledge.

5.1. INCIDENTS

Corrigin Volunteer Fire and Rescue assisted St John with a patient lift and road crash on the Corrigin – Quairading Road since the last meeting.

6. OTHER MATTERS

6.1. Meeting Dates For 2026

Meetings are to be held at 1pm in the Shire of Corrigin Council Chambers on the following dates:

- 9 February 2026
- 11 May 2026
- 10 August 2026
- 9 November 2026

6.2. Evacuation Centre Backup Power Generator

Roe Regional Organisation of Councils (Roe ROC incorporating the Shires of Corrigin, Kondinin, Kulin and Narembeen) recently applied for funding under the Federal Disaster Resilience Fund to install backup generators and power connection systems at evacuation centres across our Shires.

Roe ROC joined with North Eastern Wheatbelt Regional Organisation of Councils (NEW ROC) for this project called the Eastern Wheatbelt Power Resilience Project. The project aims to ensure that communities have access to reliable power at designated evacuation centres during emergencies like bushfires and storms. The application seeks federal funding, with a strong local commitment from all involved councils.

An announcement of the funding is expected very soon.

7. REPORTS

Reports from LEMC members and stakeholders

Corrigin Police – G Barke

- G Barke has been in Corrigin for four weeks.
- Focus for Corrigin is patrolling main roads and around town to enforce road safety rules (speeding, drink driving etc.)

Corrigin District Hospital – E McIntosh

- WA Country Health service (WACHS) is focusing on heatwave resource distribution.
- Noted constantly updating list of vulnerable people in town, if anyone needs the list it is available from the hospital.

Corrigin Volunteer Fire and Rescue T Di-Fulvio

- Received high season appliance (4,000L capacity)
- Conducting training on the high season appliance due to having more technology to learn.

Department of Communities – M Phillips

- High threat season has begun.
- Opened a centre in Tammin due to bushfire.
- A gap in short term and medium term accommodation during an emergency has been identified and discussed with DFES as to who will be responsible for providing accommodation.

Department of Primary Industries and Regional Development – J Sustek

- DPIRD are on call for animals in emergency

- Currently involved in 3 responses

DFES – B Davies

- Season Readiness: Water bombers are positioned in Narrogin, Esperance, and Geraldton to support the Grain Harvest Strategy. Around 50 new Ground Controllers trained across the region.
- Bushfire Season: Agencies reminded to review preparedness, communication, and power outage arrangements.
- Pre-Season Forums: Held in Brookton, Hyden, and Woodanilling; covered resourcing, change of control, and pre-season exercises.
- Emergency WA App: New app available on iOS and Android with live updates and watch zone alerts.
- Training & Capability: 2025 training calendar concluding; 2026 version due December. Five new volunteer Incident Controllers trained.
- Leadership Forum: Held 2 Aug 2025 with strong participation from brigades and units across the region.
- RDC Support: Regional Duty Coordinator available 24/7 for incident support – 1800 865 103.
- Updated State Hazard Plan – Fire: Published 21 Aug 2025 outlining prevention, preparedness, response, and recovery arrangements.
- After-Action Insights: LEMAs and evacuation centres should be current and exercised; ensure trained personnel, communication resilience, and cross-border coordination.
- Regional Storm Exercise: Conducted in Kulin (30 Jul 2025) with multiple agencies; reviewed committee roles, ICC/ISG site options, and facility readiness.

Full report provided as an additional attachment with the Minutes.

DFES – V Gardiner

- **State Updates:**
 - SEMC Strategic Plan 2026–29 released, focusing on leadership, governance, community resilience, and climate change.
 - Comprehensive review of multiple State EM documents scheduled for 2025–26.
 - Updated *State Hazard Plan – Fire* approved and published.
- **District Updates:**
 - Great Southern DEMC met 22 Oct 2025; next meeting 18 Mar 2026.
 - Ravensthorpe regional bushfire exercise held 8–9 Oct 2025.
 - DFES released new DRFAWA “Just in Time” training modules for LGs.
 - Heatwave and community preparedness resources updated by WACHS and DFES.
 - New multi-hazard emergency planning tool to launch in *Emergency WA* app late 2025 (replacing *My Bushfire Plan*).
 - Community Disaster Resilience and Disability Inclusive Planning workshops held in Albany, Boddington, Denmark, and Plantagenet.
- **Grants and Local Government Initiatives:**
 - AWARE Program 2025–26 funding awarded to several Great Southern shires.
 - Shires of Gnowangerup and Plantagenet completed LEMA reviews.
 - DFES launched the *Local Government Emergency Management Knowledge Hub* for LEMA support and resources.
- **Agency Updates:**
 - Western Power clarified maintenance and fire safety protocols for Stand-Alone Power Systems.

- Telstra Emergency Services Liaison Officer (ESLO) contact details provided for LEMC inclusion.

Full report provided as attachment 7.1

St John Ambulance – B Hill

- Renovations of St John sub centre building complete and will be moving back into their building soon.
- Currently have 14 operational members and 2 support role members

Western Power – B Dew

- Fire detection and fire prevention in Standalone power systems.
- At capacity for apprentices in the region trying to bolster numbers.
- Likely to be pole top fired this season so prevention attempts are taking place using helicopters spraying silicone. Going to trial using drones.

Resource on standalone power systems included as an additional attachment with the Minutes.

Shire of Corrigin – N Manton

- Hosted Ground Controller Training for water bombers.
- Fire Control Officer Training
- Fire Safety Awareness and Firefighting Skills training
- Link to online Rural Fire Awareness Training and instructions sent to all brigade members.
- Attended the following meetings:
 - on 18 September 2025 in Narrogin with Steven Bolt
 - Pre Season Forum in Brookton on 14 October with Greg Evans Chief Bush Fire Control Officer and Roger Northey CESM
 - CESM Business Plan in Brookton on 24 October
 - Upper Great Southern Regional Operations Advisory Committee (ROAC) meeting

ROAC topics discussed

- State Hazard Plan Windfarms- experience from other shires is that development application have very basic bushfire mitigation. Large applications go through state development pathway and local governments may not have enough input into planning conditions in relation to bushfire prevention.
- Stand Alone Power systems- leave it to burn out and BFB ensure it doesn't spread to neighbouring property.
- Concerns raised over contractors coming into the area on high risk weather days and are not being aware of Total Fire Ban or Harvest and Movement of Vehicle Bans.
- Communication – importance of clear communication with COMCEN especially in relation to road closures or turning power off.
- Bushfire Warning Triggers flow chart is a helpful way to determine action required and is included in the attached notes.
- DFES Support – discuss transfer of control early
- Machinery requests – Local Government capability needs to be exhausted first.
- Water bomber refill site locations
- Fire danger rating system.

8. NEXT MEETING

The next meeting will be Monday 9 February 2026 at 1:00pm

9. MEETING CLOSURE

The Chairperson, Cr. Sharon Jacobs closed the meeting at 1:44pm.

SCHEDULE OF ACCOUNTS PAID FOR THE MONTH OF OCTOBER 2025

MUNICIPAL ACCOUNT

EFT PAYMENTS

EFT #	DATE	NAME	DESCRIPTION	AMOUNT
EFT21849	02/10/2025	AFLEX TECHNOLOGY (NZ) LTD	INFLATABLE SWIMMING POOL TOYS	\$ 3,536.50
EFT21850	02/10/2025	ARM SECURITY	ALARM MONITORING SERVICES - WORKS DEPOT	\$ 171.01
EFT21851	02/10/2025	AUSTRALIAN TAXATION OFFICE	BAS PAYMENT FOR AUGUST 2025	\$ 16,499.00
EFT21852	02/10/2025	BAIRSTOW, RACHEL	STAFF REIMBURSEMENT	\$ 1,554.30
EFT21853	02/10/2025	BEST OFFICE SYSTEMS	PRINTING CHARGES - ADMIN OFFICE, RESOURCE CENTRE, WORKS DEPOT	\$ 372.08
EFT21854	02/10/2025	BORAL CONSTRUCTION MATERIALS GROUP LTD	4,000 LITRES OF EMULSION	\$ 6,160.00
EFT21855	02/10/2025	CJS AGRI-MECHANICS	PLANT REPAIRS - LOADER, PRIME MOVER	\$ 4,912.22
EFT21856	02/10/2025	CORRIGIN ENGINEERING PTY LTD	FENCE POST CAPS	\$ 21.16
EFT21857	02/10/2025	CORRIGIN HOCKEY CLUB	BOND REFUND	\$ 300.00
EFT21858	02/10/2025	CORRIGIN TYREPOWER	PLANT MAINTENANCE - FORD EVEREST SUV	\$ 180.00
EFT21859	02/10/2025	CORSIGN WA PTY LTD	GRAVEL SPIKES FOR RUBBER TRAFFIC STOPS IN MAIN STREET	\$ 875.60
EFT21860	02/10/2025	D&L STUDIO PTY LTD T/AS - METAL ARTWORK CREATIONS	COUNCILLOR NAME BADGES AND DESK BASES	\$ 225.23
EFT21861	02/10/2025	DEPARTMENT OF HEALTH OF WA	LAND CAPABILITY ASSESSMENT FOR ON-SITE WASTEWATER MANAGEMENT COURSE	\$ 2,042.14
EFT21862	02/10/2025	FIRST HEALTH SERVICES	MEDICAL SUPPORT SERVICE FEE FOR OCTOBER 2025	\$ 14,497.79
EFT21863	02/10/2025	G & W SURVEYS	SURVEY NEW CELLS AT BENDERING TIP	\$ 1,716.00
EFT21864	02/10/2025	HERSEY'S SAFETY PTY LTD	HARDWARE AND SAFETY SUPPLIES	\$ 1,510.87
EFT21865	02/10/2025	NEGRI, CARIS	STAFF REIMBURSEMENT	\$ 220.75
EFT21866	02/10/2025	NEU-TECH AUTO ELECTRICS, TYRES & MECHANICAL	PLANT REPAIRS - ISUZU D-MAX UTE	\$ 720.50
EFT21867	02/10/2025	PACIFIC BIOLOGICS PTY LTD	MOSQUITO CONTROL PRODUCTS	\$ 4,476.46
EFT21868	02/10/2025	RURAL TREES SERVICES	TREE PRUNING AND REMOVAL WITHIN CORRIGIN TOWNSITE	\$ 9,729.78
EFT21869	02/10/2025	SHENTON ENTERPRISES PTY LTD	WAVE 300 POOL CLEANER	\$ 19,745.00
EFT21870	02/10/2025	SIGMA TELFORD GROUP	POOL CHEMICALS	\$ 645.70
EFT21871	02/10/2025	TEAM GLOBAL EXPRESS - TOLL GLOBAL	FREIGHT CHARGES	\$ 40.28
EFT21872	02/10/2025	TELSTRA LIMITED	PHONE AND INTERNET CHARGES	\$ 762.89
EFT21873	02/10/2025	THE MAINS GUEST HOUSE	ACCOMMODATION FOR AMD AUDITORS - OCTOBER 2025	\$ 660.00
EFT21874	02/10/2025	TREMAR CONTRACTING	GYM FENCE REPAIRS, BILBARIN FIRE SHED SKYLIGHT REPAIRS, RV DUMP PUMP OUT	\$ 3,333.00
EFT21875	02/10/2025	WESTRAC PTY LTD	PURCHASE OF NEW SKID STEER LOADER	\$ 135,882.94
EFT21876	02/10/2025	CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS	\$ 67.77
EFT21877	02/10/2025	SALARY PACKAGING AUSTRALIA	SALARY PACKAGING PAYROLL DEDUCTION	\$ 409.63
EFT21880	08/10/2025	ABCO PRODUCTS PTY LTD	PAYMENT CANCELLED - PAYMENT PROCESSING ERROR	\$ -
EFT21881	08/10/2025	AUSTRALIA POST	PAYMENT CANCELLED - PAYMENT PROCESSING ERROR	\$ -
EFT21882	08/10/2025	AUSTRALIAN TAXATION OFFICE	PAYMENT CANCELLED - PAYMENT PROCESSING ERROR	\$ -
EFT21883	08/10/2025	BGC QUARRIES	PAYMENT CANCELLED - PAYMENT PROCESSING ERROR	\$ -

