



# Agenda Attachments

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August 2019

**ATTACHMENT 7.1.1 PREVIOUS ORDINARY COUNCIL MEETING MINUTES**

**ATTACHMENT 8.1.2 ACCOUNTS FOR PAYMENT – JULY 2019**

**ATTACHMENT 8.1.3 ACCOUNTS FOR PAYMENT – CREDIT CARDS**

**ATTACHMENT 8.1.4 2019/20 BUDGET, ROAD REPLACEMENT PROGRAM 2019/20, 10  
YEAR PLANT REPLACEMENT PROGRAM, CAPITAL & PROJECT  
EXPENDITURE 2019/20 (SEPARATE ATTACHMENT)**

**ATTACHMENT 8.2.1 MEMORANDUM OF UNDERSTANDING**

**ATTACHMENT 8.2.3 FULL COPY OF DEVELOPMENT APPLICATION SUBMITTED –  
PA 03-2019**

SHIRE OF



# MINUTES

ORDINARY COUNCIL MEETING

TUESDAY 23 JULY 2019



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

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FOR PEOPLE WITH A DISABILITY.

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**1 DECLARATION OF OPENING**

The Chairperson, Shire President Cr. L Baker opened the meeting at 3.00pm.

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

Shire President

Cr. L Baker

Deputy Shire President

Cr. D L Hickey

Cr. M B Dickinson

Cr. F R Gilmore

Cr. M A Weguelin

Cr. S G Hardingham

Chief Executive Officer

N A Manton

Executive Support Officer

K L Biglin

**APOLOGIES**

NIL

**LEAVE OF ABSENCE**

Cr J A Mason

**3 PUBLIC QUESTION TIME**

NIL

**4 MEMORIALS**

The Shire was advised that Irene Mary Rawes and Edward Robert Jacobs (Bob) have passed away since the last meeting.

**5 PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS**

NIL

**6 DECLARATIONS OF INTEREST**

CEO Natalie Manton declared a financial interest in item 8.2.1 – Building Permit - Manton.

Cr Weguelin declared a proximity interest in item 8.1.5 – Adoption of Local Heritage Survey 2019.

Cr Gilmore declared a financial interest in item 8.1.5 - Adoption of Local Heritage Survey 2019.

## **7 CONFIRMATION AND RECEIPT OF MINUTES**

### **7.1 PREVIOUS COUNCIL MEETINGS AND BUSINESS ARISING FROM MINUTES**

#### **7.1.1 ORDINARY COUNCIL MEETING**

Minutes of the Shire of Corrigin Ordinary Council meeting held on Tuesday 18 June 2019 (Attachment 7.1.1).

##### **COUNCIL RESOLUTION**

**(86/2019) Moved: Cr Hardingham                      Seconded: Cr Hickey**

*That the Minutes of the Shire of Corrigin Ordinary Council meeting held on Tuesday 18 June 2019 (Attachment 7.1.1) be confirmed as a true and correct record.*

**Carried 6/0**

### **7.2 COMMITTEE MEETINGS AND BUSINESS ARISING FROM MINUTES**

#### **7.2.1 CENTRAL COUNTRY ZONE**

Minutes of the Central Country Zone meeting held on Friday 21 June 2019 (Attachment 7.2.1).

##### **COUNCIL RESOLUTION**

**(87/2019) Moved: Cr Hardingham                      Seconded: Cr Hickey**

*That the minutes of the Central Country Zone meeting held on Friday 21 June 2019 (Attachment 7.2.1) be received.*

**Carried 6/0**

#### **7.2.2 ROE TOURISM**

Minutes of the Roe Tourism meeting held on Monday 17 June 2019 (Attachment 7.2.2).

##### **COUNCIL RESOLUTION**

**(88/2019) Moved: Cr Hickey                      Seconded: Cr Hardingham**

*That the minutes of the Roe Tourism meeting held on Monday 17 June 2019 (Attachment 7.2.2) be received.*

**Carried 6/0**

#### **7.2.3 ROE REGIONAL ORGANISATION OF COUNCILS**

Minutes of the RoeROC meeting held on Thursday 20 June 2019 (Attachment 7.2.3).

##### **COUNCIL RESOLUTION**

**(89/2019) Moved: Cr Weguelin                      Seconded: Cr Hickey**

*That the minutes of the RoeROC meeting held on Thursday 20 June 2019 (Attachment 7.2.3) be received.*

**Carried 6/0**

**7.2.4 AUDIT AND RISK MANAGEMENT COMMITTEE**

Minutes of the Audit and Risk Management Committee meeting held on Tuesday 23 July 2019 (Attachment 7.2.4).

**COUNCIL RESOLUTION**

**(90/2019) Moved: Cr Weguelin**

**Seconded: Cr Hardingham**

*That the minutes of the Audit and Risk Management Committee meeting held on Tuesday 23 July 2019 (Attachment 7.2.4) be received.*

**Carried 6/0**

## 8 MATTERS REQUIRING A COUNCIL DECISION

### 8.1 CORPORATE AND COMMUNITY SERVICES REPORTS

#### 8.1.1 CORRIGIN COMMUNITY RESOURCE CENTRE

|                         |   |
|-------------------------|---|
| Applicant:              | Shire of Corrigin                             |
| Date:                   | 1/07/2019                                     |
| Reporting Officer:      | Heather Ives, Coordinator, Community Services |
| Disclosure of Interest: | NIL   |
| File Ref:               | CS.0008                                       |
| Attachment Ref:         | NIL   |

#### CORRIGIN CRC MONTHLY USAGE – JUNE 2019:

| CUSTOMER ACCESSING 'FEE FOR SERVICE' AND SALES |       |              |                                       |       |              |
|--|-------|--------------|---------------------------------------|-------|--------------|
| SERVICES / FEES                                | MTHLY | FROM JULY 18 | SALES                                 | MTHLY | FROM JULY 18 |
| Internet Use / Computer Use                    | 11    | 216          | Movie Club Fees                       | 13    | 113          |
| Photocopying / Printing / Faxing               | 22    | 416          | Phonebook Sales                       | 92    | 268          |
| Laminating / Binding / Folding                 | 0     | 67           | Moments In Time Books                 | 0     | 4            |
| Sec. Services / Scans / CD Burning             | 7     | 78           | Book Sales                            | 0     | 3            |
| Room Hire                                      | 11    | 71           | Wrapping Paper / Postcard Sales       | 0     | 14           |
| Equipment Hire                                 | 2     | 12           | Polo Shirt / Eco Bag Sales            | 0     | 3            |
| Training / Course Fees                         | 0     | 48           | Phone calls                           | 0     | 1            |
| Resource Centre Membership Fees                | 0     | 19           | Sale of Assets                        | 0     | 0            |
| Exam Supervision                               | 6     | 7            |                                       |       |              |
| Total:   | 59    |              | Total:                                | 105   |              |
| <i>Monthly People through:</i>                 |       | 164          |                                       |       |              |
| CUSTOMER ACCESSING 'CORRIGIN CRC SERVICES'     |       |              |                                       |       |              |
| SERVICES                                       | MTHLY | FROM JULY 18 | SERVICE                               | MTHLY | FROM JULY 18 |
| Phonebook Enquiries                            | 55    | 279          | Corrigin Toy Library                  | 12    | 91           |
| Tourism  | 18    | 444          | Broadband for Seniors / Webinars      | 11    | 109          |
| Government Access Point                        | 0     | 12           | General Enquires (Face/Email/Website) | 106   | 1535         |
| Community Information                          | 28    | 534          | Corrigin Public Library               | 56    | 651          |
| Conf. / Vid Conf. / Training /                 | 33    | 1006         | Corrigin Library eResources           | 74    | 369          |
| University Exams                               | 6     | 10           |                                       |       |              |
| Total:   | 140   |              | Total:                                | 259   |              |
| <i>Monthly People through:</i>                 |       | 399          |                                       |       |              |

**TOTAL FOR THE MONTH OF JUNE: 563**



**COMMUNITY ECONOMIC / BUSINESS AND SOCIAL DEVELOPMENT BOOKINGS – JUNE 2019**

| DESCRIPTION                            | NO'S | ROOM                | GOVT. HOT OFFICE BOOKING (HO), COMMERCIAL BOOKING |
|--|------|---------------------|---|
| Holyoake – Counselling                 | 2    | Professional Office | Commercial Booking                                |
| Movie Club – June                      | 13   | Conference Room     | N/A   |
| SMYL – Community Services              | 2    | Professional Office | Commercial Booking                                |
| Wheatbelt Development Commission       | 7    | Conference Room     | Commercial Booking                                |
| Wheatbelt Development Commission       | 6    | Conference Room     | Commercial Booking                                |
| Forest Personnel – Disability Services | 3    | Professional Office | Commercial Booking                                |