SCHEDULE OF ACCOUNTS PAID FOR THE MONTH OF OCTOBER 2025

EFT21884	08/10/2025	BAUER, MARINA	PAYMENT CANCELLED - PAYMENT PROCESSING ERROR	\$	-
EFT21885	08/10/2025	COMITO, STEVEN JOSEPH	PAYMENT CANCELLED - PAYMENT PROCESSING ERROR	\$	-
EFT21886	08/10/2025	CORRIGIN CLEANING SERVICE	PAYMENT CANCELLED - PAYMENT PROCESSING ERROR	\$	-
EFT21887	08/10/2025	CORRIGIN ENGINEERING PTY LTD	PAYMENT CANCELLED - PAYMENT PROCESSING ERROR	\$	-
EFT21888	08/10/2025	CORRIGIN HARDWARE	PAYMENT CANCELLED - PAYMENT PROCESSING ERROR	\$	-
EFT21889	08/10/2025	CORRIGIN NEWSAGENCY	PAYMENT CANCELLED - PAYMENT PROCESSING ERROR	\$	-
EFT21890	08/10/2025	CORRIGIN TYREPOWER	PAYMENT CANCELLED - PAYMENT PROCESSING ERROR	\$	-
EFT21891	08/10/2025	CUBALLING WINDSCREENS	PAYMENT CANCELLED - PAYMENT PROCESSING ERROR	\$	-
EFT21892	08/10/2025	DEPT OF MINES, INDUSTRY REGULATION AND SAFETY	PAYMENT CANCELLED - PAYMENT PROCESSING ERROR	\$	-
EFT21893	08/10/2025	ELDERS RURAL SERVICES AUSTRALIA LIMITED	PAYMENT CANCELLED - PAYMENT PROCESSING ERROR	\$	-
EFT21894	08/10/2025	FLICK ANTICIMEX PTY LTD	PAYMENT CANCELLED - PAYMENT PROCESSING ERROR	\$	-
EFT21895	08/10/2025	HARRIS ZUGLIAN ELECTRICS	PAYMENT CANCELLED - PAYMENT PROCESSING ERROR	\$	-
EFT21896	08/10/2025	HERSEY'S SAFETY PTY LTD	PAYMENT CANCELLED - PAYMENT PROCESSING ERROR	\$	-
EFT21897	08/10/2025	KATEMS SUPERMARKET	PAYMENT CANCELLED - PAYMENT PROCESSING ERROR	\$	-
EFT21898	08/10/2025	LGISWA	PAYMENT CANCELLED - PAYMENT PROCESSING ERROR	\$	-
EFT21899	08/10/2025	NEU-TECH AUTO ELECTRICS, TYRES & MECHANICAL	PAYMENT CANCELLED - PAYMENT PROCESSING ERROR	\$	-
EFT21900	08/10/2025	PARMELIA HILTON PERTH	PAYMENT CANCELLED - PAYMENT PROCESSING ERROR	\$	-
EFT21901	08/10/2025	SEEK LIMITED	PAYMENT CANCELLED - PAYMENT PROCESSING ERROR	\$	-
EFT21902	08/10/2025	TELSTRA LIMITED	PAYMENT CANCELLED - PAYMENT PROCESSING ERROR	\$	-
EFT21903	08/10/2025	THE WINDMILL NEWSPAPER	PAYMENT CANCELLED - PAYMENT PROCESSING ERROR	\$	-
EFT21904	08/10/2025	TIN HORSE AUTOMOTIVE	PAYMENT CANCELLED - PAYMENT PROCESSING ERROR	\$	-
EFT21905	08/10/2025	WORKWEAR DIRECT PTY LTD	PAYMENT CANCELLED - PAYMENT PROCESSING ERROR	\$	-
EFT21906	08/10/2025	ABCO PRODUCTS PTY LTD	CLEANING PRODUCTS AND BATHROOM SUPPLIES FOR POOL	\$	575.08
EFT21907	08/10/2025	AUSTRALIA POST	POSTAGE CHARGES FOR SEPTEMBER 2025	\$	215.04
EFT21908	08/10/2025	AUSTRALIAN TAXATION OFFICE	BAS PAYMENT FOR SEPTEMBER 2025	\$	41,330.00
EFT21909	08/10/2025	BGC QUARRIES	54.3 TONNES OF WASHED BLUE METAL	\$	5,089.59
EFT21910	08/10/2025	BAUER, MARINA	STAFF REIMBURSEMENT	\$	190.00
EFT21911	08/10/2025	COMITO, STEVEN JOSEPH	STAFF REIMBURSEMENT	\$	65.00
EFT21912	08/10/2025	CORRIGIN CLEANING SERVICE	CREC CARPET CLEANING	\$	943.80
EFT21913	08/10/2025	CORRIGIN ENGINEERING PTY LTD	D SHACKLES	\$	38.31
EFT21914	08/10/2025	CORRIGIN HARDWARE	HARDWARE SUPPLIES FOR SEPTEMBER 2025	\$	4,027.30
EFT21915	08/10/2025	CORRIGIN NEWSAGENCY	NEWSPAPERS AND STATIONERY SUPPLIES FOR JULY AND AUGUST 2025	\$	142.00
EFT21916	08/10/2025	CORRIGIN TYREPOWER	PLANT PARTS AND REPAIRS - BOBCAT TRAILER, PATCHING TRUCK	\$	392.50
EFT21917	08/10/2025	CUBALLING WINDSCREENS	PLANT PARTS AND REPAIRS - GRADERS	\$	4,981.22
EFT21918	08/10/2025	DEPT OF MINES, INDUSTRY REGULATION AND SAFETY	BUILDING SERVICES LEVY FOR SEPTEMBER 2025	\$	56.65
EFT21919	08/10/2025	ELDERS RURAL SERVICES AUSTRALIA LIMITED	8 TONNES OF CEMENT	\$	5,104.00
EFT21920	08/10/2025	FLICK ANTICIMEX PTY LTD	2025/2026 ANNUAL SERVICE FEE FOR SANITARY DISPOSAL UNITS IN SHIRE BUILDINGS	\$	5,707.92

SCHEDULE OF ACCOUNTS PAID FOR THE MONTH OF OCTOBER 2025

EFT21921	08/10/2025	HARRIS ZUGLIAN ELECTRICS	ELECTRICAL SERVICES - MEDICAL CENTRE SWITCHBOARD	\$	1,754.70
EFT21922	08/10/2025	HERSEY'S SAFETY PTY LTD	HARDWARE AND SAFETY SUPPLIES	\$	682.55
EFT21923	08/10/2025	KATEMS SUPERMARKET	REFRESHMENTS AND CATERING SUPPLIES FOR SEPTEMBER 2025	\$	855.66
EFT21924	08/10/2025	LGISWA	2025/2026 INSURANCE PREMIUMS - SECOND INSTALMENT	\$	163,387.18
EFT21925	08/10/2025	NEU-TECH AUTO ELECTRICS, TYRES & MECHANICAL	PLANT PARTS AND REPAIRS - PRIME MOVER, ROLLER, WATER PUMP	\$	2,091.14
EFT21926	08/10/2025	PARMELIA HILTON PERTH	COUNCILLOR ACCOMMODATION AND MEALS FOR LG CONVENTION	\$	2,513.40
EFT21927	08/10/2025	SEEK LIMITED	SEEK ADVERTISEMENT - BUILDING OFFICER	\$	1,072.50
EFT21928	08/10/2025	TELSTRA LIMITED	PHONE CHARGES	\$	688.01
EFT21929	08/10/2025	THE WINDMILL NEWSPAPER	ADVERTISING - LG ELECTION CALL FOR NOMINATIONS, PUBLIC NOTICES	\$	70.00
EFT21930	08/10/2025	TIN HORSE AUTOMOTIVE	PLANT SERVICE - FORD EVEREST SUV	\$	561.91
EFT21931	08/10/2025	WORKWEAR DIRECT PTY LTD	STAFF UNIFORMS	\$	462.90
EFT21932	16/10/2025	BAIRSTOW, RACHEL	STAFF REIMBURSEMENT	\$	149.70
EFT21933	16/10/2025	DEPARTMENT OF FIRE & EMERGENCY SERVICES	CUSTOMER REFUND	\$	50.00
EFT21934	16/10/2025	HENRY, MYRA	STAFF REIMBURSEMENT	\$	180.38
EFT21935	16/10/2025	CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS	\$	67.77
EFT21936	16/10/2025	SALARY PACKAGING AUSTRALIA	SALARY PACKAGING PAYROLL DEDUCTION	\$	409.63
EFT21937	22/10/2025	ABCO PRODUCTS PTY LTD	CLEANING PRODUCTS AND BATHROOM SUPPLIES	\$	770.22
EFT21938	22/10/2025	AUSTRALIAN AGRIBUSINESS (HOLDINGS) PTY LTD	1.2 TONNES OF BLACK LABEL TURF KING FERTILIZER	\$	2,772.00
EFT21939	22/10/2025	AVON WASTE	RUBBISH COLLECTION FOR SEPTEMBER 2025	\$	26,709.00
EFT21940	22/10/2025	BOWDEN WELDING PTY LTD	PLANT REPAIRS - TRAILER BIN	\$	1,370.99
EFT21941	22/10/2025	CJS AGRI-MECHANICS	PLANT SERVICE AND PARTS - ROLLER, PRIME MOVERS	\$	4,308.15
EFT21942	22/10/2025	CTI LOGISTICS	FREIGHT CHARGES	\$	680.63
EFT21943	22/10/2025	CORRIGIN HOTEL	CATERING AND REFRESHMENTS	\$	158.99
EFT21944	22/10/2025	CORRIGIN OFFICE SUPPLIES	STATIONERY SUPPLIES FOR SEPTEMBER 2025	\$	652.50
EFT21945	22/10/2025	CORRIGIN ROADHOUSE	CATERING AND REFRESHMENTS	\$	67.80
EFT21946	22/10/2025	CORRIGIN TYREPOWER	PLANT PARTS AND REPAIRS - PRIME MOVERS, SIDE TIPPER TRAILER	\$	8,355.00
EFT21947	22/10/2025	CORSIGN WA PTY LTD	ASSORTED STREET SIGNS	\$	383.02
EFT21948	22/10/2025	DALLCON	PRECAST CONCRETE L BLOCK CORNER FOR TRANSFER STATION	\$	3,412.20
EFT21949	22/10/2025	DIGIT BUSINESS	RESOURCE CENTRE WORKSHOP - PROVISION OF XERO TRAINING COURSE	\$	2,200.00
EFT21950	22/10/2025	DR T RAMAKRISHNA	SUBSIDY PAYMENT AS PER AGREEMENT - JULY TO SEPTEMBER 2025	\$	19,074.12
EFT21951	22/10/2025	EUROFINS ARL PTY LTD	ASBESTOS ANALYSIS ON BULK SAMPLES	\$	104.50
EFT21952	22/10/2025	EXURBAN PTY LTD	TOWN PLANNING CONSULTANCY SERVICES FOR SEPTEMBER 2025	\$	4,078.77
EFT21953	22/10/2025	GREAT SOUTHERN FUEL SUPPLIES	FUEL SUPPLIES FOR SEPTEMBER 2025 INCLUSIVE OF FUEL CARD PURCHASES	\$	25,199.43
EFT21954	22/10/2025	HADDEO INFRASTRUCTURE AGRICULTURE PTY LTD	CONSULTANCY SERVICES - VARIOUS ROAD PROJECTS	\$	6,710.00
EFT21955	22/10/2025	HARRIS ZUGLIAN ELECTRICS	ELECTRICAL SERVICES - CREC, RESOURCE CENTRE, GYM, 3 JANES DRIVE	\$	1,534.80
EFT21956	22/10/2025	KOMATSU FORKLIFT AUSTRALIA PTY LTD	PURCHASE OF NEW 3 TONNE FORKLIFT	\$	52,789.00
EFT21957	22/10/2025	M2 TECHNOLOGY GROUP PTY LTD (M2 ON HOLD)	ON HOLD TELEPHONE SUBSCRIPTION FOR OCTOBER 2025	\$	110.00

SCHEDULE OF ACCOUNTS PAID FOR THE MONTH OF OCTOBER 2025

EFT21958	22/10/2025	MICHAEL ANTHONY ROBINS	CUSTOMER REFUND	\$	797.35
EFT21959	22/10/2025	MY SAFETY BUDDY	MY SAFETY BUDDY SUBSCRIPTION FOR SEPTEMBER 2025	\$	36.00
EFT21960	22/10/2025	NEU-TECH AUTO ELECTRICS, TYRES & MECHANICAL	PLANT PARTS - WATER PUMP, TIPPER TRUCK	\$	285.95
EFT21961	22/10/2025	PARMELIA HILTON PERTH	CEO AND COUNCILLOR ACCOMMODATION AND MEALS FOR LG CONVENTION	\$	1,102.90
EFT21962	22/10/2025	RURAL TREES SERVICES	TREE PRUNING AND REMOVAL AT POOL	\$	2,800.60
EFT21963	22/10/2025	SCAVENGER FIRE & SAFETY	BUSHFIRE UNIFORM ORDER	\$	639.10
EFT21964	22/10/2025	SHIRE OF MERREDIN	2025/2026 CENTRAL WHEATBELT VISITORS CENTRE ANNUAL MEMBERSHIP	\$	221.50
EFT21965	22/10/2025	SIGMA TELFORD GROUP	POOL CHEMICALS	\$	4,254.80
EFT21966	22/10/2025	STEPHEN CARRICK ARCHITECTS	PROGRESS PAYMENT - BILBARIN HALL CONCEPT PLAN	\$	8,195.00
EFT21967	22/10/2025	SUPAGAS PTY LIMITED	RESIDENTIAL CONTAINER SERVICE CHARGE	\$	49.50
EFT21968	22/10/2025	TALIS CONSULTANTS PTY LTD	CONSULTANCY SERVICES - BENDERING LANDFILL MANAGEMENT PLAN 6.0 PROJECT	\$	770.00
EFT21969	22/10/2025	TEAM GLOBAL EXPRESS - TOLL GLOBAL	FREIGHT CHARGES	\$	382.40
EFT21970	22/10/2025	TELSTRA LIMITED	PHONE AND INTERNET CHARGES	\$	743.92
EFT21971	22/10/2025	THE BUTCHERS BLOCK	CATERING SUPPLIES	\$	46.02
EFT21972	22/10/2025	WA CONTRACT RANGER SERVICES	RANGER SERVICES - ANIMAL CONTROL, FIREBREAK INSPECTIONS	\$	1,761.38
EFT21973	22/10/2025	WA TRAFFIC PLANNING	TRAFFIC MANAGEMENT PLANS - VARIOUS ROAD PROJECTS	\$	2,475.00
EFT21974	30/10/2025	CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS	\$	67.77
EFT21975	30/10/2025	CORRIGIN SHIRE WORKERS SOCIAL CLUB	PAYROLL DEDUCTIONS	\$	210.00
EFT21976	30/10/2025	SALARY PACKAGING AUSTRALIA	SALARY PACKAGING PAYROLL DEDUCTION	\$	409.63
EFT21977	30/10/2025	ADVANCED AUTOLOGIC PTY LTD	1,000 LITRES OF KEROSENE	\$	3,900.00
EFT21978	30/10/2025	BAIRSTOW, RACHEL	STAFF REIMBURSEMENT	\$	250.00
EFT21979	30/10/2025	BORAL CONSTRUCTION MATERIALS GROUP LTD	4,000 LITRES OF EMULSION	\$	6,160.00
EFT21980	30/10/2025	BUDGET CASH REGISTER	CASH REGISTER RECEIPT ROLLS	\$	165.00
EFT21981	30/10/2025	CJS AGRI-MECHANICS	PLANT REPAIRS - MINI EXCAVATOR	\$	470.80
EFT21982	30/10/2025	CORRIGIN HOTEL	CATERING AND REFRESHMENTS	\$	1,801.99
EFT21983	30/10/2025	CORRIGIN TYREPOWER	PLANT REPAIRS - TOYOTA HILUX UTE	\$	57.50
EFT21984	30/10/2025	DAVEY, PIPPA	STAFF REIMBURSEMENT	\$	250.00
EFT21985	30/10/2025	DEPARTMENT OF FIRE & EMERGENCY SERVICES	PAYMENT OF UNDERSPENT FUNDS ON CAPITAL WORKS PROJECTS	\$	200,287.00
EFT21986	30/10/2025	ELDERS RURAL SERVICES AUSTRALIA LIMITED	PLANT PARTS AND MAINTENANCE - CEMENT BATCHING PLANT	\$	183.70
EFT21987	30/10/2025	HENRY, MYRA	STAFF REIMBURSEMENT	\$	250.00
EFT21988	30/10/2025	HERSEY'S SAFETY PTY LTD	STAFF SAFETY GUMBOOTS	\$	176.00
EFT21989	30/10/2025	LUDLOW, TANYA	STAFF REIMBURSEMENT	\$	250.00
EFT21990	30/10/2025	MIDLAND BRICK PTY LTD	MASONARY BRICKS FOR CULVERTS	\$	4,769.72
EFT21991	30/10/2025	MODERNZA PTY LTD T/AS WOODPECKER PROJECT	PICNIC TABLES FOR POOL	\$	5,610.00
EFT21992	30/10/2025	NEU-TECH AUTO ELECTRICS, TYRES & MECHANICAL	DAVEY PUMP FOR SEIMONS AVE UNIT, PLANT SERVICE - TOYOTA PRADO	\$	1,993.48
EFT21993	30/10/2025	RURAL TREES SERVICES	TREE PRUNING AND REMOVAL AT ADVENTURE PLAYGROUND	\$	4,721.20
EFT21994	30/10/2025	SIGMA TELFORD GROUP	POOL CHEMICALS	\$	305.58

SCHEDULE OF ACCOUNTS PAID FOR THE MONTH OF OCTOBER 2025

EFT21995	30/10/2025	TELSTRA LIMITED	PHONE AND INTERNET CHARGES	\$	762.89
EFT21996	30/10/2025	THE BUTCHERS BLOCK	CATERING SUPPLIES	\$	56.80
EFT21997	30/10/2025	THOR EARTH PLANT HIRE	CLEAN OUT MAIN STREET DRAIN	\$	3,608.00
EFT21998	30/10/2025	TREMAR CONTRACTING	SUPPLY AND INSTALL SAFETY RAILS AT TRANSFER STATION	\$	1,683.00
EFT21999	30/10/2025	WILSONS SIGN SOLUTIONS	COUNCILLOR HONOUR BOARD UPDATES	\$	126.50
				TOTAL EFT PAYMENTS	\$ 899,653.54

DIRECT DEBIT PAYMENTS

DD #	DATE	NAME	DESCRIPTION	AMOUNT
DD17902.1	01/10/2025	SYNERGY	ELECTRICITY CHARGES	\$ 7,035.60
DD17964.1	01/10/2025	AWARE SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 10,150.60
DD17964.2	01/10/2025	HOSTPLUS SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	\$ 443.83
DD17964.3	01/10/2025	CATHOLIC SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 1,571.84
DD17964.4	01/10/2025	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 1,812.70
DD17964.5	01/10/2025	REST SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	\$ 410.01
DD17964.6	01/10/2025	TELSTRA SUPERANNUATION SCHEME	SUPERANNUATION CONTRIBUTIONS	\$ 295.53
DD17936.1	06/10/2025	SYNERGY	ELECTRICITY CHARGES	\$ 179.63
DD18013.1	06/10/2025	NATIONAL AUSTRALIA BANK	CREDIT CARD PAYMENT	\$ 477.26
DD17935.1	07/10/2025	SYNERGY	ELECTRICITY CHARGES	\$ 126.90
DD17937.1	09/10/2025	SYNERGY	ELECTRICITY CHARGES	\$ 1,234.64
DD18034.1	14/10/2025	SYNERGY	ELECTRICITY CHARGES	-\$ 150.00
DD17958.1	15/10/2025	SYNERGY	ELECTRICITY CHARGES	\$ 164.80
DD18019.1	15/10/2025	AWARE SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 10,221.50
DD18019.2	15/10/2025	HOSTPLUS SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	\$ 443.83
DD18019.3	15/10/2025	CATHOLIC SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 1,566.32
DD18019.4	15/10/2025	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 1,849.91
DD18019.5	15/10/2025	REST SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	\$ 415.72
DD18019.6	15/10/2025	TELSTRA SUPERANNUATION SCHEME	SUPERANNUATION CONTRIBUTIONS	\$ 294.99
DD17959.1	17/10/2025	SYNERGY	ELECTRICITY CHARGES	\$ 11,177.02
DD17983.1	17/10/2025	WATER CORPORATION OF WA	WATER CHARGES	\$ 6.16
DD17984.1	22/10/2025	WATER CORPORATION OF WA	WATER CHARGES	\$ 329.56
DD17990.1	24/10/2025	SYNERGY	ELECTRICITY CHARGES	\$ 4,651.08
DD18030.1	28/10/2025	SYNERGY	ELECTRICITY CHARGES	\$ 7,368.89
DD18060.1	29/10/2025	AWARE SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 10,327.85
DD18060.2	29/10/2025	HOSTPLUS SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	\$ 443.83
DD18060.3	29/10/2025	CATHOLIC SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 1,578.32
DD18060.4	29/10/2025	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 1,878.54

SCHEDULE OF ACCOUNTS PAID FOR THE MONTH OF OCTOBER 2025

DD18060.5	29/10/2025	REST SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	\$	410.01
DD18060.6	29/10/2025	TELSTRA SUPERANNUATION SCHEME	SUPERANNUATION CONTRIBUTIONS	\$	336.29
TOTAL DIRECT DEBIT PAYMENTS				\$	77,053.16

EFT PAYROLL PAYMENTS

PPE #	DATE	NAME	DESCRIPTION	AMOUNT
PPE011025	02/10/2025	PAYROLL	FORTNIGHTLY PAYROLL PAYMENT TO EMPLOYEES	\$ 68,287.37
PPE151025	16/10/2025	PAYROLL	FORTNIGHTLY PAYROLL PAYMENT TO EMPLOYEES	\$ 68,294.00
PPE291025	30/10/2025	PAYROLL	FORTNIGHTLY PAYROLL PAYMENT TO EMPLOYEES	\$ 72,289.85
TOTAL EFT PAYROLL PAYMENTS				\$ 208,871.22

MUNICIPAL ACCOUNT - TOTAL PAYMENTS \$ 1,185,577.92

TRUST ACCOUNT

EFT PAYMENTS

EFT #	DATE	NAME	DESCRIPTION	AMOUNT
EFT21878	08/10/2025	PUBLIC TRANSPORT AUTHORITY	TRANSWA TICKET SALES FOR SEPTEMBER 2025	\$ 41.19
EFT21879	08/10/2025	SHIRE OF CORRIGIN - MUNICIPAL	TRANSWA TICKET COMMISSIONS FOR SEPTEMBER 2025	\$ 7.26
TOTAL EFT PAYMENTS				\$ 48.45

TRUST ACCOUNT - TOTAL PAYMENTS \$ 48.45

LICENSING TRUST ACCOUNT

DIRECT DEBIT PAYMENTS

DD #	DATE	NAME	DESCRIPTION	AMOUNT
DD17973.1	02/10/2025	DEPT OF TRANSPORT AND MAJOR INFRASTRUCTURE	DOT DIRECT DEBIT FOR LICENSING TRANSACTIONS	\$ 707.80
DD17975.1	03/10/2025	DEPT OF TRANSPORT AND MAJOR INFRASTRUCTURE	DOT DIRECT DEBIT FOR LICENSING TRANSACTIONS	\$ 2,562.90
DD17981.1	06/10/2025	DEPT OF TRANSPORT AND MAJOR INFRASTRUCTURE	DOT DIRECT DEBIT FOR LICENSING TRANSACTIONS	\$ 1,207.40
DD17998.1	07/10/2025	DEPT OF TRANSPORT AND MAJOR INFRASTRUCTURE	DOT DIRECT DEBIT FOR LICENSING TRANSACTIONS	\$ 76.70
DD18000.1	08/10/2025	DEPT OF TRANSPORT AND MAJOR INFRASTRUCTURE	DOT DIRECT DEBIT FOR LICENSING TRANSACTIONS	\$ 647.55
DD18003.1	09/10/2025	DEPT OF TRANSPORT AND MAJOR INFRASTRUCTURE	DOT DIRECT DEBIT FOR LICENSING TRANSACTIONS	\$ 3,825.70
DD18005.1	10/10/2025	DEPT OF TRANSPORT AND MAJOR INFRASTRUCTURE	DOT DIRECT DEBIT FOR LICENSING TRANSACTIONS	\$ 425.00
DD18007.1	13/10/2025	DEPT OF TRANSPORT AND MAJOR INFRASTRUCTURE	DOT DIRECT DEBIT FOR LICENSING TRANSACTIONS	\$ 2,208.70
DD18010.1	14/10/2025	DEPT OF TRANSPORT AND MAJOR INFRASTRUCTURE	DOT DIRECT DEBIT FOR LICENSING TRANSACTIONS	\$ 2,613.30
DD18023.1	15/10/2025	DEPT OF TRANSPORT AND MAJOR INFRASTRUCTURE	DOT DIRECT DEBIT FOR LICENSING TRANSACTIONS	\$ 4,023.15
DD18025.1	16/10/2025	DEPT OF TRANSPORT AND MAJOR INFRASTRUCTURE	DOT DIRECT DEBIT FOR LICENSING TRANSACTIONS	\$ 2,056.75
DD18027.1	17/10/2025	DEPT OF TRANSPORT AND MAJOR INFRASTRUCTURE	DOT DIRECT DEBIT FOR LICENSING TRANSACTIONS	\$ 5,052.85

SCHEDULE OF ACCOUNTS PAID FOR THE MONTH OF OCTOBER 2025

DD18029.1	20/10/2025	DEPT OF TRANSPORT AND MAJOR INFRASTRUCTURE	DOT DIRECT DEBIT FOR LICENSING TRANSACTIONS	\$	3,296.35
DD18033.1	21/10/2025	DEPT OF TRANSPORT AND MAJOR INFRASTRUCTURE	DOT DIRECT DEBIT FOR LICENSING TRANSACTIONS	\$	1,667.55
DD18039.1	22/10/2025	DEPT OF TRANSPORT AND MAJOR INFRASTRUCTURE	DOT DIRECT DEBIT FOR LICENSING TRANSACTIONS	\$	1,217.30
DD18044.1	23/10/2025	DEPT OF TRANSPORT AND MAJOR INFRASTRUCTURE	DOT DIRECT DEBIT FOR LICENSING TRANSACTIONS	\$	961.65
DD18046.1	24/10/2025	DEPT OF TRANSPORT AND MAJOR INFRASTRUCTURE	DOT DIRECT DEBIT FOR LICENSING TRANSACTIONS	\$	371.20
DD18048.1	27/10/2025	DEPT OF TRANSPORT AND MAJOR INFRASTRUCTURE	DOT DIRECT DEBIT FOR LICENSING TRANSACTIONS	\$	1,835.65
DD18054.1	28/10/2025	DEPT OF TRANSPORT AND MAJOR INFRASTRUCTURE	DOT DIRECT DEBIT FOR LICENSING TRANSACTIONS	\$	1,117.25
DD18064.1	30/10/2025	DEPT OF TRANSPORT AND MAJOR INFRASTRUCTURE	DOT DIRECT DEBIT FOR LICENSING TRANSACTIONS	\$	4,504.40
DD18066.1	31/10/2025	DEPT OF TRANSPORT AND MAJOR INFRASTRUCTURE	DOT DIRECT DEBIT FOR LICENSING TRANSACTIONS	\$	851.85
TOTAL DIRECT DEBIT PAYMENTS				\$	41,231.00
LICENSING TRUST ACCOUNT - TOTAL PAYMENTS				\$	<u>41,231.00</u>
TOTAL MUNICIPAL ACCOUNT PAYMENTS				\$	1,185,577.92
TOTAL TRUST ACCOUNT PAYMENTS				\$	48.45
TOTAL EDNA STEVENSON TRUST ACCOUNT PAYMENTS				\$	-
TOTAL LICENSING TRUST ACCOUNT PAYMENTS				\$	41,231.00
TOTAL OF ALL ACCOUNT PAYMENTS				\$	<u>1,226,857.37</u>

SCHEDULE OF ACCOUNTS PAID FOR THE MONTH OF OCTOBER 2025

CREDIT CARD PURCHASES

DATE	NAME	DESCRIPTION	AMOUNT
04/09/2025	CROWN PROMENADE PERTH	STAFF ACCOMMODATION FOR LG PRO COMMUNITY DEVELOPMENT CONFERENCE	\$ 460.00
25/09/2025	LADLE AND PRESS CAFÉ	CEO MEAL FOR LG CONVENTION	\$ 17.26
TOTAL CREDIT CARD PURCHASES			<u>\$ 477.26</u>

FUEL CARD PURCHASES

DATE	NAME	DESCRIPTION	AMOUNT
30/09/2025	ADMINISTRATION VEHICLE - CR1	FUEL CARD PURCHASES FOR SEPTEMBER 2025	\$ 563.21
30/09/2025	ADMINISTRATION VEHICLE - 2CR	FUEL CARD PURCHASES FOR SEPTEMBER 2025	\$ 200.92
30/09/2025	WORKS AND SERVICES VEHICLE - 1CR	FUEL CARD PURCHASES FOR SEPTEMBER 2025	\$ 632.56
30/09/2025	MEDICAL SERVICES VEHICLE - CR1000	FUEL CARD PURCHASES FOR SEPTEMBER 2025	\$ 391.60
30/09/2025	ROE HEALTH VEHICLE - 4CR	FUEL CARD PURCHASES FOR SEPTEMBER 2025	\$ 1,315.19
TOTAL FUEL CARD PURCHASES			<u>\$ 3,103.48</u>



MONTHLY FINANCIAL REPORT

(Containing the required statement of financial activity and statement of financial position)