**CORRIGIN CRC Annual Summary Report**

|         | JUL | AUG | SEP | OCT | NOV | DEC | JAN | FEB | MAR | APR | MAY | JUN | YEAR TOTAL |
|---------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|------------|
| 2007-08 | 535 | 613 | 537 | 714 | 511 | 520 | 561 | 510 | 625 | 733 | 576 | 469 | 6904       |
| 2008-09 | 479 | 444 | 581 | 532 | 501 | 411 | 417 | 501 | 575 | 525 | 543 | 651 | 6160       |
| 2009-10 | 629 | 682 | 626 | 757 | 590 | 727 | 421 | 623 | 715 | 529 | 491 | 539 | 7329       |
| 2010-11 | 708 | 610 | 871 | 759 | 465 | 530 | 426 | 444 | 611 | 413 | 607 | 691 | 7135       |
| 2011-12 | 568 | 536 | 572 | 535 | 542 | 381 | 426 | 520 | 527 | 499 | 564 | 491 | 6161       |
| 2012-13 | 545 | 694 | 691 | 716 | 756 | 497 | 552 | 636 | 413 | 590 | 370 | 479 | 6939       |
| 2013-14 | 651 | 494 | 516 | 706 | 597 | 479 | 405 | 529 | 641 | 640 | 616 | 553 | 6827       |
| 2014-15 | 769 | 757 | 750 | 878 | 651 | 443 | 455 | 569 | 403 | 603 | 486 | 499 | 7263       |
| 2015-16 | 543 | 695 | 668 | 813 | 681 | 466 | 591 | 534 | 530 | 585 | 626 | 553 | 7285       |
| 2016-17 | 620 | 588 | 675 | 618 | 455 | 366 | 513 | 388 | 595 | 336 | 540 | 450 | 6144       |
| 2017-18 | 461 | 372 | 516 | 663 | 563 | 422 | 376 | 596 | 563 | 646 | 532 | 444 | 6154       |
| 2018-19 | 578 | 521 | 425 | 708 | 547 | 397 | 386 | 562 | 546 | 635 | 617 | 563 | 6485       |

**STATUTORY ENVIRONMENT**

NIL

**POLICY IMPLICATIONS**

NIL

**FINANCIAL IMPLICATIONS**

NIL

**COMMUNITY AND STRATEGIC OBJECTIVES**

Shire of Corrigin Strategic Community Plan 2017-2027 and Corporate Business Plan 2017-2021:

**Objective: Social**

**An effectively serviced, inclusive and resilient community**

**Outcome 3.1 - An inclusive, welcoming and active community**

| Strategic Community Plan |  | Corporate Business Plan |  |
|--------------------------|--|-------------------------|--|
| Outcome                  | Strategies   | Action No.              | Actions  |
| 3.1.1                    | Work in partnership with community and sporting groups | 3.1.1.2                 | Assist sport and recreation clubs in accessing grant funding opportunities                           |
| 3.1.3                    | Facilitate, encourage and support community events     | 3.1.3.1                 | Promote and support local events with emphases on events that promote visitation of the Shire.       |
|                          |  | 3.1.3.2                 | Engage and facilitate the community to encourage the establishment and continuation of local events. |

**VOTING REQUIREMENT**

Simple Majority

**COUNCIL RESOLUTION**

**(91/2019) Moved: Cr Gilmore**

**Seconded: Cr Hardingham**

*That Council receives the Corrigin Community Resource Centre report.*

**Carried 6/0**

## 8.1.2 ACCOUNTS FOR PAYMENT

|                         |   |
|-------------------------|---|
| Applicant:              | Shire of Corrigin                                   |
| Date:                   | 8/07/2019   |
| Reporting Officer:      | Tanya Ludlow, Finance Officer - Creditors / Payroll |
| Disclosure of Interest: | NIL   |
| File Ref:               | FM.0036   |
| Attachment Ref:         | Attachment 8.1.2 – Accounts for Payment – June 2019 |

### SUMMARY

This report provides Council with a list of all financial dealings relating to all accounts for the previous month.

### BACKGROUND

This information is provided to Council on a monthly basis in accordance with provisions of the Local Government Act 1995 and Local Government (Financial Management) Regulations 1996. A Local Government is to develop procedures for the authorisation of, and payment of, accounts to ensure that there is effective security for which money or other benefits may be obtained.

### COMMENT

The cheque, EFT and Direct Debit payments that have been raised during the month of June 2019 are provided as Attachment 8.1.2 – Accounts for Payment.

After payment of the following cheque, EFT and Direct Debit payments, the balance of creditors will be \$0.00.

| Bank Account                                     | Payment Type | Reference       | Amount       | Total               |
|--|--------------|-----------------|--------------|---------------------|
| Municipal  | EFT          | 13877 - 13925,  |              |                     |
|  |              | 13930 - 13966   | \$640,961.93 |                     |
|  | Cheque       | 020411 - 020420 | \$12,904.18  |                     |
|  | Direct Debit | June 2019       | \$104,134.29 |                     |
|  | Payroll      | June 2019       | \$110,482.47 | <b>\$868,482.87</b> |
| Trust  | EFT          | 13926 - 13929   | \$228.30     |                     |
|  | Cheque       | No Payments     | \$0.00       |                     |
|  | Direct Debit | No Payments     | \$0.00       | <b>\$228.30</b>     |
| Licensing Trust                                  | EFT          | No Payments     | \$0.00       |                     |
|  | Direct Debit | June 2019       | \$26,322.85  | <b>\$26,322.85</b>  |
| Edna Stevenson                                   | Cheque       | No Payments     | \$0.00       | <b>\$0.00</b>       |
| <b>Total Payments for the Month of June 2019</b> |              |                 |              | <b>\$895,034.02</b> |

**Previous Accounts for Payment report**

To enable Council to check that no sequential payment numbers have been missed from the previous accounts for payment report and the report provided as Attachment 8.1.2 – Accounts for Payment – June 2019, the following information is provided on the last cheque or EFT number used.

| Bank Account                        | Payment Type | Last Number | First Number in report |
|-------------------------------------|--------------|-------------|------------------------|
| Municipal & Trust & Licensing Trust | EFT          | EFT13876    | EFT13877               |
| Municipal                           | Cheque       | 020410      | 020411                 |
| Trust                               | Cheque       | 003390      | No Payments            |
| Edna Stevenson                      | Cheque       | 000065      | No Payments            |

Please note that the above does not include payments made via Direct Debit (DD) as they are not in sequential number order.

**STATUTORY ENVIRONMENT**

Local Government (Financial Management) Regulations 1996

**POLICY IMPLICATIONS**

Policy 2.10 – Purchasing Policy

**FINANCIAL IMPLICATIONS**

Expenditure in accordance with the 2018/2019 Annual Budget.

**COMMUNITY AND STRATEGIC OBJECTIVES**

Shire of Corrigin Strategic Community Plan 2017-2027 and Corporate Business Plan 2017-2021:

**Objective: Leadership**

**Strong Governance and leadership**

**Outcome 4.1 - A strategically focussed dynamic Council serving the community**

| Strategic Community Plan |   | Corporate Business Plan |  |
|--------------------------|---|-------------------------|--|
| Outcome                  | Strategies  | Action No.              | Actions  |
| 4.1.3                    | Maintain accountability and financial responsibility to ensure the stability of the Shire | 4.1.3.1                 | Council maintain financial stability   |
|                          |   | 4.1.3.3                 | Provide Council adequate and appropriate financial information on a timely basis |

**VOTING REQUIREMENT**

Simple Majority

**COUNCIL RESOLUTION**

**(92/2019) Moved: Cr Hickey                      Seconded: Cr Hardingham**

*That Council reviews the list of accounts paid and acknowledges that payments totalling \$895,034.02 have been made during the month of June 2019.*

**Carried 6/0**

### 8.1.3 ACCOUNTS FOR PAYMENT – CREDIT CARDS

|                         |  |
|-------------------------|--|
| Applicant:              | Shire of Corrigin                                      |
| Date:                   | 8/07/2019  |
| Reporting Officer:      | Catherine Ospina Godoy, Manager Finance                |
| Disclosure of Interest: | NIL  |
| File Ref:               | FM.0036  |
| Attachment Ref:         | Attachment 8.1.3 – Accounts for Payment – Credit Cards |

#### SUMMARY

This report provides Council with a list of all financial dealings relating to the use of credit card payments for the period 30 April 2019 to 28 May 2019.