For the period ended 31 October 2025

LOCAL GOVERNMENT ACT 1995

LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

TABLE OF CONTENTS

Statement of financial activity	2
Statement of financial position	3
Note 1 Basis of preparation	4
Note 2 Net current assets information	5
Note 3 Explanation of variances	6

SHIRE OF CORRIGIN
STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2025

	Adopted Budget Estimates	YTD Budget Estimates	YTD Actual	Variance* \$	Variance* %	Var.
Note	(a) \$	(b) \$	(c) \$	(c) - (b) \$	((c) - (b))/(b) %	
OPERATING ACTIVITIES						
Revenue from operating activities						
General rates	3,185,550	3,182,214	3,179,755	(2,459)	(0.08%)	
Rates excluding general rates	98,446	98,446	98,446	0	0.00%	
Grants, subsidies and contributions	1,543,011	630,059	656,726	26,667	4.23%	
Fees and charges	843,808	450,576	414,105	(36,471)	(8.09%)	
Interest revenue	283,990	35,791	19,966	(15,825)	(44.22%)	▼
Other revenue	261,461	58,286	506,947	448,661	769.76%	▲
Profit on asset disposals	218,867	47,264	0	(47,264)	(100.00%)	▼
	6,435,133	4,502,636	4,875,945	373,309	8.29%	
Expenditure from operating activities						
Employee costs	(3,045,931)	(1,015,462)	(918,493)	96,969	9.55%	
Materials and contracts	(2,500,851)	(827,925)	(890,390)	(62,465)	(7.54%)	
Utility charges	(374,880)	(124,820)	(85,208)	39,612	31.74%	▲
Depreciation	(4,714,278)	(1,571,232)	0	1,571,232	100.00%	▲
Finance costs	(51,087)	0	0	0	0.00%	
Insurance	(346,106)	(346,076)	(313,996)	32,080	9.27%	
Other expenditure	(216,439)	(45,790)	(60,943)	(15,153)	(33.09%)	▼
Loss on asset disposals	(235,609)	(134,863)	0	134,863	100.00%	▲
	(11,485,181)	(4,066,168)	(2,269,030)	1,797,138	44.20%	
Non cash amounts excluded from operating activities	2(c) 4,714,322	1,658,831	0	(1,658,831)	(100.00%)	▼
Amount attributable to operating activities	(335,726)	2,095,299	2,606,915	511,616	24.42%	
INVESTING ACTIVITIES						
Inflows from investing activities						
Proceeds from capital grants, subsidies and contributions	1,545,354	100,000	500	(99,500)	(99.50%)	▼
Proceeds from disposal of assets	547,000	0	0	0	0.00%	
Proceeds on disposal of financial assets at fair values through other comprehensive income	167,080	0	0	0	0.00%	
	2,259,434	100,000	500	(99,500)	(99.50%)	
Outflows from investing activities						
Acquisition of property, plant and equipment	(2,252,500)	(644,000)	(366,436)	277,564	43.10%	▲
Acquisition of infrastructure	(3,061,509)	0	(108,592)	(108,592)	0.00%	
	(5,314,009)	(644,000)	(475,028)	168,972	26.24%	
Non-cash amounts excluded from investing activities	2(d) (1,444)	0	0	0	0.00%	
Amount attributable to investing activities	(3,056,019)	(544,000)	(474,528)	69,472	12.77%	
FINANCING ACTIVITIES						
Inflows from financing activities						
Transfer from reserves	234,660	0	183,078	183,078	0.00%	
	234,660	0	183,078	183,078	0.00%	
Outflows from financing activities						
Repayment of borrowings	(103,465)	0	0	0	0.00%	
Transfer to reserves	(427,708)	0	0	0	0.00%	
	(531,173)	0	0	0	0.00%	
Amount attributable to financing activities	(296,513)	0	183,078	183,078	0.00%	
MOVEMENT IN SURPLUS OR DEFICIT						
Surplus or deficit at the start of the financial year	2(a) 3,688,258	3,688,258	3,886,924	198,666	5.39%	
Amount attributable to operating activities	(335,726)	2,095,299	2,606,915	511,616	24.42%	▲
Amount attributable to investing activities	(3,056,019)	(544,000)	(474,528)	69,472	12.77%	▲
Amount attributable to financing activities	(296,513)	0	183,078	183,078	0.00%	
Surplus or deficit after imposition of general rates	0	5,239,557	6,202,389	962,832	18.38%	▲

KEY INFORMATION

▲▼ Indicates a variance between Year to Date (YTD) Budget and YTD Actual data outside the adopted materiality threshold.

▲ Indicates a variance with a positive impact on the financial position.

▼ Indicates a variance with a negative impact on the financial position.

Refer to Note 3 for an explanation of the reasons for the variance.

This statement is to be read in conjunction with the accompanying notes.

SHIRE OF CORRIGIN
STATEMENT OF FINANCIAL POSITION
FOR THE PERIOD ENDED 31 OCTOBER 2025

	Actual 30 June 2025	Actual as at 31 October 2025
	\$	\$
CURRENT ASSETS		
Cash and cash equivalents	3,915,716	5,585,438
Trade and other receivables	194,271	479,768
Other financial assets	4,259,215	4,259,215
Inventories	167,803	146,480
Contract assets	297,762	297,182
Other assets	1,272	17,403
TOTAL CURRENT ASSETS	8,836,039	10,785,486
NON-CURRENT ASSETS		
Trade and other receivables	17,197	17,197
Other financial assets	79,620	79,620
Inventories	1,045,000	1,045,000
Investment in associate	41,554	41,554
Property, plant and equipment	34,553,917	34,920,352
Infrastructure	171,715,780	171,824,373
TOTAL NON-CURRENT ASSETS	207,453,068	207,928,096
TOTAL ASSETS	216,289,107	218,713,582
CURRENT LIABILITIES		
Trade and other payables	319,963	154,034
Other liabilities	35,706	18,695
Borrowings	103,466	103,466
Employee related provisions	374,081	374,081
TOTAL CURRENT LIABILITIES	833,216	650,276
NON-CURRENT LIABILITIES		
Borrowings	1,023,119	1,023,119
Employee related provisions	54,612	54,612
TOTAL NON-CURRENT LIABILITIES	1,077,731	1,077,731
TOTAL LIABILITIES	1,910,947	1,728,007
NET ASSETS	214,378,160	216,985,575
EQUITY		
Retained surplus	34,343,148	37,133,641
Reserve accounts	4,450,533	4,267,455
Revaluation surplus	175,584,479	175,584,479
TOTAL EQUITY	214,378,160	216,985,575

This statement is to be read in conjunction with the accompanying notes.

SHIRE OF CORRIGIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2025

1 BASIS OF PREPARATION AND MATERIAL ACCOUNTING POLICIES

BASIS OF PREPARATION

This prescribed financial report has been prepared in accordance with the *Local Government Act 1995* and accompanying regulations.

Local Government Act 1995 requirements

Section 6.4(2) of the *Local Government Act 1995* read with the *Local Government (Financial Management) Regulations 1996*, prescribe that the financial report be prepared in accordance with the *Local Government Act 1995* and, to the extent that they are not inconsistent with the Act, the Australian Accounting Standards. The Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and Interpretations of the Australian Accounting Standards Board were applied where no inconsistencies exist.

The *Local Government (Financial Management) Regulations 1996* specify that vested land is a right-of-use asset to be measured at cost, and is considered a zero cost concessionary lease. All right-of-use assets under zero cost concessionary leases are measured at zero cost rather than at fair value, except for vested improvements on concessionary land leases such as roads, buildings or other infrastructure which continue to be reported at fair value, as opposed to the vested land which is measured at zero cost. The measurement of vested improvements at fair value is a departure from AASB 16 which would have required the Shire to measure any vested improvements at zero cost.

Local Government (Financial Management) Regulations 1996, regulation 34 prescribes contents of the financial report. Supplementary information does not form part of the financial report.

Accounting policies which have been adopted in the preparation of this financial report have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the financial report has been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 12 November 2025

THE LOCAL GOVERNMENT REPORTING ENTITY

All funds through which the Shire controls resources to carry on its functions have been included in the financial statements forming part of this financial report.

All monies held in the Trust Fund are excluded from the financial statements.

MATERIAL ACCOUNTING POLICES

Material accounting policies utilised in the preparation of these statements are as described within the 2024-25 Annual Budget. Please refer to the adopted budget document for details of these policies.

Critical accounting estimates and judgements

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses.

The estimates and associated assumptions are based on historical experience and various other factors believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

As with all estimates, the use of different assumptions could lead to material changes in the amounts reported in the financial report.

The following are estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year and further information on their nature and impact can be found in the relevant note:

- Fair value measurement of assets carried at reportable value including:
 - Property, plant and equipment
 - Infrastructure
- Impairment losses of non-financial assets
- Expected credit losses on financial assets
- Measurement of employee benefits

SHIRE OF CORRIGIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2025

2 NET CURRENT ASSETS INFORMATION

(a) Net current assets used in the Statement of Financial Activity

Current assets

Cash and cash equivalents
Trade and other receivables
Other financial assets
Inventories
Contract assets
Other assets

Less: current liabilities

Trade and other payables
Other liabilities
Borrowings
Employee related provisions
Other provisions

Net current assets

Less: Total adjustments to net current assets

Closing funding surplus / (deficit)

Note	Adopted Budget Opening 1 July 2025	Actual as at 30 June 2025	Actual as at 31 October 2025
	\$	\$	\$
	589,909	3,915,716	5,585,438
	68,435	194,271	479,768
	4,452,263	4,259,215	4,259,215
	77,240	167,803	146,480
	0	297,762	297,182
	33,872	1,272	17,403
	5,221,719	8,836,039	10,785,486
	(137,850)	(319,963)	(154,034)
	(36,154)	(35,706)	(18,695)
		(103,466)	(103,466)
	(345,400)	(374,081)	(374,081)
	(57,292)	0	0
	(576,696)	(833,216)	(650,276)
	4,645,023	8,002,823	10,135,210
2(b)	(4,645,023)	(4,115,899)	(3,932,821)
	0	3,886,924	6,202,389

(b) Current assets and liabilities excluded from budgeted deficiency

Adjustments to net current assets

Less: Reserve accounts
Less: Current assets not expected to be received at end of year
- Current financial assets at amortised cost - self supporting loans
- Rates receivable
Add: Current liabilities not expected to be cleared at the end of the year
- Current portion of borrowings
- Current portion of unspent capital grants held in reserve
- Current portion of employee benefit provisions held in reserve

Total adjustments to net current assets

	(4,643,581)	(4,450,533)	(4,267,455)
	36,154	0	0
	0	103,466	103,466
	(37,596)	0	0
	0	231,168	231,168
2(a)	(4,645,023)	(4,115,899)	(3,932,821)

(c) Non-cash amounts excluded from operating activities

Adjustments to operating activities

Less: Profit on asset disposals
Add: Loss on asset disposals
Add: Depreciation
Non-cash movements in non-current assets and liabilities:
- Employee provisions

Total non-cash amounts excluded from operating activities

Adopted Budget Estimates 30 June 2026	YTD Budget Estimates 31 October 2025	YTD Actual 31 October 2025
\$	\$	\$
(218,867)	(47,264)	0
235,609	134,863	0
4,714,278	1,571,232	0
(16,698)	0	0
4,714,322	1,658,831	0

(d) Non-cash amounts excluded from investing activities

Adjustments to investing activities

Movement in current unspent capital grants associated with restricted cash
Total non-cash amounts excluded from investing activities

(1,444)	0	0
(1,444)	0	0

CURRENT AND NON-CURRENT CLASSIFICATION

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. Unless otherwise stated assets or liabilities are classified as current if expected to be settled within the next 12 months, being the local governments' operational cycle.

SHIRE OF CORRIGIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2025

3 EXPLANATION OF MATERIAL VARIANCES

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date actual materially.

The material variance adopted by Council for the 2025-26 year is \$10,000 and 10.00% whichever is the greater.

Description	Var. \$ \$	Var. % %	
Revenue from operating activities			
Interest revenue This is a timing variance received less in interest than anticipated as we have only just invested extra muni funds in September and October	(15,825)	(44.22%)	▼
Other revenue This is a timing variance related to the sale of Granite Rise blocks, will be processed once Audit is completed.	448,661	769.76%	▲
Profit on asset disposals Sale of various asset still to be completed.	(47,264)	(100.00%)	▼
Expenditure from operating activities			
Utility charges Timing issues of various utility charges still to be invoiced and paid.	39,612	31.74%	▲
Depreciation Depreciation is yet to be processed and will be completed after the final audit.	1,571,232	100.00%	▲
Other expenditure Various subscriptions paid earlier than anticipated.	(15,153)	(33.09%)	▼
Loss on asset disposals Sale of various asset still to be completed.	134,863	100.00%	▲
Non cash amounts excluded from operating activities Depreciation is yet to be processed and will be completed after the final audit.	(1,658,831)	(100.00%)	▼
Inflows from investing activities			
Proceeds from capital grants, subsidies and contributions This is a timing variance related capital grants not received yet.	(99,500)	(99.50%)	▼
Outflows from investing activities			
Acquisition of property, plant and equipment This is a timing variance in expenditure on Capital purchases, as quotes are still being called on various projects.	277,564	43.10%	▲
Surplus or deficit after imposition of general rates As described above	962,832	18.38%	▲

SHIRE OF CORRIGIN
SUPPLEMENTARY INFORMATION

TABLE OF CONTENTS

1	Op Grants	1
2	Non Op Grants	6
3	Graph Info Budgets	11
4	Key information	16
5	Key information - graphical	17
6	Cash and financial assets	18
7	Reserve accounts	19
8	Capital acquisitions	20
9	Disposal of assets	22
10	Receivables	23
11	Other current assets	24
12	Payables	25
13	Borrowings	26
14	Other current liabilities	27
15	Grants and contributions	28
16	Capital grants and contributions	29
17	Trust fund	30

BASIS OF PREPARATION - SUPPLEMENTARY INFORMATION

Supplementary information is presented for information purposes. The information does not comply with the disclosure requirements of the Australian Accounting Standards.