#### BACKGROUND

This information is provided to Council on a monthly basis in accordance with provisions of the Local Government Act 1995 and Local Government (Financial Management) Regulations 1996. A Local Government is to develop procedures for the authorisation of, and payment of, accounts to ensure that there is effective security for, which money or other benefits may be obtained.

Council is presented with the monthly accounts for payment at each Council meeting, providing information of payments made for the reporting period. This report includes the monthly payment of the credit card debit to the National Australia Bank.

#### COMMENT

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.

This report provides Council with detailed information of purchases paid for using the Shire of Corrigin corporate credit cards.

A monthly review of credit card use is independently assessed by the Manager Finance, to confirm that all expenditure has been incurred, is for the Shire of Corrigin and has been made in accordance with Council policy, procedures and the Local Government Act 1995 and associated regulations. The review by the Manager Finance also ensures that misuse of any corporate credit card can be readily detected.

This review has been conducted and no issues are evident and all areas of compliance have been met.

#### STATUTORY ENVIRONMENT

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

#### POLICY IMPLICATIONS

Policy 2.10 – Purchasing Policy  
Policy 2.18 - Corporate Credit Cards

#### FINANCIAL IMPLICATIONS

Expenditure in accordance with the 2018/2019 Annual Budget.

**COMMUNITY AND STRATEGIC OBJECTIVES**

Shire of Corrigin Strategic Community Plan 2017-2027 and Corporate Business Plan 2017-2021:

**Objective: Leadership**  
**Strong Governance and leadership**

**Outcome 4.1 - A strategically focussed dynamic Council serving the community**

| Strategic Community Plan |   | Corporate Business Plan |  |
|--------------------------|---|-------------------------|--|
| Outcome                  | Strategies  | Action No.              | Actions  |
| 4.1.3                    | Maintain accountability and financial responsibility to ensure the stability of the Shire | 4.1.3.1                 | Council maintain financial stability   |
|                          |   | 4.1.3.3                 | Provide Council adequate and appropriate financial information on a timely basis |

**VOTING REQUIREMENT**

Simple Majority

**COUNCIL RESOLUTION**

**(93/2019) Moved: Cr Hickey                      Seconded: Cr Gilmore**

*That Council in accordance with Attachment 8.1.3 endorse credit card payments for the period 30 April to 28 May 2019 for \$111.90.*

**Carried 6/0**

### 8.1.4 MONTHLY FINANCIAL REPORT

|                         |   |
|-------------------------|---|
| Applicant:              | Shire of Corrigin                                       |
| Date:                   | 13/06/2019  |
| Reporting Officer:      | Catherine Ospina Godoy, Manager Finance                 |
| Disclosure of Interest: | NIL   |
| File Ref:               | FM.0036   |
| Attachment Ref:         | Attachment 8.1.4 – Monthly Financial Report – June 2019 |

#### **SUMMARY**

This report provides Council with the monthly financial report for the month ending 30 June 2019.

#### **BACKGROUND**

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**

A variance report is included with the monthly financial report, provided as Attachment 8.1.4.

#### **STATUTORY ENVIRONMENT**

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

#### **POLICY IMPLICATIONS**

NIL

#### **FINANCIAL IMPLICATIONS**

Expenditure in accordance with the 2018/2019 Annual Budget.

**COMMUNITY AND STRATEGIC OBJECTIVES**

Shire of Corrigin Strategic Community Plan 2017-2027 and Corporate Business Plan 2017-2021:

**Objective: Leadership**  
**Strong Governance and leadership**

**Outcome 4.1 - A strategically focussed dynamic Council serving the community**

| Strategic Community Plan |   | Corporate Business Plan |  |
|--------------------------|---|-------------------------|--|
| Outcome                  | Strategies  | Action No.              | Actions  |
| 4.1.3                    | Maintain accountability and financial responsibility to ensure the stability of the Shire | 4.1.3.1                 | Council maintain financial stability   |
|                          |   | 4.1.3.3                 | Provide Council adequate and appropriate financial information on a timely basis |

**VOTING REQUIREMENT**

Simple Majority

**COUNCIL RESOLUTION**

**(94/2019) Moved: Cr Hardingham                      Seconded: Cr Weguelin**

*That Council accept the Statement of Financial Activity for the month ending 30 June 2019 included as Attachment 8.1.4 as presented, along with notes of any material variances.*

**Carried 6/0**

Cr Gilmore left the room at 3.19pm

Cr Weguelin left the room at 3.19pm

**COUNCIL RESOLUTION**

**(95/2019) Moved: Cr Hickey                      Seconded: Cr Hardingham**

*That Cr Weguelin and Cr Gilmore be allowed to return to the room to participate in the discussion of item 8.1.5 but not vote. The remaining members agree that their interest is unlikely to influence their conduct in relation to the matter.*

**Carried 4/0**

Cr Hardingham left the room at 3.20pm

Cr Hardingham returned to the room at 3.21pm

Cr Gilmore returned to the at room 3.21pm

Cr Weguelin returned to the at room 3.21pm



### 8.1.5 ADOPTION OF LOCAL HERITAGE SURVEY 2019

|                         |   |
|-------------------------|---|
| Applicant:              | Shire of Corrigin   |
| Date:                   | 17/07/2019  |
| Reporting Officer:      | Natalie Manton, Chief Executive Officer   |
| Disclosure of Interest: | Cr Weguelin and Cr Gilmore declared a proximity and financial interest as a result of land ownership in the main street precinct. |
| File Ref:               | LUP.0006 previous Resolution 271 and 272/2016   |
| Attachment Ref:         | Attachment 8.1.3 Shire of Corrigin Local Heritage Survey 2019<br>Corrigin Main Street Retail Precinct Development Guidelines      |

#### SUMMARY

Council is requested to consider reviewing and endorsing the revised Shire of Corrigin Municipal Heritage Survey 2019.

#### BACKGROUND

The current Shire of Corrigin Local Government Inventory was adopted in 1996 and remained in the same format since that time without review. In 2016 a Working Group was set up to work with Heritage Consultant Laura Gray to review the inventory to ensure that it met the minimum standard set out by the State Heritage Office. The Working Group comprised of Cr Hardingham, Mr Eric Jespersen and Mr Brian Parsons from the Corrigin Historical Society and Pioneer Museum. It was noted that the 1996 Municipal Inventory adopted by Council contained a number of inaccuracies that required amendment.

The review of the Shire of Corrigin Heritage Inventory commenced with a Working Group meeting, photographing heritage places around town and scanning of the hard copy of the 1997 heritage inventory as no digital version was compliant with current technology.

The Working Group discussions raised the issue of grading buildings of significance and the implications of a Grade B and Local Planning Policy (LPP) provisions that could impact the property owners. In the economic climate, it was determined that any imposts upon businesses and property owners would be considered inappropriate. The 1997 Heritage Inventory listed six places on the Heritage List (LPP provisions), and another three places are already on the State Register of Heritage Places with more serious implications and high level of heritage recognition.

The previous Municipal Heritage Inventory became known as the Local Heritage Survey following the passing of the revised Heritage Act 2018. The purpose of the local heritage survey is to:

- Identify and record places that are of cultural heritage significance to the district;
- Assist in making and implementing decisions that are in harmony with cultural heritage values;
- Provide a cultural and historical record of its district;
- Provide an accessible public record of places of cultural heritage significance to the district;
- Assist in preparing a heritage list or list of heritage areas under a local planning scheme.

Every accessible place listed in the 1997 inventory has been reviewed and assessed within the State Heritage Office's guidelines, including taking photographs of most places that can be viewed from public spaces. The four criteria for the assessment include:

Aesthetic value - significant aesthetic characteristic.

Historic value - significant in the evolution or pattern of the history of the local district.

Research value - natural or cultural history of the local district or demonstrating a high degree of technical innovation or achievement.

Social value - social, cultural, education or spiritual reasons.

Rarity - rare, uncommon or endangered aspects of the cultural heritage of the local district.

Representativeness - demonstrates the characteristics of a class of cultural places or environments in the local district.

**Grade A** Three sites are listed as Grade A being of exceptional cultural heritage significance to Shire of Corrigin and the state of Western Australia and worthy of recognition and protection through provisions of the Shire of Corrigin's Town Planning Scheme.

A planning application would need to be submitted for any proposed development of these places including: the Town Hall, Road Board Office and Railway Water Tank. The development application would also need to be submitted to State Heritage Office (SHO) for approval, and Shire of Corrigin cannot approve contrary to SHO recommendation.

For Grade A places it is recommended that the place be retained and conserved.

**Grade B** A place of considerable cultural heritage significance to Shire of Corrigin that is worthy of recognition and protection through provisions of the Shire of Corrigin's Local Planning Policy. It is not recommended for inclusion in the Heritage List but would be important to retain and conserve the place and undertake photo record of the place prior to any development.