**SHIRE OF CORRIGIN
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 OCTOBER 2025**

1 KEY INFORMATION

Funding Surplus or Deficit Components

Funding surplus / (deficit)				
	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
Opening	\$3.69 M	\$3.69 M	\$3.89 M	\$0.20 M
Closing	\$0.00 M	\$5.24 M	\$6.20 M	\$0.96 M

Refer to Statement of Financial Activity

Cash and cash equivalents		
	\$9.84 M	% of total
Unrestricted Cash	\$5.58 M	56.7%
Restricted Cash	\$4.27 M	43.3%

Refer to 3 - Cash and Financial Assets

Payables	
	\$0.15 M
Trade Payables	\$0.07 M
0 to 30 Days	100.0%
Over 30 Days	0.0%
Over 90 Days	0.0%

Refer to 9 - Payables

Receivables		
	\$0.14 M	% Collected
Rates Receivable	\$0.34 M	89.6%
Trade Receivable	\$0.14 M	% Outstanding
Over 30 Days		10.1%
Over 90 Days		6.1%

Refer to 7 - Receivables

Key Operating Activities

Amount attributable to operating activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$0.34 M)	\$2.10 M	\$2.61 M	\$0.51 M

Refer to Statement of Financial Activity

Rates Revenue		
YTD Actual	\$3.18 M	% Variance
YTD Budget	\$3.18 M	(0.1%)

Grants and Contributions		
YTD Actual	\$0.66 M	% Variance
YTD Budget	\$0.63 M	4.2%

Refer to 12 - Grants and Contributions

Fees and Charges		
YTD Actual	\$0.41 M	% Variance
YTD Budget	\$0.45 M	(8.1%)

Refer to Statement of Financial Activity

Key Investing Activities

Amount attributable to investing activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$3.06 M)	(\$0.54 M)	(\$0.47 M)	\$0.07 M

Refer to Statement of Financial Activity

Proceeds on sale		
YTD Actual	\$0.00 M	%
Adopted Budget	\$0.55 M	(100.0%)

Refer to 6 - Disposal of Assets

Asset Acquisition		
YTD Actual	\$0.11 M	% Spent
Adopted Budget	\$3.06 M	(96.5%)

Refer to 5 - Capital Acquisitions

Capital Grants		
YTD Actual	\$0.00 M	% Received
Adopted Budget	\$1.55 M	(100.0%)

Refer to 5 - Capital Acquisitions

Key Financing Activities

Amount attributable to financing activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$0.30 M)	\$0.00 M	\$0.18 M	\$0.18 M

Refer to Statement of Financial Activity

Borrowings	
Principal repayments	\$0.00 M
Interest expense	\$0.00 M
Principal due	\$1.13 M

Refer to 10 - Borrowings

Reserves	
Reserves balance	\$4.27 M
Net Movement	(\$0.18 M)

Refer to 4 - Cash Reserves

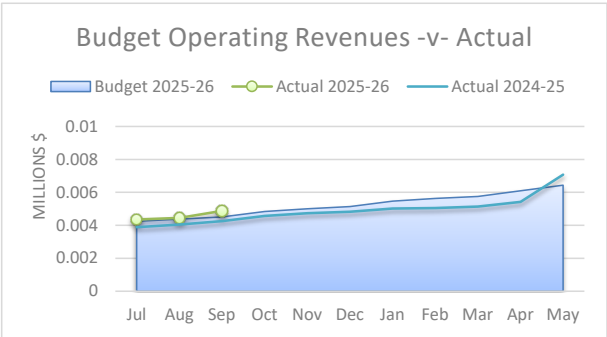
This information is to be read in conjunction with the accompanying Financial Statements and notes.

SHIRE OF CORRIGIN
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 OCTOBER 2025

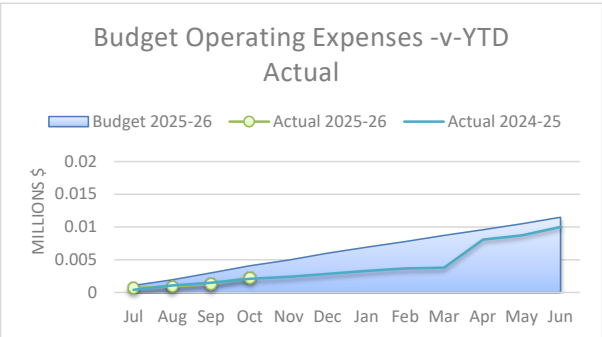
2 KEY INFORMATION - GRAPHICAL

OPERATING ACTIVITIES

OPERATING REVENUE

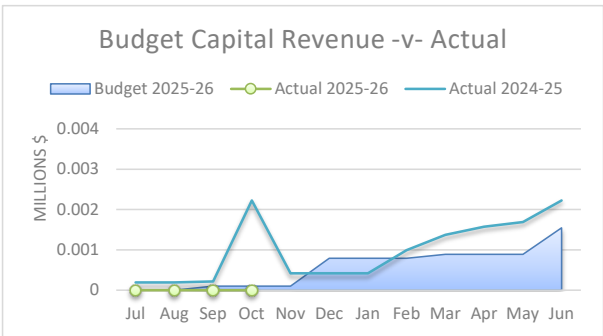


OPERATING EXPENSES

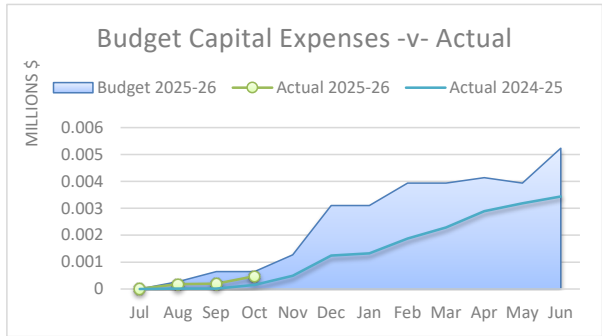


INVESTING ACTIVITIES

CAPITAL REVENUE



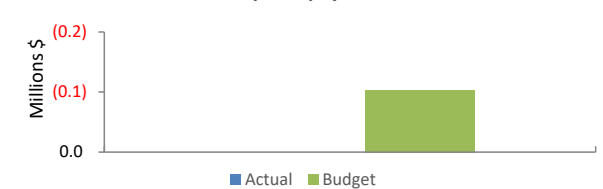
CAPITAL EXPENSES



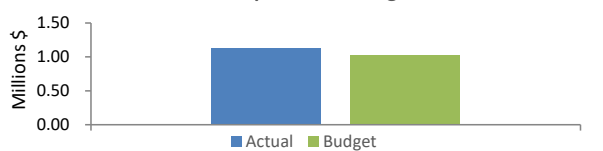
FINANCING ACTIVITIES

BORROWINGS

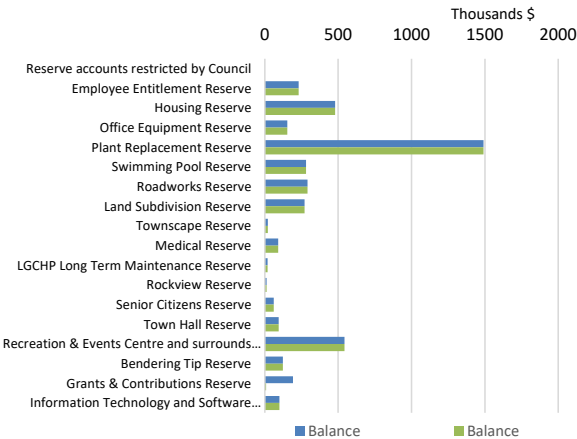
Principal Repayments



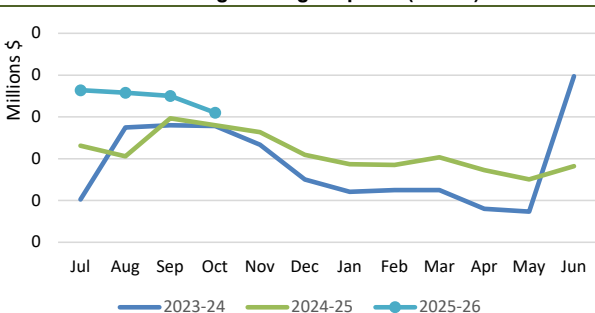
Principal Outstanding



RESERVES



Closing funding surplus / (deficit)



This information is to be read in conjunction with the accompanying Financial Statements and Notes.

**SHIRE OF CORRIGIN
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 OCTOBER 2025**

3 CASH AND FINANCIAL ASSETS AT AMORTISED COST

Description	Classification	Unrestricted	Reserve Accounts	Total	Trust	Institution	Interest Rate	Maturity Date
		\$	\$	\$	\$			
Cash Float on Hand	Cash and cash equivalents	400		400				
Municipal Fund	Cash and cash equivalents	700,780		700,780		NAB	0.00%	At Call
Overnight Cash Deposit Facilities	Cash and cash equivalents	2,038,781		2,038,781		WATC/NAB	4.05%	At Call
Reserves At Call Fund	Cash and cash equivalents	0	8,240	8,240		NAB	0.00%	At Call
Trust Fund	Cash and cash equivalents	0		0	111,114	NAB	0.00%	At Call
The Stevenson Trust	Cash and cash equivalents	0		0	57,475	NAB	0.55%	At Call
Police Licensing Trust Fund	Cash and cash equivalents	0		0	13,320	NAB	0.00%	At Call
Municipal Cash at Bank at Call	Cash and cash equivalents	2,837,236		2,837,236				
Reserves Fund	Financial assets at amortised cost	0	4,259,215	4,259,215		NAB	4.10%	06/2026
The Stevenson Trust	Financial assets at amortised cost	0		0	768,633	NAB	5.01%	06/2026
Total		5,577,198	4,267,455	9,844,653	950,542			
Comprising								
Cash and cash equivalents		5,577,198	8,240	5,585,438	181,909			
Financial assets at amortised cost - Term Deposits		0	4,259,215	4,259,215	768,633			
		5,577,198	4,267,455	9,844,653	950,542			

KEY INFORMATION

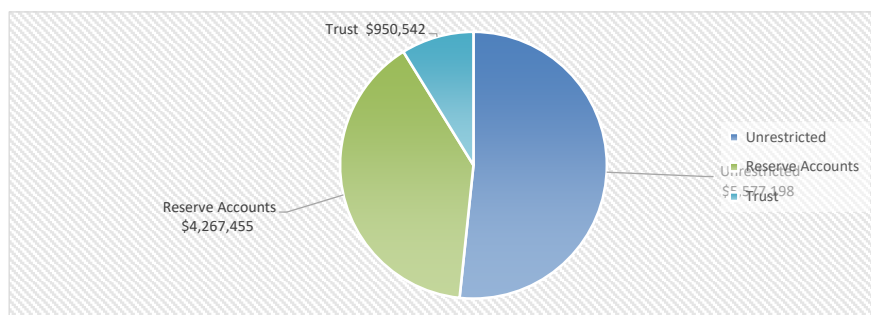
Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments with original maturities of three months or less that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value.

Bank overdrafts are reported as short term borrowings in current liabilities in the statement of net current assets.

The local government classifies financial assets at amortised cost if both of the following criteria are met:

- the asset is held within a business model whose objective is to collect the contractual cashflows, and
- the contractual terms give rise to cash flows that are solely payments of principal and interest.

Financial assets at amortised cost held with registered financial institutions are listed in this note other financial assets at amortised cost are provided in Note 8 - Other assets.



SHIRE OF CORRIGIN
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 OCTOBER 2025

4 RESERVE ACCOUNTS

Reserve account name	Budget				Actual			
	Opening	Transfers	Transfers	Closing	Opening	Transfers	Transfers	Closing
	Balance	In (+)	Out (-)	Balance	Balance	In (+)	Out (-)	Balance
	\$	\$	\$	\$	\$	\$	\$	\$
Reserve accounts restricted by Council								
Employee Entitlement Reserve	231,168	19,069	0	250,237	231,168	0	0	231,168
Housing Reserve	478,383	28,771	0	507,154	478,383	0	0	478,383
Office Equipment Reserve	153,372	11,018	0	164,390	153,372	0	0	153,372
Plant Replacement Reserve	1,490,691	78,491	0	1,569,182	1,490,691	0	0	1,490,691
Swimming Pool Reserve	280,725	16,015	0	296,740	280,725	0	0	280,725
Roadworks Reserve	291,759	11,448	0	303,207	291,759	0	0	291,759
Land Subdivision Reserve	271,631	77,738	0	349,369	271,631	0	0	271,631
Townscape Reserve	20,048	787	(20,835)	0	20,048	0	0	20,048
Medical Reserve	91,447	13,588	0	105,035	91,447	0	0	91,447
LGCHP Long Term Maintenance Reserve	18,418	723	(15,000)	4,141	18,418	0	0	18,418
Rockview Reserve	12,113	1,475	0	13,588	12,113	0	0	12,113
Senior Citizens Reserve	60,279	2,365	0	62,644	60,279	0	0	60,279
Town Hall Reserve	94,211	8,697	0	102,908	94,211	0	0	94,211
Recreation & Events Centre and surrounds Rese	542,227	31,276	0	573,503	542,227	0	0	542,227
Bendering Tip Reserve	122,743	14,816	0	137,559	122,743	0	0	122,743
Grants & Contributions Reserve	191,318	7,507	(198,825)	0	191,318	0	(183,078)	8,240
Information Technology and Software Reserve	100,000	103,924	0	203,924	100,000	0	0	100,000
	4,450,533	427,708	(234,660)	4,643,581	4,450,533	0	(183,078)	4,267,455

5 CAPITAL ACQUISITIONS

Capital acquisitions	Adopted		YTD Actual	YTD Variance
	Budget	YTD Budget		
	\$	\$	\$	\$
Buildings	370,000	0	3,600	3,600
Furniture and equipment	107,500	0	18,141	18,141
Plant and equipment	1,775,000	644,000	344,695	(299,305)
Acquisition of property, plant and equipment	2,252,500	644,000	366,436	(277,564)
Infrastructure - roads	2,279,009	0	72,236	72,236
Infrastructure - other	162,500	0	36,357	36,357
Infrastructure - parks and ovals	620,000	0	0	0
Acquisition of infrastructure	3,061,509	0	108,592	108,592
Total capital acquisitions	5,314,009	644,000	475,028	(168,972)
Capital Acquisitions Funded By:				
Capital grants and contributions	1,545,354	100,000	500	(99,500)
Other (disposals & C/Fwd)	547,000	0	0	0
Reserve accounts				
Townscape Reserve	20,835	0	0	0
LGCHP Long Term Maintenance Reserve	15,000	0	0	0
Grants & Contributions Reserve	198,825	0	183,078	183,078
Contribution - operations	2,986,995	544,000	291,450	(252,550)
Capital funding total	5,314,009	644,000	475,028	(168,972)

KEY INFORMATION

Initial recognition

An item of property, plant and equipment or infrastructure that qualifies for recognition as an asset is measured at its cost.