Grade B places include the Main Street Precinct, Railway Precinct, George Holdaway's shop (fmr), St Matthews Anglican Church, National Bank and former Road Board Hall (Red Cross).

**Grade C** A place (including a site with no built remains) of some cultural heritage significance to Shire of Corrigin. No constraints on these places although retention of the place is encouraged.

Council will need to authorise the shire administration to prepare a new Heritage List comprising all Grade A places listed in the Shire of Corrigin Heritage Inventory Review 2018 in accordance with the procedural requirements of Part 3 of the Deemed Provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015* for formal consideration and final adoption by Council.

The process for preparing the new Shire of Corrigin Heritage List is as follows:

- 1 The local government must establish and maintain a heritage list to identify places within the Scheme area that are of cultural heritage significance and worthy of built heritage conservation.
- 2 The heritage list:
  - (a) must set out a description of each place and the reason for its entry in the heritage list; and
  - (b) must be available, with the Scheme documents, for public inspection during business hours at the offices of the local government; and
  - (c) may be published on the website of the local government.

- 3 The local government must not enter a place in, or remove a place from, the heritage list or modify the entry of a place in the heritage list unless the local government -
- (a) notifies in writing each owner and occupier of the place and provides each of them with a description of the place and the reasons for the proposed entry; and
  - (b) invites each owner and occupier to make submissions on the proposal within 21 days of the day on which the notice is served or within a longer period specified in the notice; and
  - (c) carries out any other consultation the local government considers appropriate; and
  - (d) following any consultation and consideration of the submissions made on the proposal, resolves that the place be entered in the heritage list with or without modification, or that the place be removed from the heritage list.

- 4 If the local government enters a place in the heritage list or modifies an entry of a place in the heritage list the local government must give notice of the entry or modification to -
- (a) the Heritage Council of Western Australia; and
  - (b) each owner and occupier of the place.

It is recommended that the draft Development Guidelines for Corrigin's Main Street Retail Precinct be formally adopted by Council as a local planning policy under Local Planning Scheme No.2 in order to have any legal standing and effect. The process to adopt the guidelines as a local planning policy is as follows:

- 1 If the local government resolves to prepare a local planning policy the local government must, unless the Commission otherwise agrees, advertise the proposed policy as follows -
- (a) publish a notice of the proposed policy in a newspaper circulating in the Scheme area, giving details of:
    - (i) the subject and nature of the proposed policy; and
    - (ii) the objectives of the proposed policy; and
    - (iii) where the proposed policy may be inspected; and
    - (iv) to whom, in what form and during what period submissions in relation to the proposed policy may be made.
  - (b) if, in the opinion of the local government, the policy is inconsistent with any State planning policy, give notice of the proposed policy to the Commission;
  - (c) give notice of the proposed policy in any other way and carry out any other consultation the local government considers appropriate.
- 2 The period for making submissions in relation to a local planning policy must not be less than a period of 21 days commencing on the day on which the notice of the policy is published under subclause (1)(a).
- 3 After the expiry of the period within which submissions may be made, the local government must:
- (a) review the proposed policy in the light of any submissions made; and
  - (b) resolve to —
    - (i) proceed with the policy without modification; or
    - (ii) proceed with the policy with modification; or
    - (iii) not to proceed with the policy.
- 4 If the local government resolves to proceed with the policy, the local government must publish notice of the policy in a newspaper circulating in the Scheme area.
- 5 A policy has effect on publication of a notice under subclause (4).

6 The local government:

- (a) must ensure that an up-to-date copy of each local planning policy made under this Scheme is kept and made available for public inspection during business hours at the offices of the local government; and
- (b) may publish a copy of each of those local planning policies on the website of the local government.

**COMMENT**

The review of the Local Heritage Survey has been undertaken in line with the requirements of the Heritage Act 2018 and includes 197 places and sites.

The Local Heritage Survey 2019 (formerly Heritage Inventory Review 2018) document was circulated to the Working Group and the Shire of Corrigin Council reviewed the draft document at the Discussion Forum in May.

The Draft Local Heritage Survey will need to be advertised for public comment and land owners will receive written notification. It is recommended that the Draft Local Heritage Survey and Main Street Retail Precinct Development Guidelines be advertised for public comment for a period of 30 days and adopted pending any significant submissions.

**STATUTORY ENVIRONMENT**

*Heritage Act of Western Australia 2018*

*s.103. Local heritage survey*

*(1) A local government must prepare a survey of places in its district that in its opinion are, or may become, of cultural heritage significance.*

*Shire of Corrigin Local Planning Scheme No.2*

*Deemed Provisions of the Local Planning and Development (Local Planning Schemes) Regulations 2015*

**POLICY IMPLICATIONS**

NIL

**FINANCIAL IMPLICATIONS**

Cost of advertising of approximately \$500 is included in the 2019/20 budget.

**COMMUNITY AND STRATEGIC OBJECTIVES**

Shire of Corrigin Strategic Community Plan 2017-2027 and Corporate Business Plan 2017-2021:

**Environment Objective**

**An attractive natural and built environment for the benefit of current and future generations**

**Outcome 2.2 - A well-managed built environment**

| Strategic Community Plan |   | Corporate Business Plan |   |
|--------------------------|---|-------------------------|---|
| Outcome                  | Strategies  | Action No.              | Actions   |
| 2.2.2                    | Maintain the integrity of heritage buildings within available resources | 2.2.2.1                 | Identify and update Municipal Heritage Inventory and Conservation Plans   |
|                          |   | 2.2.2.2                 | Municipal heritage inventory and conservation plans to be identified and incorporated into Asset Management Plan and Long term Financial Plan |

**VOTING REQUIREMENT**

Simple Majority

**COUNCIL RESOLUTION**

**(96/2019) Moved: Cr Hardingham                      Seconded: Cr Hickey**

*That Council, in accordance with Clause 8 (1) of the Deemed Provisions for Local Planning Schemes (Schedule 2 of Planning and Development (Local Planning Schemes) Regulations 2015):*

1. *Endorse the draft Shire of Corrigin Local Heritage Survey 2019 and undertake a period of community consultation of 30 days.*
  
2. *Endorse the draft Development Guidelines for Corrigin’s Main Street Retail Precinct as a local planning policy under Local Planning Scheme No.2 in accordance with the procedural requirements of Part 3 of the Deemed Provisions of the Planning and Development (Local Planning Schemes) Regulations 2015 and undertake a period of community consultation of 30 days.*
  
3. *Authorise the CEO to prepare a new Heritage List comprising all Grade A places listed in the Shire of Corrigin Local Heritage Survey 2019 in accordance with the procedural requirements of Part 3 of the Deemed Provisions of the Planning and Development (Local Planning Schemes) Regulations 2015 for formal consideration and final adoption by Council.*

**Carried 4/0**

## 8.2 GOVERNANCE AND COMPLIANCE

### 8.2.1 BUILDING PERMIT - MANTON

|                         |   |
|-------------------------|---|
| Applicant:              | Shire of Corrigin   |
| Date:                   | 1/07/2019   |
| Reporting Officer:      | Heather Talbot, Governance Projects Officer   |
| Disclosure of Interest: | Financial - Building permit relates to property owned by the CEO, Mrs Natalie Manton. |
| File Ref:               | A135  |
| Attachment Ref:         | Attachment 8.2.1 - GK & NA Manton Building Permit Application                         |

#### SUMMARY

Council is requested to consider granting a building permit for a proposed building on the property owned by the Chief Executive Officer and authorising Mr Greg Tomlinson, as an employee of the Shire of Corrigin, to sign the permit due to a conflict of interest.

#### BACKGROUND

Mr Christopher Mason has made an application for a building permit for a transportable building on the farming property owned by the Chief Executive Officer (CEO), Mrs Natalie Manton, at 169 Barber Road Bullaring in the Shire of Corrigin. The proposed building comprises a laundry, bedroom, bathroom and storeroom and will replace an existing outbuilding constructed in the 1920's.

The building application and supporting documentation was submitted to the Shire of Corrigin on 30 April 2019 and forwarded to the City of Kalamunda as per the usual practice. The Shire of Corrigin has an ongoing contractual arrangement with the Shire of Kalamunda to assess building applications. The application was independently assessed as being compliant with s.20 of the Building Act 2011 and a Building Permit and Certificate of Design Compliance was issued ready for signing.

Council has delegated authority to the CEO to grant building permits under s.20 of the Building Act 2011. In this instance it is not appropriate for the CEO to exercise the delegation due to a conflict of interest.

As the local government permit authority, Council will need to determine whether to approve or refuse the application based upon the evidence and recommendation for approval provided by the City of Kalamunda in Attachment 8.2.1.

A Bushfire Attack Level (BAL) Certificate determined in accordance with AS 3959-2009 has been issued by an Accredited Practitioner with Fire Protection Association Australia under the Bushfire Planning and Design (BPAD) Accreditation Scheme. The certificate details the conclusions of the full Bushfire Attack Level Assessment Report and is outlined in Attachment 8.2.1.

An application for planning approval was also submitted to the Shire of Corrigin planning consultant Mr Joe Douglas, Exurban, to determine if planning permission was required. Following a review of the planning application Mr Douglas concluded that a development application was not required in this particular instance and processing of the building permit application may now proceed given that:

- i) the existing building was constructed on the land prior to the introduction of town planning controls in the Shire and is therefore recognised as being lawful development and usage;
- ii) the existing building will be replaced with a new similar sized structure in the same general location on the land with significant setbacks to existing lot boundaries;
- iii) the new building will be used for the same purposes with no increase to the intensity of usage; and
- iv) the Bushfire Assessment Report confirms the bushfire rating is less than Bushfire Attack Level (BAL)-40 and BAL-Flame Zone.

A demolition permit is not required for the existing structure under regulation 42 of the Building Regulations 2012 as:

- the floor area of the building does not exceed 40 m<sup>2</sup>; and
- the demolition work will not adversely affect the safety and health of the occupants, or other users of the building or incidental structure, or the public; and
- the building or incidental structure is not the subject of an order, agreement or permit under the Heritage Act.

#### **COMMENT**

The City of Kalamunda has independently assessed the building application and has made a recommendation that, in their professional officer's opinion, the application is compliant and that the application be approved. A draft building permit has been issued for signing by the Shire of Corrigin.

A Certificate of Design Compliance has been issued and Bush Fire Assessment Level Report obtained.

The application does not require planning approval.

As the CEO has a conflict of interest in exercising the delegation to grant approval for the building permit, the Council will need to grant the permit and authorise an officer to sign the permit on behalf of the Shire of Corrigin.

A delegation of a local government's powers or duties may be only to a local government employee and the delegation must be in writing executed by or on behalf of the delegator.

#### **STATUTORY ENVIRONMENT**

*Building Act 2011:*

*s.20 Grant of building permit*

*s.96(3) Authorised persons*

*A local government may, by instrument in writing, designate a person employed by the local government under the Local Government Act 1995 section 5.36, as an authorised person for the purposes of this Act in relation to buildings and incidental structures located, or proposed to be located, in the district of the local government.*

*s.99. Limitation on powers of authorised person*

*Building Act 2011:*

*s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)*

*Building Regulations 2012:*

*r.23 Application to extend time during which permit has effect (s.32)*

*r.24 Extension of time during which permit has effect (s.32(3))*

*r.26 Approval of new responsible person (s.35(c))*

*Part 5 — Circumstances in which building, demolition or occupancy permits not required r.66.*

*1 The regulations may provide that a building permit is not required for building work of a kind specified by the regulations.*

*2 Without limiting subsection (1), the regulations may provide that a building permit is not required for building work —*

*(a) that is low in value; or*

*(b) that has a low level of risk in relation to the safety of users of the building or members of the public; or*

*(c) that does not require monitoring by a permit authority; or*

*(d) in a rural or remote area.*

*Local Government Act 1995*

*s5.36 Local Government Employees*

*s.9.49A(4) Execution of Documents.*

**POLICY IMPLICATIONS**

NIL

**FINANCIAL IMPLICATIONS**

Building application fees of \$172.80 paid on 21 May 2019.

**COMMUNITY AND STRATEGIC OBJECTIVES**

NIL

**VOTING REQUIREMENT**

Simple Majority

**COUNCIL RESOLUTION**

**(97/2019) Moved: Cr Weguelin**

**Seconded: Cr Hardingham**

*That Council:*

- 1. Notes the Chief Executive Officer's declaration of interest and further notes that this report has been prepared independent of the Chief Executive Officer's involvement and is based upon the recommendations of the Shire's independent building consultant at the City of Kalamunda.*
- 2. Approves Building Permit (BA09-2019), inclusive of conditions, for 169 Barber Road, Bullaring based on the recommendation of the City of Kalamunda and as detailed in Attachment 8.2.1.*
- 3. Authorises the Manager of Works to sign the Building Permit on behalf of the Shire of Corrigin, in accordance with s.9.49A(4) of the Local Government Act 1995.*

**Carried 6/0**



## 8.2.2 APPLICATION FOR EXPLORATION LICENCE 70/5267

|                         |   |
|-------------------------|---|
| Applicant:              | Shire of Corrigin                       |
| Date:                   | 15/07/2019                              |
| Reporting Officer:      | Natalie Manton, Chief Executive Officer |
| Disclosure of Interest: | NIL                                     |
| File Ref:               | ED.0002/ RV.0003                        |
| Attachment Ref:         | NIL                                     |

### SUMMARY

Council is requested to consider an application for an exploration licence over various lots located in Jubuk.

### BACKGROUND

The Shire of Corrigin has received an application for an exploration licence of private land in the Jubuk locality. Sections 23 to 26 of the *Mining Act 1978*, stipulates that mining may be carried out on certain classes of land with the written consent of the Minister for Mines and Petroleum. The *Mining Act 1978* and its associated regulations sets out the process for a variety of licences and lease types including requirements for mineral exploration.

Applications for licences after 2006 are for a five year term plus a possible extension of five years and further periods of two years thereafter, with 40 per cent of ground to be surrendered at the end of year six.

The holder of an exploration licence may, in accordance with the licence conditions, extract or disturb up to 1,000 tonnes of material from the ground which includes overburden. The Minister may approve extraction of larger tonnages.

### COMMENT

There are no apparent reasons as to why Council would wish to object to the application. The area of the proposed mining exploration licence has previously been submitted to the Shire of Corrigin in 2013 and Council did not identify any objections.

### STATUTORY ENVIRONMENT

*Mining Act 1978*

### POLICY IMPLICATIONS

NIL

### FINANCIAL IMPLICATIONS

Potential mining rates income.

**COMMUNITY AND STRATEGIC OBJECTIVES**

Shire of Corrigin Strategic Community Plan 2017-2027 and Corporate Business Plan 2017-2021:

**Objective: Leadership**

**Strong Governance and leadership**

**Outcome 4.1 - A strategically focussed dynamic Council serving the community**

| Strategic Community Plan |   | Corporate Business Plan |  |
|--------------------------|---|-------------------------|--|
| Outcome                  | Strategies  | Action No.              | Actions  |
| 4.1.3                    | Maintain accountability and financial responsibility to ensure the stability of the Shire | 4.1.3.1                 | Council maintain financial stability   |
|                          |   | 4.1.3.3                 | Provide Council adequate and appropriate financial information on a timely basis |

**VOTING REQUIREMENT**

Simple Majority

**COUNCIL RESOLUTION**

**(98/2019) Moved: Cr Weguelin**

**Seconded: Cr Gilmore**

*That Council raise no objection to the Application for Exploration Licence – No. 70/5267 by Mining Equities Pty Ltd.*

**Carried 6/0**

### 8.2.3 REPORT ON AUDIT MANAGEMENT LETTER 2017-18

|                         |   |
|-------------------------|---|
| Applicant:              | Shire of Corrigin                       |
| Date:                   | 18/07/2019                              |
| Reporting Officer:      | Natalie Manton, Chief Executive Officer |
| Disclosure of Interest: | NIL                                     |
| File Ref:               | FM.0182                                 |
| Attachment Ref:         | NIL                                     |

#### **SUMMARY**

Council is asked to consider the recommendation from the Audit and Risk Management Committee regarding the Audit Management letter for the year 30th June 2018 together with the comments provided by the Chief Executive Officer in response to significant findings.

#### **BACKGROUND**

The 2017/18 audited financial statement and management report was received by the Audit and Risk Management Committee on 18 December 2018. The meeting was attended by the Auditor Mr Greg Godwin of Moore Stephens by telephone and an overview of the audit and management report was provided.

The Shire of Corrigin has received correspondence from the Department of Local Government, Sport and Cultural Industries requesting a report on the significant adverse trend in the financial position whereby the Operating Surplus Ratio has been below the Department standard for the last three years.

Significant matters raised in the interim report and management comments were provided to Council however a report on significant issues raised in the final audit was not completed or forwarded to the Minister at the time.

The Audit and Risk Management Committee is required to examine the report of the Auditor and prepare a report on the actions the Shire of Corrigin has taken or intends to take in relation to matters raised.

#### **COMMENT**

The Audit and Risk Management Committee has examined the report of the Auditor and management report on the actions the Shire of Corrigin has taken or intends to take in relation to matters raised.