Upon initial recognition, cost is determined as the amount paid (or other consideration given) to acquire the assets, plus costs incidental to the acquisition. The cost of non-current assets constructed by the Shire includes the cost of all materials used in construction, direct labour on the project and an appropriate proportion of variable and fixed overheads. For assets acquired at zero cost or otherwise significantly less than fair value, cost is determined as fair value at the date of acquisition.

Assets for which the fair value as at the date of acquisition is under \$5,000 are not recognised as an asset in accordance with *Local Government (Financial Management) Regulation 17A(5)*. These assets are expensed immediately.

Where multiple individual low value assets are purchased together as part of a larger asset or collectively forming a larger asset exceeding the threshold, the individual assets are recognised as one asset and capitalised.

Individual assets that are land, buildings and infrastructure acquired between scheduled revaluation dates of the asset class in accordance with the Shire's revaluation policy, are recognised at cost and disclosed as being at reportable value.

Measurement after recognition

Plant and equipment including furniture and equipment and right-of-use assets (other than vested improvements) are measured using the cost model as required under *Local Government (Financial Management) Regulation 17A(2)*. Assets held under the cost model are carried at cost less accumulated depreciation and any impairment losses being their reportable value.

Reportable Value

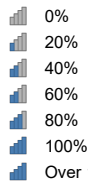
In accordance with *Local Government (Financial Management) Regulation 17A(2)*, the carrying amount of non-financial assets that are land and buildings classified as property, plant and equipment, investment properties, infrastructure or vested improvements that the local government controls.

Reportable value is for the purpose of *Local Government (Financial Management) Regulation 17A(4)* is the fair value of the asset at its last valuation date minus (to the extent applicable) the accumulated depreciation and any accumulated impairment losses in respect of the non-financial asset subsequent to its last valuation date.

5 CAPITAL ACQUISITIONS (CONTINUED) - DETAILED

Capital expenditure total

Level of completion indicators

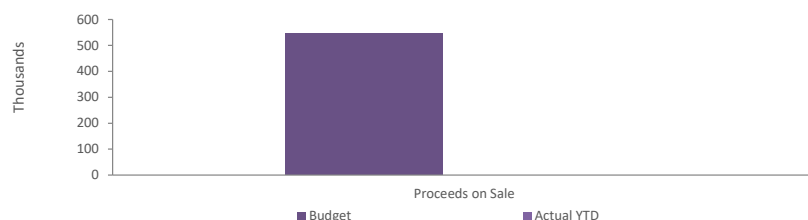


Percentage Year to Date Actual to Annual Budget expenditure where the expenditure over budget highlighted in red.

		Adopted		Variance (Under)/Over
Account Description		Budget	YTD Budget	
		\$	\$	\$
Community Resource Centre	Front Desk Re-Fitout (carryover 24/25)	20,000	0	0
Housing	Replace Carpets - 1 Spanney	10,000	0	0
Bilbarin Hall	Redevelopment of the Bilbarin Hall precinct	150,000	0	0
CREC	Construct Shade Shelter indoor Netball Court	80,000	0	3,600 (3,600)
CREC	Install Fans Indoor Netball court	60,000	0	0
CREC	Construct portico at entrance (carryover 24/25)	50,000	0	0
Loch Ness Dam	Aerator - Dam	20,000	0	0
Reserve and Dam Maintenance	OHS Equipment – Chemical Treatment Upgrades	45,000	0	0
Pool- Main	New PA and Sound System	6,000	0	18,141 (18,141)
Pool- Heated	Pump Room & Pool Ventilation System Upgrades	26,500	0	0
Sale Yard	eTag's Reader	10,000	0	0
ROE Health	ROE EHO Vehicle - 4CR	65,000	0	0
CREC	Generator – Evacuation Centre (Power Resilience Project)	156,000	0	0
Roads and Civil	Standard Flow Skid Steer Mulcher - Attachment	80,000	220,000	124,182 95,818
Roads and Civil	Skid Steer Loader - CR13 (carryover 24/25)	140,000	0	0
Roads and Civil	Tipper Truck - CR4 (carryover 24/25)	231,000	231,000	0 231,000
Roads and Civil	Crew Cab Truck - CR18	140,000	140,000	0 140,000
Roads and Civil	Crew Cab Truck - CR16 (carryover 24/25)	130,000	0	0
Roads and Civil	Prime Mover - CR19	350,000	0	0
Roads and Civil	Tri Axle Low Loader Trailer - CR2233 (carryover 24/25)	170,000	0	172,523 (172,523)
Other Property& Services	MWS Vehicle - 1CR	65,000	0	0
Other Property& Services	7x5 Tandem Tipper Trailer - 1THY294 (carryover 24/25)	15,000	0	0
Other Property& Services	7x5 Tandem Tipper Trailer - CR3246 (carryover 24/25)	15,000	0	0
Other Property& Services	Miscellaneous small plant (> \$5,000)	20,000	0	0
Other Property& Services	Forklift - CR4030 (carryover 24/25)	53,000	53,000	47,990 5,010
Other Property& Services	CEO Vehicle - CR1	85,000	0	0
Other Property& Services	DCEO Vehicle - 2CR	60,000	0	0
Lynch Street near Church	Reseal	21,375	0	0
Bendering Rd - renewal	Reseal	36,000	0	45,304 (45,304)
Bendering Rd - upgrade	Reconstruct and widen including upgrade drainage, signage and clear zones.	215,000	0	0
Dry Well Rd	Shoulder Reconditioning	197,066	0	14,850 (14,850)
Bullaring-George Road and Rabbit Proof Fence Road	Widen intersection and approaches, install ruble strips, remove hazards from clear zone, improve drainage	311,684	0	2,650 (2,650)
Doyle Road	Widen and Gravel Resheet	56,160	0	0
Corrigin - Quairading Rd (RRG)	Final Seal	102,000	0	0
Rabbit Proof Fence Road	Feature Survey and Geotechnical investigation	44,020	0	1,900 (1,900)
Corrigin - Bruce Rock Road - WSNF	Finalise design and pavement analysis	30,400	0	0
Babakin - Corrigin Rd (RRG)	Final Seal	185,000	0	464 (464)
Corrigin South Rd	Reconstruct	443,200	0	750 (750)
Wickepin - Corrigin Road (RRG) 24/25 project	Reconstruct and widen , including upgrade drainage, signage and clear zones.	417,000	0	6,318 (6,318)
Wickepin - Corrigin Road (RRG)	Final Seal	81,000	0	0
Bilbarin - Quairading Rd	Reseal	139,104	0	0
Transfer Station	Concrete retaining wall - hook bin	20,000	0	33,263 (33,263)
Pool- Heated	Replace Expansion Joints, Regrout & Reline	40,000	0	3,094 (3,094)
Pool - Surrounds	Awning (replace shade sails)	7,500	0	0
Pool - Surrounds	Basketball Refurbishments	15,000	0	0
Main Street Car Bays (CWA)	Electric Vehicle Charging Station (carryover 24/25)	60,000	0	0
Caravan Park	Install Patio	20,000	0	0
Sporting Ovals	Reticulation Upgrade - CREC (carryover 24/25)	500,000	0	0
Rotary Park	Shade Shelter - over BBQ's - Rotary Park	10,000	0	0
Old Tennis Courts (Skate Park)	Redevelopment of old tennis courts	100,000	0	0
Hill Street	Lighting the Way Project - Solar Bollard Lighting - Hill Street	10,000	0	0
		5,314,009	644,000	475,028 168,972

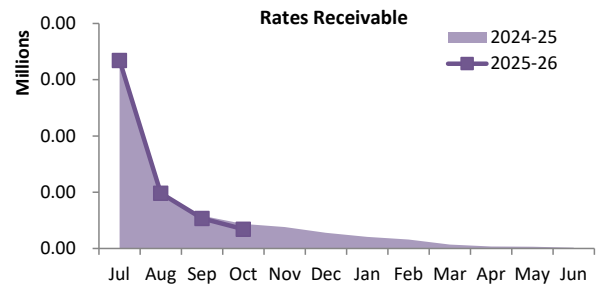
6 DISPOSAL OF ASSETS

		Budget				YTD Actual			
Asset Ref.	Asset description	Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
Buildings									
209	Infant Health Clinic, Lynch Street	114,618	85,000	0	(29,618)			0	0
100549	Rockview Homestead (Demolition)	59,155	0	0	(59,155)			0	0
212	Rotary Park Toilet Block (Demolition)	65,836	0	0	(65,836)			0	0
Plant and equipment									
1001141	2025 Ford Everest SUV 2.0L BiT DSL 10 Speed Auto Arctic White - 4CR	46,222	65,000	18,778	0			0	0
100722	2013 Hino 5 Tonne Tipper Truck (CR4) (carryover 24/25)	0	48,000	48,000	0			0	0
1000852	2014 NPR 300 Isuzu Crew Cab Truck (CR16) (carryover 24/25)	0	30,000	30,000	0			0	0
10271	2003 Tri Axle Low Loader Trailer (CR2233)(carryover 24/25)	23,111	40,000	16,889	0			0	0
1000938	2015 Caterpillar 226B3 Skidsteer Loader (CR13) (carryover 24/25)	0	25,000	25,000	0			0	0
100579	2008 Mack Prime Mover (CR19)	16,187	40,000	23,813	0			0	0
100746	2014 Isuzu 5 tonne Crew Cab (CR18)	20,111	30,000	9,889	0			0	0
1001140	2025 Ford Everest SUV 2.0L BiT DSL 10 Speed Auto Arctic White - 1CR	46,222	65,000	18,778	0			0	0
1001138	2025 Toyota Prado DSL GXL Wagon Glacier White - CEO Vehicle - CR1	59,101	70,000	10,899	0			0	0
1001109	Mazda CX-5 M 6A Maxx Sport Petrol FWD Sonic Silver 2023 - 2CR	26,864	27,000	136	0			0	0
10413	2006 Caterpillar Forklift (CR4030)(carryover 24/25)	5,315	15,000	9,685	0			0	0
100489	2007 John Papas Trailer (1THY294)(carryover 24/25)	0	5,000	5,000	0			0	0
549	1996 7x5 Tandem Tipper Trailer (CR3246)(carryover 24/25)	0	2,000	2,000	0			0	0
Parks and Ovals									
246	Oval Reticulation	81,000	0	0	(81,000)			0	0
		563,742	547,000	218,867	(235,609)	0	0	0	0



7 RECEIVABLES

Rates receivable	30 Jun 2025	31 Oct 2025
	\$	\$
Opening arrears previous year	55,159	14,442
Levied this year	3,149,171	3,278,201
Less - collections to date	(3,189,888)	(2,949,436)
Net rates collectable	14,442	343,207
% Collected	99.5%	89.6%



Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	(338)	36,621	1,212	400	2,444	40,339
Percentage	(0.8%)	90.8%	3.0%	1.0%	6.1%	
Balance per trial balance						
Trade receivables						40,339
GST receivable						61,814
Receivables for employee related provisions						34,408
Total receivables general outstanding						136,561

Amounts shown above include GST (where applicable)

KEY INFORMATION

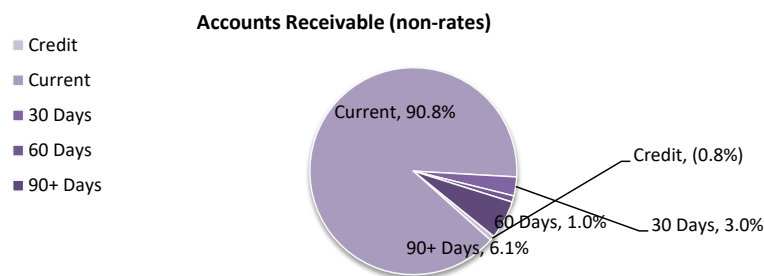
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

Trade receivables are recognised at original invoice amount less any allowances for uncollectable amounts (i.e. impairment). The carrying amount of net trade receivables is equivalent to fair value as it is due for settlement within 30 days.

Classification and subsequent measurement

Receivables which are generally due for settlement within 30 days except rates receivables which are expected to be collected within 12 months are classified as current assets. All other receivables such as, deferred pensioner rates receivable after the end of the reporting period are classified as non-current assets.

Trade and other receivables are held with the objective to collect the contractual cashflows and therefore the Shire measures them subsequently at amortised cost using the effective interest rate method.



8 OTHER CURRENT ASSETS

	Opening Balance 1 July 2025	Asset Increase	Asset Reduction	Closing Balance 31 October 2025
	\$	\$	\$	\$
Other current assets				
Financial assets at amortised cost	4,259,215	0	0	4,259,215
Inventory				
Fuel	67,803	6,008	(27,331)	46,480
Land held for resale				
- Cost of acquisition	100,000	0	0	100,000
Other assets				
Joint Ventures	1,272	89,474	(73,343)	17,403
Contract assets				
Contract assets	297,762	0	(580)	297,182
Total other current assets	4,726,052	95,482	(101,254)	4,720,280
Amounts shown above include GST (where applicable)				

KEY INFORMATION

Inventory

Inventories are measured at the lower of cost and net realisable value.

Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

Land held for resale

Land held for development and resale is valued at the lower of cost and net realisable value. Cost includes the cost of acquisition, development, borrowing costs and holding costs until completion of development.

Borrowing costs and holding charges incurred after development is completed are expensed.

Gains and losses are recognised in profit or loss at the time of signing an unconditional contract of sale if significant risks and rewards, and effective control over the land, are passed onto the buyer at this point.