**STATUTORY ENVIRONMENT**

Local Government Act 1995,

7.9 Audit to be conducted

7.12A. Duties of local government with respect to audits

(4) A local government must —

(a) prepare a report addressing any matters identified as significant by the auditor in the audit report, and stating what action the local government has taken or intends to take with respect to each of those matters; and

(b) give a copy of that report to the Minister within 3 months after the audit report is received by the local government.

(5) Within 14 days after a local government gives a report to the Minister under subsection (4)(b), the CEO must publish a copy of the report on the local government’s official website.

**POLICY IMPLICATIONS**

8.11 Audit and Risk Management Committee

**FINANCIAL IMPLICATIONS**

NIL

**COMMUNITY AND STRATEGIC OBJECTIVES**

Shire of Corrigin Strategic Community Plan 2017-2027 and Corporate Business Plan 2017-2021:

**Objective: Leadership**

**Strong Governance and leadership**

**Outcome 4.1 - A strategically focussed dynamic Council serving the community**

| Strategic Community Plan |   | Corporate Business Plan |  |
|--------------------------|---|-------------------------|--|
| Outcome                  | Strategies  | Action No.              | Actions  |
| 4.1.3                    | Maintain accountability and financial responsibility to ensure the stability of the Shire | 4.1.3.1                 | Council maintain financial stability   |
|                          |   | 4.1.3.3                 | Provide Council adequate and appropriate financial information on a timely basis |

**VOTING REQUIREMENT**

Simple Majority

**COUNCIL RESOLUTION**

**(99/2019) Moved: Cr Hickey**

**Seconded: Cr Weguelin**

That Council:

1. Receives the Report on Audit Management Letter for the year ended 30th June 2018: and
2. Forward a copy of the report to the Minister for Local Government, Sport and Cultural Industries.

**Carried 6/0**



## **Report on Significant Findings from the Management Letter Accompanying the 2017-18 Audit**

### **1. Finding**

A significant adverse trend was noted in the Operating Surplus Ratio.

### **2. Management Comment**

The statement of comprehensive income shows that the main reason the ratio is below the target range is due to the operating income being less than operating expense.

A significant contributor to the negative Operating Surplus Ratio in 2017/18 and 2018/19 was the flood damage repairs which were shown in the Statement of Comprehensive Income as an operating maintenance expense but funded externally. The grant funding from WA Natural Disaster Relief and Recovery Arrangements (WANDRRA) was received to cover the cost of road repairs which would not be required in a normal year. This revenue is excluded from the ratio calculation.

The following actions have been taken, or are intended to be taken, to address the adverse trend in the Operating Surplus Ratio.

### **Long Term Asset and Financial Planning**

In September 2018 Council adopted the Strategic Resource Plan which encompasses the Asset Management and Long Term Financial Plans. This plan provides the Shire of Corrigin with a management tool to consider and analyse the impact of decision making on the overall financial position of the local government over time.

As part of the long term financial strategy the Shire of Corrigin will continue to maximise use of operating and non-operating funding opportunities as they become available.

### **Operating Income**

#### **Rates**

The ability of the Shire of Corrigin to increase revenue from rates is limited due to the relatively low number of rateable properties and a limited scope for increased Unimproved Value (UV), Gross Rental Value (GRV), commercial or mining rates to generate additional income. The long term financial plan includes planned rates increases slightly higher than the anticipated rise in the Consumer Price Index (CPI) to address backlog of renewals and assist in the financial stability of the shire while maintaining the level of service to the community. Rates of approximately \$2.5m were raised 2018-19 and are expected to increase to \$4.4m in 2032-33.

### **Fees and Charges**

With a projected relatively stable population of 1150 people, the Shire of Corrigin has a limited ability to generate additional income from fees and charges. The fees and charges were reviewed as part of the 2018/19 budget deliberations and items that had not been increased for some years were increased including: annual rental charges, cemetery fees and recreation usage fees. There is no real opportunity to generate additional income from commercial rents, parking etc.

### **Investment income**

Investment income was increased by \$18,000 during the 2018/19 financial year by investing municipal funds in a term deposit and WA Treasury Overnight Cash Deposit Facility.

### **Proceeds**

Additional income was generated in 2018/19 from profit on the disposal of assets.

### **Expenditure**

The Shire of Corrigin is responsible for assets valued at approximately \$150million, of which roads and buildings make up the largest component. The Long Term Financial Plan forecasts the operating expenditure to remain relatively stable over the next ten years with depreciation and materials and contracts being the dominant operating expenditure items.

During 2018/19 Management and Council have reviewed and analysed several large expenditure areas and have developed the following ten year plans:

- Capital and operations plan for Corrigin outdoor and indoor heated pools.
- Buildings capital and maintenance plans.
- Plant replacement plan.
- Roads capital and maintenance plan

### **Reduced Operating Expenditure**

A rationalisation of plant and equipment items aims to reduce the replacement expenditure over a ten year period. The fair value and useful lives for infrastructure was reviewed in an effort to reduce depreciation over the next ten years.

Management will continue to identify savings on operating expenditure wherever possible.

### **Roads**

The maintenance and renewal of the road network is a key priority for the Shire of Corrigin and one of the major expenditure items. The renewal of strategic grain haulage roads to a standard capable of carrying the forecast traffic loads is expected to be a significant financial challenge and well beyond the Shire's capacity if external renewal funding is not received.

### **No Forecast Borrowings**

The Shire has not forecast any additional borrowings over the next ten years to allow flexibility to respond to sudden or unexpected expenditure requirements or the loss of anticipated external grant funding.

### **Reserves**

In order to remain financially sustainable the Shire of Corrigin long term financial plan includes the use of cash backed reserves to accumulate funds for significant future renewals of key assets.

### **Conclusion**

The Operating Surplus Ratio highlights the Shire of Corrigin's reliance on external funding to fund renewals of assets. An analysis of neighbouring shires indicates that this is a common issue in the Wheatbelt region.

Council and management will continue to monitor income and expenditure as well as identifying ways to improve the operating position to increase the ratio above the acceptable target of 0.01. However this ratio is likely to remain below the benchmark in the coming years.

## 8.2.4 INTERIM AUDIT 2018-19 FINDINGS AND MANAGEMENT COMMENT

|                         |   |
|-------------------------|---|
| Applicant:              | Shire of Corrigin                       |
| Date:                   | 18/07/2019                              |
| Reporting Officer:      | Natalie Manton, Chief Executive Officer |
| Disclosure of Interest: | NIL                                     |
| File Ref:               | FM.0210                                 |
| Attachment Ref:         | NIL                                     |

### SUMMARY

Audit and Risk Management Committee is to consider the feedback from the interim audit conducted at the Shire of Corrigin office on 22 to 24 May 2019.

### BACKGROUND

Moore Stephens conducted the interim audit on behalf of the Office of the Auditor General from 22 to 24 May 2019. The Shire of Corrigin administration staff have responded to numerous requests for information at the time of the audit.

The auditors provided feedback on findings from the interim audit that will require attention prior to the final audit in October 2019 including:

1. Fixed Assets below \$5,000
2. IT Access
3. Fixed Assets Reconciliations
4. Trust Reconciliations
5. Reserve Bank Reconciliations
6. Borrowings Reconciliations
7. Journal Entries review

### COMMENT

Items 3 to 7 have already been addressed and items 1 and 2 will be addressed prior to the final audit in October 2019.

### STATUTORY ENVIRONMENT

Local Government Act 1995, 7.12A – Duties of a Local Government in respect to the Audit.

### POLICY IMPLICATIONS

3.1 Risk Management Policy

### FINANCIAL IMPLICATIONS

NIL



**COMMUNITY AND STRATEGIC OBJECTIVES**

Shire of Corrigin Strategic Community Plan 2017-2027 and Corporate Business Plan 2017-2021:

**Objective: Leadership**  
**Strong Governance and leadership**

**Outcome 4.1 - A strategically focussed dynamic Council serving the community**

| Strategic Community Plan |   | Corporate Business Plan |  |
|--------------------------|---|-------------------------|--|
| Outcome                  | Strategies  | Action No.              | Actions  |
| 4.1.3                    | Maintain accountability and financial responsibility to ensure the stability of the Shire | 4.1.3.1                 | Council maintain financial stability   |
|                          |   | 4.1.3.3                 | Provide Council adequate and appropriate financial information on a timely basis |

**VOTING REQUIREMENT**

Simple Majority

**COUNCIL RESOLUTION**

**(100/2019) Moved: Cr Gilmore**

**Seconded: Cr Weguelin**

*That Council receive the Interim Audit findings from Moore Stephens and notes the areas that have been addressed and issues to be completed prior to the final audit.*

**Carried 6/0**



**Report on Significant Findings from the Management Letter Accompanying the 2018-19 Interim Audit**

| INDEX OF FINDINGS                                 | RATING                   |                          |                          |
|---|--------------------------|--------------------------|--------------------------|
|   | Significant              | Moderate                 | Minor                    |
| <b>Matters identified during the current year</b> |                          |                          |                          |
| 1. Fixed Assets Below \$5,000                     | <input type="checkbox"/> |                          |                          |
| 2. IT Access                                      | <input type="checkbox"/> |                          |                          |
| 3. Fixed Assets Reconciliations                   |                          | <input type="checkbox"/> |                          |
| 4. Trust Reconciliations                          |                          | <input type="checkbox"/> |                          |
| 5. Reserve Bank Reconciliations                   |                          | <input type="checkbox"/> |                          |
| 6. Borrowings Reconciliations                     |                          |                          | <input type="checkbox"/> |
| <b>Matter outstanding from previous year</b>      |                          |                          |                          |
| 7. Journal Entries review                         | <input type="checkbox"/> |                          |                          |

**KEY TO RATINGS**

The Ratings in this management letter are based on the audit team’s assessment of risks and concerns with respect to the probability and/or consequence of adverse outcomes if action is not taken. We give consideration to these potential adverse outcomes in the context of both quantitative impact (for example financial loss) and qualitative impact (for example inefficiency, non-compliance, poor service to the public or loss of public confidence).

- Significant** - Those findings where there is potentially a significant risk to the entity should the finding not be addressed by the entity promptly.
- Moderate** - Those findings which are of sufficient concern to warrant action being taken by the entity as soon as practicable.
- Minor** - Those findings that are not of primary concern but still warrant action being taken.

## **1. Fixed Assets Below \$5,000**

### **Finding**

From 1 July 2018, Regulation 17A(5) of the Local Government (Financial Management) Regulations 1996 requires assets with a fair value at the date of acquisition under \$5,000 to be excluded from the assets of a local government entity.

From discussion with management and review of the fixed assets register, we noted the Shire has recognised a number of assets with a value at date of acquisition below \$5,000 in its fixed assets register.

### **Rating: Significant**

### **Implication**

If these assets are not removed from the fixed asset register it will result in non-compliance with Regulation 17A(5) of the Local Government (Financial Management) Regulations 1996. Additionally, assets may be materially misstated in the financial report.

### **Recommendation**

Management should review the fixed assets register and ensure any assets acquired with a fair value at date of acquisition under \$5,000 are excluded from the register prior to 30 June 2019.

### **Management Comment**

Management is aware of the need to review the fixed assets register and ensure that any assets with a value at date of acquisition below \$5,000 are removed from the fixed assets register.

Responsible Person: Manager of Finance

Completion Date: 30 July 2019

## **2. IT Access**

### **Finding**

Whilst reviewing the IT procedures, we noted the following:-

- a) Non-financial staff have access to the Synergy accounting software; and
- b) Access to the modules in the accounting software are not restricted based on their staff's position.

### **Rating: Significant**

### **Implication**

A lack of IT security controls may result in unauthorised access or data entry to the accounting software. Additionally this may result in issues with the security and confidentiality of data.

**Recommendation**

Access to the accounting software should be restricted to finance staff. In addition, access to the various modules in the accounting software should be restricted based on job descriptions.

**Management Comment**

The SynergySoft Software used by the Shire of Corrigin is an integrated program. In addition to the accounting elements of the program the software includes modules for rates, dog and cat registrations, debtors, creditors, payroll, cemeteries, etc.

Access to the accounting functions of the software is required for administration, governance and community services staff. For example the Customer Service Officer, while not a member of the finance team, is responsible for processing payments of fees and charges over the counter and issuing a receipt. This requires access to the receipting modules of the accounting software.

The Customer Service, Administration, Environmental Health and Governance staff are responsible for issuing purchase orders for goods and services in their areas of responsibility and therefore require access to the accounting software. For example an Environmental Health Officer may issue a purchase order for water sampling or the Pool Manager may need to order cleaning products and an Administration Officer may issue a purchase order for catering for the Council meetings.

Access to the financial software also allows officers to monitor and review expenditure in their area of responsibility.

The Shire of Corrigin has a small number of office staff who are often required to provide support and relief during periods of leave, illness or when someone leaves the Shire of Corrigin and before a new employee is engaged. All position descriptions include provision for administration employees to perform other duties as required. It is not practical to increase and decrease the level of access frequently however it is recognised that the current Super User setting requires revision and a reduction to a lower level of access for some employees.

The only staff with access to the payroll module are the CEO, Deputy CEO, Manager of Finance and Payroll Officer. All other administration, customer service and regulatory staff have been barred from accessing this module.

Responsible Person: Deputy CEO (currently advertising the position)

Completion Date: December 2019

### **3. Fixed Assets Reconciliations**

#### **Finding**

Whilst reviewing fixed asset procedures, we noted the reconciliation between the fixed assets register and the general ledger had not been prepared on a regular basis. There was no reconciliation prepared between 30 June 2018 and 31 March 2019.

#### **Rating: Moderate**

#### **Implication**

If this reconciliation is not prepared and reviewed, significant errors may go undetected. This could have various consequences, including misreporting to Council and in the annual financial report.

#### **Recommendation**

The general ledger control accounts should be reconciled to the fixed assets register at least on a quarterly basis. Once prepared the reconciliations should be reviewed by a senior staff member independent of preparation. The independent review should seek to confirm the accuracy of the reconciliation and be evidenced accordingly.

#### **Management Comment**

While the general ledger is rolled over to the new financial year the asset system remains untouched until the Annual Report is finalised and adopted by Council in December each year. No changes are made to the asset system between July and December until after the auditors have confirmed that the fair values, depreciation calculations are correct. The reason for this is that it is very difficult to amend the calculated depreciation and fair value for each asset in each month if a change is required at the conclusion of the audit.

The asset system was rolled over to the new financial year in mid-March 2019 and the reconciliation between the general ledger and the asset register was completed as part of the March end of month processes, additions and disposals can only be processed once the asset system has also been rolled over.

It is recognised that if the reconciliation is not prepared and reviewed regularly that significant errors may go undetected however there were no transactions for the period that the accounts were not reconciled.

From the commencement of the 2019/20 financial year the Manager of Finance will reconcile the general ledger to the asset register monthly to confirm that there are no errors.

Responsible Person: Manager of Finance  
Completion Date: July 2019

#### **4. Trust Reconciliations**

##### **Finding**

Whilst reviewing the trust reconciliation procedures, we noted the total of the trust sub ledgers in the trial balance do not reconcile to the trust bank balances.

##### **Rating: Moderate**

##### **Implication**

If this reconciliation is not performed and reviewed, significant errors may go undetected. This could have various consequences, including misreporting to Council and in the annual financial report.

##### **Recommendation**

To help ensure all transactions in the trust ledgers are correctly recorded and complete, reconciliations between the Trust sub ledgers and the trust bank accounts should be completed and reviewed on at least a monthly basis.

##### **Management Comment**

The reconciliation of the trust general ledger and the trust bank account has been performed every month and balanced.

The CEO identified historical problems with the reconciliation of the trust sub ledgers to the trust general ledger. This was largely due to income being receipted directly to the trust general ledger account instead of the individual trust sub ledger. A consultant was engaged in December 2018 to conduct a thorough and detailed analysis of the transactions and provide advice on how to rectify the matter.

The trust sub ledgers have been reconciled to the trust general ledger as well as the trust bank account at the end of the 2018/19 financial year and will continue to form part of the monthly reconciliations in future.

Responsible Person: Finance Officer

Completion Date: June 2019

## **5. Reserve Bank Reconciliations**

### **Finding**

Our review of bank reconciliations noted the reconciliation for the reserves bank accounts was not prepared every month.

### **Rating: Moderate**

### **Implication**

Infrequent reconciliation of bank accounts increases the risk of errors, omissions or fraud remaining undetected. In turn, this could lead to misstatements in financial reporting.

### **Recommendation**

Bank reconciliations should be consistently prepared on a monthly basis and should be independently reviewed.

### **Management Comment**

A reconciliation of the reserve account balance (note 9) to the reserve cash at bank (note 3) is reported in the monthly financial report to Council each month.

The reserve bank account is a term deposit that was invested for 3- 6 month periods during 2018/19. The funds were invested in July 2018 and matured in September 2018 at which point the interest was applied to the reserve sub accounts and the account was reconciled.

The funds were then invested for a further period to January 2019 and on maturity the interest was applied to reserve sub accounts and the account was reconciled.

The final term deposit for the 2018/19 financial year matured in June 2019 and the interest was applied and the account reconciled.