Land held for resale is classified as current except where it is held as non-current based on the Council's intentions to release for sale.

Sale of Land held for resale	Original Budget				YTD Actual			
	Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
Description	\$	\$	\$	\$	\$	\$	\$	\$
Granite Rise - 3 Haydon Close	25,000	42,480	17,480	0	0	0	0	0
Granite Rise - 5 Haydon Close	25,000	39,600	14,600	0	0	0	0	0
Granite Rise - 7 Haydon Close	25,000	44,000	19,000	0	25,000	40,000	15,000	0
Granite Rise - 4 Lawton Rise	0	0	0	0	30,000	43,636	13,636	0
Granite Rise - 5 Lindsay Rise	25,000	41,000	16,000	0	25,000	37,273	12,273	0
	100,000	167,080	67,080	0	80,000	120,909	40,909	0

Contract assets

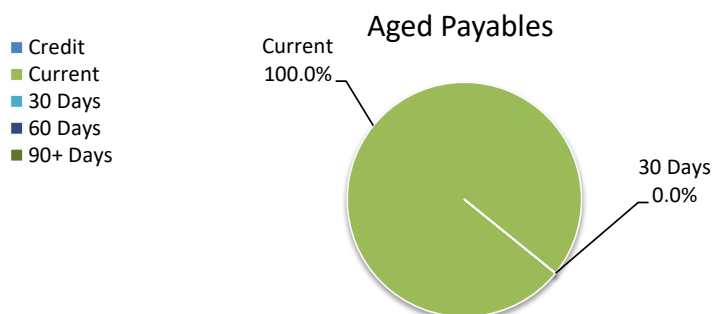
A contract asset is the right to consideration in exchange for goods or services the entity has transferred to a customer when that right is conditioned on something other than the passage of time.

9 PAYABLES

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	0	66,930	0	0	0	66,930
Percentage	0.0%	100.0%	0.0%	0.0%	0.0%	
Balance per trial balance						
Sundry creditors						66,930
ATO liabilities						8,615
ATO liabilities						53,318
Payroll Creditors						25,771
Accrued Expenses						(600)
Total payables general outstanding						154,034
Amounts shown above include GST (where applicable)						

KEY INFORMATION

Trade and other payables represent liabilities for goods and services provided to the Shire prior to the end of the period that are unpaid and arise when the Shire becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are normally paid within 30 days of recognition. The carrying amounts of trade and other payables are considered to be the same as their fair values, due to their short-term nature.



10 BORROWINGS

Repayments - borrowings

Information on borrowings		New Loans			Principal Repayments		Principal Outstanding		Interest Repayments	
Particulars	Loan No.	1 July 2025	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
		\$	\$	\$	\$	\$	\$	\$	\$	\$
Community Recreation & Events Centre	102	1,126,584	0	0	0	(103,465)	1,126,584	1,023,119	0	(51,087)
Total		1,126,584	0	0	0	(103,465)	1,126,584	1,023,119	0	(51,087)
Current borrowings		103,465					103,466			
Non-current borrowings		1,023,119					1,023,118			
		1,126,584					1,126,584			

All debenture repayments were financed by general purpose revenue.

KEY INFORMATION

The Shire has elected to recognise borrowing costs as an expense when incurred regardless of how the borrowings are applied.

Fair values of borrowings are not materially different to their carrying amounts, since the interest payable on those borrowings is either close to current market rates or the borrowings are of a short term nature.

11 OTHER CURRENT LIABILITIES

	Note	Opening Balance 1 July 2025	Liability transferred from/(to) non current	Liability Increase	Liability Reduction	Closing Balance 31 October 2025
		\$	\$	\$	\$	\$
Other current liabilities						
Other liabilities						
Excess Rates		35,706	0	40,190	(57,201)	18,695
Total other liabilities		35,706	0	40,190	(57,201)	18,695
Employee Related Provisions						
Provision for annual leave		125,158	0	0	0	125,158
Provision for long service leave		189,919	0	0	0	189,919
Other employee leave provisions		34,121	0	0	0	34,121
Employment on-costs		24,883	0	0	0	24,883
Total Provisions		374,081	0	0	0	374,081
Total other current liabilities		409,787	0	40,190	(57,201)	392,776

Amounts shown above include GST (where applicable)

A breakdown of contract liabilities and associated movements is provided on the following pages at Note

KEY INFORMATION

Provisions

Provisions are recognised when the Shire has a present legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured.

Provisions are measured using the best estimate of the amounts required to settle the obligation at the end of the reporting period.

Employee Related Provisions

Short-term employee benefits

Provision is made for the Shire's obligations for short-term employee benefits. Short-term employee benefits are benefits (other than termination benefits) that are expected to be settled wholly before 12 months after the end of the annual reporting period in which the employees render the related service, including wages, salaries and sick leave. Short-term employee benefits are measured at the (undiscounted) amounts expected to be paid when the obligation is settled.

The Shire's obligations for short-term employee benefits such as wages, salaries and sick leave are recognised as a part of current trade and other payables in the calculation of net current assets.

Other long-term employee benefits

The Shire's obligations for employees' annual leave and long service leave entitlements are recognised as employee related provisions in the statement of financial position.

Long-term employee benefits are measured at the present value of the expected future payments to be made to employees. Expected future payments incorporate anticipated future wage and salary levels, durations of service and employee departures and are discounted at rates determined by reference to market yields at the end of the reporting period on government bonds that have maturity dates that approximate the terms of the obligations. Any remeasurements for changes in assumptions of obligations for other long-term employee benefits are recognised in profit or loss in the periods in which the changes occur. The Shire's obligations for long-term employee benefits are presented as non-current provisions in its statement of financial position, except where the Shire does not have an unconditional right to defer settlement for at least 12 months after the end of the reporting period, in which case the obligations are presented as current provisions.

Contract liabilities

An entity's obligation to transfer goods or services to a customer for which the entity has received consideration (or the amount is due) from the customer.

Capital grant/contribution liabilities

Grants to acquire or construct recognisable non-financial assets to identified specifications be constructed to be controlled by the Shire are recognised as a liability until such time as the Shire satisfies its obligations under the agreement.

**SHIRE OF CORRIGIN
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 OCTOBER 2025**

OPERATING ACTIVITIES

12 GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Unspent grant, subsidies and contributions liability					Grants, subsidies and		
	Liability 1 July 2025	Increase in Liability	Decrease in Liability (As revenue)	Liability 31 Oct 2025	Current Liability 31 Oct 2025	Adopted Budget Revenue	YTD Budget	YTD Revenue Actual
	\$	\$	\$	\$	\$	\$	\$	\$
Grants and subsidies								
Grants Commission Grant Received - General Purpose	0	0	0	0	0	667,632	166,908	192,875
Grants Commission Grant Received - Local Roads	0	0	0	0	0	386,159	96,539	111,886
DFES LGGS Funding	0	0	0	0	0	115,000	57,500	39,780
CRC Funding Income	0	0	0	0	0	114,967	57,484	57,484
Wage Offset Income	0	0	0	0	0	1,000	0	0
Direct Grants Income - Main Roads	0	0	0	0	0	250,253	250,253	250,253
	0	0	0	0	0	1,535,011	628,684	652,278
Contributions								
CRC Grant Funding Income	0	0	0	0	0	5,500	1,375	3,903
Other Culture Income	0	0	0	0	0	2,500	0	545
	0	0	0	0	0	8,000	1,375	4,449
TOTALS	0	0	0	0	0	1,543,011	630,059	656,726

13 CAPITAL GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Capital grant/contribution liabilities					Capital grants, subsidies and		
	Liability 1 July 2025	Increase in Liability	Decrease in Liability (As revenue)	Liability 31 Oct 2025	Current Liability 31 Oct 2025	Adopted Budget Revenue	YTD Budget	YTD Revenue Actual
	\$	\$	\$	\$	\$	\$	\$	\$
Capital grants and subsidies								
Funding - Emergency Power Supply - CREC Generator		0	0	0	0	135,000	0	0
Grant - Regional Road Group Income		0	0	0	0	400,000	100,000	0
Grant - Roads to Recovery Income		0	0	0	0	696,426	0	0
Grant - MRWA Blackspot Income		0	0	0	0	207,789	0	0
Misc Income, Streets Roads - Camm Street Shared Path Grant		0	0	0	0	2,000	0	500
Grant - Wheatbelt Secondary Freight Network		0	0	0	0	9,898	0	0
Grant - Wheatbelt Secondary Freight Network		0	0	0	0	59,536	0	0
Public Utilities Other Income - Charge up Workplace Grant		0	0	0	0	34,705	0	0
	0	0	0	0	0	1,545,354	100,000	500

SHIRE OF CORRIGIN
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 OCTOBER 2025

14 TRUST FUND

Funds held at balance date which are required by legislation to be credited to the trust fund and which are not included in the financial statements are as follows:

Description	Opening Balance 1 July 2025	Amount Received	Amount Paid	Closing Balance 31 October 2025
	\$	\$	\$	\$
Community Funds Held	110,912	0	0	110,912
Edna Stevenson Educational Trust	830,721	41	(4,655)	826,107
Police Licensing	3,485	196,488	(186,653)	13,320
Westrail Bus Ticketing	106	484	(387)	203
	945,224	197,013	(191,695)	950,542

CORRIGIN GOLF CLUB INC.
PO Box 100 .. CORRIGIN .. WA .. 6375
Email : corrigingolfclub@outlook.com



6/11/2025

Dear Natalie

As you are aware the Corrigin Golf Club applied for and was successful in receiving funding from the Shire of Corrigin Community Assistance Program earlier this year. The purpose of the application was to upgrade the Female Changeroom. One part of that upgrade stated in the application was to include the conversion of the existing shower to a Universal Access Toilet as well as to repair water damage caused by water leaks and general age of the building, repairs to the ceiling and update of all fixtures, fittings, storage and flooring.

Since receiving funding from both the Shire of Corrigin and CSRFF funding through the Department of Creative Industries, Tourism and Sport an up-to-date quotation was sought, and the cost had increased significantly in the vicinity of \$60,000 to \$70,000 to complete the works. Some of the underlying pipework's and walls needed replacing as there was more damage than first realised, and the size of the shower did not meet Australian Standards for the conversion. This cost is not a viable option for the club, so the committee has sort a variation to the original grant to no longer include a Universal Access Toilet but installation of grab rails in both the shower and one toilet as well as a raised toilet to ensure the building is as accessible as possible for people with mobility issues. The modesty wall which is made of asbestos will also be removed and the door will be rehung to enable wheelchair access to the changeroom.

The Department of Creative Industries, Tourism and Sport have agreed to this variation as the intent of the grant has remained the same to update the changerooms that have been in the building since the 1960's and assist those members with mobility issues to continue their involvement with the game for as long as possible.

The club is now seeking the same variation from the Shire of Corrigin to change the purpose of their funding to not include a Universal Access Toilet.

We hope this is acceptable and look forward to hearing from you.

Kind regards

Vicki Fulwood
Secretary

MEMORANDUM OF UNDERSTANDING

(Non-Binding)

BETWEEN

Department of Fire and Emergency Services

ABN: 39 563 851 304

20 Stockton Bend

Cockburn Central WA 6164

AND

Shire of Brookton

ABN 74 164 408 055

14 White St

Brookton WA 6306

AND

Shire of Corrigin

ABN 99 880 773 647

9 Lynch St

Corrigin WA 6375

AND

Shire of Pingelly

ABN 30 389 182 782

17 Queen St

Pingelly WA 6308

FOR

The Provision of a Local Government Community Emergency Services Manager

DFES File Reference	D17844
Shire File Reference	Shire of Brookton Shire of Corrigin Shire of Pingelly

1. DEFINITIONS

Availability Allowance: an allowance fully funded by DFES for being available when off-duty for recall by DFES to undertake CESM duties.

BF Act: means the *Bush Fires Act 1954* (WA).

CEO: means Chief Executive Officer

CESM: means Community Emergency Services Manager.

DFES: means the Department of Fire and Emergency Services.

DFES RDC: means DFES Regional Duty Coordinator.

Emergency Services: means the provision of Prevention, Preparedness, Response and Recovery functions in order to provide a comprehensive approach to emergency services within the Shires of Brookton, Corrigin and Pingelly.

LGGs: means Local Government Grants Scheme.

MOU: means Memorandum of Understanding.

On call Allowance: an allowance fully funded by DFES for being "on call" when off duty to respond to incidents at the request of the DFES RDC.

Parties means DFES and the Shires.

Shires means the Shires of Brookton, Corrigin, and Pingelly

WAFS EBA: means *Western Australian Fire Service Enterprise Bargaining Agreement 2023* (as amended).

2. PURPOSE

- 2.1 This MOU is intended to identify and document the respective roles and responsibilities of DFES and the Shires as considered necessary to manage the position of a CESM for the Shires.
- 2.2 This MOU outlines the responsibilities and undertakings of the parties for the delivery of fire and emergency services to the Shires in accordance with DFES' best practices.
- 2.3 This MOU does not constitute or create, and shall not be deemed to constitute, any legally binding or enforceable obligations on the part of either party.

3. MOU OBJECTIVES

- 3.1 To establish and agree upon specific responsibilities with respect to the delivery of emergency services within the Shires, in particular to:
 - enhanced capacity and capability of volunteers and provision of on-ground support to Incident Controller in response to emergency incidents

- deliver coordinated prevention programs to reduce the incidence of emergencies and improve the level of safety in the community.
- operate to a consistent set of protocols and equipment standards.
- provide efficient systems of communication between organisations at all levels to improve service delivery outcomes.
- promote and support volunteer organisational arrangements that combine the spirit of volunteerism to attract and retain members.
- provide and or coordinate the level of training to personnel, to ensure the competencies are appropriate to the risk level of emergencies to which volunteers will be required to respond.
- develop a partnership that will see a best practice approach to emergency service delivery implemented between the Shires and DFES
- enhance community ownership of fire prevention and preparedness programs and activities.

4. ACKNOWLEDGMENTS AND UNDERTAKINGS BY DFES

4.1 DFES will deliver the following services:

- **Prevention:** The development and provision of community safety programs and services, to the Shire's staff and emergency service volunteers as required and mutually agreed.
- **Preparedness:** In addition to the programs described for prevention, the training of volunteers will be delivered, in partnership with the volunteer training network, cognisant of the increased risks faced by the emergency services and resourcing profile. Access to specific courses that align with increased roles will be provided.
- **Response:** DFES will assist with the day to day incidents via the Communications Centre and DFES Upper Great Southern regional office. Management, coordination, support and leadership will be provided by DFES at fire incidents, when requested by the City/Shire and agreed to by DFES.
- **Recovery:** DFES will provide strategic assistance and advice to the City/Shire concerning the development and implementation of recovery management plans and recovery management.
- **Management and Administration:** DFES will provide day to day and strategic management services, including vehicle and equipment standards, guidance on LGGS budgeting, standards of operation, rosters, brigade training maintenance, community liaison and administrative returns such as incident reports and activity statements.

4.2 DFES will provide strategic advice and access to programs and/or services to support services delivered by the Shires.

5. ACKNOWLEDGMENTS AND UNDERTAKINGS BY THE SHIRES

5.1 The Shires will deliver the following services:

- **Prevention:** The Shires will administer and enforce the appropriate fire prevention provisions of the BF Act. The Shires will also promote and participate in appropriate community safety programs in consultation with DFES.
- **Preparedness:** In addition to the applicable community safety programs identified against prevention, the Shires will, through their staff and infrastructure, support the emergency services preparedness programs developed and implemented by DFES. The Shires will also ensure that their bush fire brigade volunteers are trained to the appropriate levels.
- **Response:** The Shires will respond to day to day incidents through the turnout of their Bush Fire Brigades. Support from the Shires, including access to volunteers, appliances and other resources as required, will be extended to DFES controlled incidents when requested by the Incident Controller.
- **Recovery:** The Shires will undertake recovery actions in accordance with its role as documented in the *Emergency Management Act 2005*.
- **Management and Administration:** The Shires will provide leadership and support to the development and management of their community emergency management arrangements.

5.2 The Shires will appoint the CESM as a Fire Control Officer in accordance with section 38 of the BF Act.

5.3 The Shires will develop their emergency services operating and capital budget, to ensure sufficient funds are requested through the LGGS funding process to maintain emergency services buildings, appliances and associated operational infrastructure.

5.4 The Shires will ensure appropriate allocation of funds in their annual budget to cover the costs associated with this CESM arrangement as outlined in [Attachment 1](#): Indicative Cost Sharing Arrangement.

5.5 The Shires may amend any applicable local laws to reflect the arrangements set out in this MOU.

6. CONDITIONS OF EMPLOYMENT

6.1 The CESM will be employed under the terms and conditions of the Shire of Brookton Enterprise Agreement and in accordance with their employment contract and Job Description Form. Special allowances will be paid in accordance with this MOU.

6.2. The hours of duty will be in accordance with their employment contract. The CESM will be expected to manage their own time and will be required to work some weekends and nights, as required.

- 6.3 The CESM will operate under the supervision of the designated DFES Area Officer Narrogin West and the Shire of Brookton CEO. Any disputes or inconsistencies between the two parties will need to be settled as per the dispute resolution procedure contained in clause [11](#) of this MOU.
- 6.4 CESM personal training and development programs will be consistent with DFES Pathway for CESM's.
- 6.5 The CESM uniform of the day will be blue with the DFES arm patch and the appropriate epaulettes representative of a Local Government CESM.
- 6.6 Overtime for attendance at DFES controlled operational incidents and for any other authorised DFES matters will be approved by the DFES RDC and paid by DFES upon invoicing from the Shire of Brookton.
- 6.7 Overtime for authorised attendance at Shire controlled operational incidents and for any other authorised Shire matters will be approved by the appointed Shire CEO and paid by that Shire.
- 6.8 All overtime will be paid in accordance with the Shires Award or Enterprise Agreement overtime clause.
- 6.9 Availability allowance will be fully funded by DFES at 4 hours full pay per week at Station Officer L2 classification (per the WAFS EBA).
- 6.10 On call allowance, where authorised by the DFES RDC, will be fully funded by DFES. On call allowance will be paid at 9 hours per week calculated at the Station Officer L2 classification (per the WAFS EBA).
- 6.11 Any performance-based issue or grievance will be addressed by the use of the Shire of Brookton internal policies. It is desirable for all parties to undertake bi-annual performance reviews.
- 6.12 The vehicle provided for use by the CESM will be by agreement between the Shires and DFES, within specifications of [Attachment 2: CESM Vehicle Specifications](#). The CESM will have commuting access, home garaging rights as well as private use within the DFES Upper Great Southern Region whilst on call. The CESM will not have use of the vehicle during periods of leave. Vehicle configurations above the specifications outlined in [Attachment 2: CESM Vehicle Specifications](#) will be funded by the Shires.

7. FINANCIAL PROVISIONS¹

- 7.1 DFES will pay 60% and the Shires will pay 40% (as agreed between them) for the costs associated with this CESM arrangement except where indicated otherwise in [Attachment 1: Indicative CESM Cost Sharing Arrangement between DFES and the Shires of Brookton, Corrigin and Pingelly](#).

¹ Note: all cost sharing amounts within this MOU are exclusive of GST.

- 7.2 The CESM arrangement funded by DFES and the Shires is based on the local government rates assessment revenue at the time of MOU development or renewal (see Table 1).

Table 1: Determination of CESM funding ratio

LG Rates Assessment (\$)	DFES	Local Government	ESL Category
0 – 3,000,000	70%	30%	4 & 5
3,000, 001 – 10,000,000	60%	40%	4 & 5
10,000,001 upwards	50%	50%	3, 4 & 5

Note: Where a CESM arrangement involves multiple local governments, the combined rate assessment value is to be utilised to determine funding ratio.

8. HUMAN RESOURCE ARRANGEMENTS

- 8.1 The selection process for the position of the CESM will be managed by the Shire of Brookton, with DFES support and involvement in the selection process.
- 8.2 The CESM will be required to work to an agreed business plan which will be developed by DFES and the Shires and reviewed quarterly.
- 8.3 The Shires will provide office facilities for the CESM at each Shire location.
- 8.4 The CESM will be released through discussion with the Shires to act in DFES operational positions when successful through expression of interest, or as required, to attain additional skills and knowledge. Release duration should not exceed 6 weeks per annum.

9. REPORTING

- 9.1 The Shire CEO's and the DFES Superintendent Upper Great Southern Region will set the targets and outcomes to be achieved in the CESM business plan.
- 9.2 The CESM is required to complete the reporting tool in the business plan every quarter to record progress against the required targets.
- 9.3 The DFES Area Officer Narrogin West must meet with the CESM every quarter to review and discuss the completed reporting tool and to provide guidance to ensure all outcomes and targets in the business plan are achieved.

10. DURATION AND AMENDMENTS

- 10.1 This MOU will take effect from the date of the last signature at clause 15 and will remain in force for three years with an option to extend for a further three years by agreement of all parties.
- 10.2 This MOU shall not be altered, varied or modified in any respect except by agreement in writing between the parties.

11. DISPUTE RESOLUTION

- 11.1 The parties must first attempt to locally resolve any dispute arising between them in relation to any matter the subject of this MOU, by way of conference and negotiation, as quickly as practicable. The parties must confer and negotiate within 7 days of receiving a notice from the other party setting out the nature of the dispute.
- 11.2 If the issue cannot be resolved by negotiation, then the matter of dispute is to be conferred, deliberated and resolved by the FES Commissioner or a nominated delegate and the Shire of Brookton CEO or their nominated delegate.

12. TERMINATION

- 12.1 This MOU may be terminated by:
- a) mutual agreement of all parties in writing at any time; or
 - b) either party by giving three months' notice in writing to the other party at any time.

13. ASCENDANCY OF LEGISLATION

- 13.1 The parties recognise that the relevant legislation of or applicable in Western Australia (including subsidiary legislation) prevails over this MOU to the extent of any inconsistency.

14. NOTICES

- 14.1 Notices or other communications by each party to each other and under this MOU must, unless otherwise notified in writing, be addressed and forwarded as follows:

DFES	Shire of Brookton
FES Commissioner Department of Fire and Emergency Services PO Box P1174 PERTH WA 6844 Email: DFES@dfes.wa.gov.au	Chief Executive Officer Shire of Brookton PO Box 42 BROOKTON WA 6306 Email: ceo@brookton.wa.gov.au
Shire of Corrigin	Shire of Pingelly
Chief Executive Officer Shire of Corrigin PO Box 221 CORRIGIN WA 6375 Email: ceo@corrigin.wa.gov.au	Chief Executive Officer Shire of Pingelly 17 Queen St PINGELLY WA 6308 Email: ceo@pingelly.wa.gov.au

15. SIGNATORIES

SIGNED for and on behalf of the **Department of Fire and Emergency Services** by:



DARREN KLEMM AFSM
COMMISSIONER

DATE: 19 / 4 / 2024

SIGNED for and on behalf of the **Shire of Brookton** by:



GARY SHERRY
CHIEF EXECUTIVE OFFICER

DATE: 25 / 3 / 2024

SIGNED for and on behalf of the **Shire of Corrigin** by:



NATALIE MANTON
CHIEF EXECUTIVE OFFICER

DATE: 21 / 3 / 2024

SIGNED for and on behalf of the **Shire of Pingelly** by:



ANDREW DOVER
CHIEF EXECUTIVE OFFICER

DATE: 25 / 03 / 2024

ATTACHMENTS

1. INDICATIVE CESM COST SHARING BETWEEN DFES AND THE SHIREs OF BROOKTON, CORRIGIN AND PINGELLY. DFES 60%, Shires 40% as at 20 February 2024 and per Financial Year.

ITEM	COSTS \$	DFES (60%)	SHIRES (40%)	RECOUP	FREQUENCY	COMMENTS
SALARY						
Salary as negotiated with LG based on the Shire of Brookton EBA	92,000	55,200	36,800	DFES to pay on invoice from Shire of Brookton	Quarterly	
On Costs (30%) Workers Compensation Superannuation Annual Leave/LSL	27,600	16,650	10,950	DFES to pay on invoice from Shire of Brookton	Quarterly	
Availability Allowance	12,013	12,013		DFES to pay on invoice from Shire of Brookton	Quarterly	Refer to Clause 6.9
Sanctioned Overtime	As authorised			DFES to pay on invoice for DFES authorised overtime	As required	Refer to Clause 6.8
Other (including employment termination payments).		0				
ICT COST						
Laptop Computer, accessories & datacard	3,000	3,000	0	DFES to provide		DFES to provide
Mobile phone & usage	1,800	1,080	720	DFES to pay on invoice from Shire of Brookton	Quarterly	Shire of Brookton to provide
VEHICLE COSTS						
Lease/fuel/servicing	25,000	15,000	10,000	DFES to pay on invoice from Shire of Brookton	Quarterly	Shire of Brookton to provide vehicle
OFFICE EQUIPMENT	0	0	0	N/A	N/A	Shire of Brookton to provide
UNIFORMS/PPE						
Purchase/Maintenance	800	800	0	DFES to provide – order through DFES Region	As required	As per DFES Directive 1.3
TRAINING						
Courses/Attendance	2,000	1,200	800	DFES to pay on invoice from Shire of Brookton as required.	Quarterly	All parties to share costs
ADMINISTRATION						
All administration overheads, HR etc				Shire of Brookton and DFES to provide admin support in kind		Shire of Brookton to provide
Deployment Costs (% negotiated between DFES and City/Shire)	As agreed			DFES to pay on invoice from Shire of Brookton for DFES incidents.	Quarterly	Shire of Brookton to provide purchasing card
Total	164,213	104,943	59,270			

2. CESM VEHICLE SPECIFICATIONS

- 4 x 4 Dual Cab Utility
 - Recommended DFES POD (lockable)
 - Air Conditioning
 - Window tinting
 - Roobar
 - Spotlights
 - Towbar
 - WAERN Radio
 - Automated Vehicle Locator (AVL)
 - Mobile phone car kit with high gain antennae
 - Emergency beacons and siren to DFES standards
 - Emergency striping to DFES standards
 - DFES and Local Government logos
-

Roe ROC Key Worker Housing Project 2026/27- 2028/29

Building Project Budget	2026/27	2027/28	2028/29	Total
Number houses	0	2	4	6
Project Co-ordination	\$ 23,472	\$ 33,972	\$ 33,972	\$ 91,416
Surveyors, architect site plans, schematic diagram, concept plans, building permit	\$ 22,000			\$ 22,000
Services including connection of power to site, power board, water meter and connections, sewerage and telecommunication connections inc site works	\$ 45,000			\$ 45,000
Site costs levelling, retaining, earthworks, drainage and decontamination	\$ 240,000			\$ 240,000
Land assembly, pre construction and site costs in kind	\$ 307,000	\$ -	\$ -	\$ 307,000
Building construction costs		\$ 699,380	\$ 1,322,855	\$ 2,022,235
Fixtures and fittings not in quote inc dishwasher, clothes line etc plus minor design alterations		\$ 3,000	\$ 6,000	\$ 9,000
Building Costs	\$ -	\$ 702,380	\$ 1,328,855	\$ 2,031,235
Driveway, carpark, common areas, footpath, linemarking and crossover			\$ 83,285	\$ 83,285
Fencing		\$ 5,000	\$ 10,000	\$ 15,000
Landscaping including trees, waterwise plants, reticulation, controller, kerbing, bollards, mailbox			\$ 35,000	\$ 35,000
Driveway, Fencing, Landscape	\$ -	\$ 5,000	\$ 128,285	\$ 133,285
Sub total building budget	\$ 330,472	\$ 741,352	\$ 1,491,112	\$ 2,562,936
Building contingency, escalation factor 5%	\$ 16,524	\$ 37,068	\$ 74,556	\$ 128,147
Total Building Project Budget	\$ 346,996	\$ 778,420	\$ 1,565,668	\$ 2,691,083
Vacant Land Value as per independ valuation APV 2024	\$ 50,000			\$ 50,000

all figures exclusive of GST

\$ 2,741,082.8