From June 2019 the reserve account will be reconciled on a monthly basis and will continue to be reported in the monthly report to Council. The reconciliation will confirm that there are no changes to the balance of the account during the months where there are no transactions.

Responsible Person: Manager Finance

Completion Date: monthly from June 2019

## **6. Borrowings Reconciliations**

### **Finding**

Whilst reconciliations between the general ledger and the borrowings schedule were performed, there is no evidence of them being reviewed by a senior officer independent of preparation.

### **Rating: Minor**

### **Implication**

Lack of review by an independent senior officer may lead to erroneous or unusual reconciling items not being detected and investigated in a timely manner.

### **Recommendation**

We recommend that the borrowing reconciliations are reviewed by an independent senior officer and evidence of the review is retained.

### **Management Comment**

The reconciliation of the general ledger to the borrowings schedule is included in the Manager of Finance End of Month Checklist and is to be reviewed by CEO on a monthly basis.

Responsible Person: Manager of Finance

Completion Date: July 2019

## **7. Journal Entries Review**

### **Finding**

Whilst reviewing journal processes, we noted both manual and automated journals are being posted in the accounting software. Manual journals are processed by the Shire's finance staff and automated journals are created by the accounting system based on certain options being selected in the software.

### **Update 2019**

We noted automated journal entries are printed but are not being reviewed by a senior staff member. In addition, there are no supporting documents attached to automated journal entries.

### **Rating: Significant**

### **Implication**

If journals are not independently reviewed and approved, there is a risk that erroneous or fraudulent transactions may pass undetected. Accounting journals can represent significant adjustments to previously approved accounting transactions, and should therefore be appropriately reviewed and approved.



**Recommendation**

We recommend that a person more senior than the preparer authorises all automated journal entries and evidence of authorisation is retained.

**Management Comment**

The supporting calculations and documents for the payroll automated journals are reviewed by a senior staff member fortnightly prior to processing the pay run.

Automated journals for depreciation, plant auto recoveries and administration allocations are reviewed by a senior staff member at the commencement of the new financial year and the supporting documentation is included in the budget working papers.

Following confirmation of any changes the automatic journals with the new budget changes are made to the parameters in the Synergysoft accounting software and remain the same for the rest of the year.

The printed copies of the automatic journal are filed to confirm the system is operating as per the parameters set at the beginning of the financial year.

In future the Shire of Corrigin will ensure that the supporting documents are authorised by a senior staff member.

Responsible Person: Manager of Finance

Completion Date: July 2019

### **8.3 WORKS AND SERVICES**

## **9 NOTICE OF MOTIONS FOR THE NEXT MEETING**

## **10 CHIEF EXECUTIVE OFFICER'S REPORT**

The CEO provided a report on the road program and recent staff movements.

## **11 PRESIDENT'S REPORT**

The President, Cr L Baker, attended the following meetings in the past month:

- RoeROC
- Central Country Zone meeting teleconference
- Senior Citizen's Committee meeting
- Secondary Freight Network

## **12 COUNCILLORS' QUESTIONS, REPORTS AND INFORMATION ITEMS**

Cr Hickey and CEO Manton attended a meeting with Main Roads regarding the proposal to upgrade the intersection of Brookton Highway and Quairading/ Rabbit Proof Fence roads.

## **13 URGENT BUSINESS APPROVED BY THE PRESIDENT OR BY A DECISION OF THE COUNCIL**

NIL

## **14 INFORMATION BULLETIN**

## 15 WALGA AND CENTRAL ZONE MOTIONS

### 15.1 WALGA AGM PROPOSED MOTIONS

|                         |  |
|-------------------------|--|
| Applicant:              | Shire of Corrigin                        |
| Date:                   | 16/07/2019                               |
| Reporting Officer:      | Natalie Manton, Chief Executive Officer  |
| Disclosure of Interest: | NIL                                      |
| File Ref:               | GR.0022                                  |
| Attachment Ref:         | Attachment 8.3.6 – WALGA AGM Agenda 2019 |

#### SUMMARY

Council is asked to consider the proposed motions for the WALGA AGM and provide direction to the Shire of Corrigin voting delegates.

#### BACKGROUND

Background information is provided in the WALGA AGM agenda.

#### COMMENT

A summary of the motions in the WALGA AGM agenda is provided below.

#### 3.1 Coastal Erosion

Shire of Gingin motion that WALGA advocate for more resources to be provided to Coastal Councils to manage coastal hazards. Intergovernmental Agreement to develop a coordinated national approach to Coastal Issues.

#### 3.2 Department of Housing Leasing Residential Property to Charitable Organisations

City of Kwinana motion regarding the Department of Housing policy and practice to lease housing assets, to not for profit organisations is eroding Local Governments' rate base.

#### 3.3 Motorist Taxation Revenue and Spending in WA

Shire of Manjimup motion regarding fair distribution of funding from motorists to road maintenance, congestion and road safety is sought. An inquiry into road user pricing should be established

#### 3.4 Biosecurity Groups (RBGs)

Shire of Bridgetown Greenbushes motion regarding current WALGA policy position that local government isn't supportive of Recognised Biosecurity Groups (RBGs). Since the development of this policy position 16 RBGs have been established in Western Australia, covering land within 61 separate local governments.

Individual local governments can be discouraged from trying to work with the RBG in its area due to the current sector policy provision. It is timely to review the current policy position.

#### 3.5 WALGA Members Support for Waste to Energy

Shire of Dardanup motion seeking support for the Waste Strategy: Western Australia's Waste Avoidance and Resource Recovery Strategy 2030 from WALGA Members. To seek firm commitments from the State Government as to how it will be achieved, including alternative options and incentives to reduce and eventually eliminate reliance on landfill.

### **3.6 Membership of Development Assessment Panels**

The Shire of Mundaring motion that the Development Assessment Panel (DAP) includes three experts and two elected members, which is considered by Department of Planning, Lands and Heritage as a balanced decision-making framework. There is a need to strengthen transparency and increase public respect for the DAP process. It is proposed that WALGA advocate for increasing local government membership on DAP.

### **3.7 Review of the *Mining Act 1978***

The Shire of Dundas motion seeking support for fly in fly out and drive in drive out to be limited in a reviewed Mining Act, similar to the Stronger Resource Communities Act in Qld. That a Memorandum of Understanding (MOU) with Councils is addressed as a compulsory part of the mining application process and that the MOU forms part of the Audit process of the relevant Local Government.

### **3.8 Financial Assistance Grants**

Shire of Dundas motion that acknowledges the importance of federal funding through the Financial Assistance Grants program for the continued delivery of council services and infrastructure. Expresses its concern about the decline in the value of Financial Assistance Grants funding at the national level from an amount equal to around 1% of Commonwealth taxation revenue in 1996 to a current figure of around 0.55%; and  
Calls on all political parties contesting the 2019 Federal Election and their local candidates to support the Australian Local Government Association's call to restore the national value of Financial Assistance Grants funding to an amount equal to at least 1% of Commonwealth taxation revenue and therefore to provide a fairer share of Federal funding for our local communities.

### **3.9 Third Party Appeal Rights**

Shire of Bayswater motion regarding further amendments proposed to the preferred model for Third Party Appeals Process.

## **STATUTORY ENVIRONMENT**

NIL

## **POLICY IMPLICATIONS**

Policy 8.9 Elected members' business, conferences and training expenses

## **FINANCIAL IMPLICATIONS**

NIL

**COMMUNITY AND STRATEGIC OBJECTIVES**

Shire of Corrigin Strategic Community Plan 2017-2027 and Corporate Business Plan 2017-2021:

**Objective: Leadership**  
**Strong Governance and leadership**

**Outcome 4.1 - A strategically focussed dynamic Council serving the community**

| Strategic Community Plan |  | Corporate Business Plan |  |
|--------------------------|--|-------------------------|--|
| Outcome                  | Strategies   | Action No.              | Actions  |
| 4.1.1                    | Provide leadership, communication and active engagement with the community | 4.1.1.1                 | Elected members provide strategic leadership for the benefit of the community  |
|                          |  | 4.1.1.2                 | Council is represented on key local organisations and provide feedback and advise to Council on their issues, programs and initiatives |

**VOTING REQUIREMENT**

Simple Majority

**COUNCIL RESOLUTION**

**(101/2019) Moved: Cr Weguelin**  
*That Council*

**Seconded: Cr Gilmore**

1. *endorse delegates to support the proposed motion 3.1 Coastal Erosion as follows:*  
*That WALGA advocate to the Federal and State Governments with respect to the importance of responding to the increasing challenges faced by Coastal Councils, and develop policy initiatives to include:*
  1. *Introduction of a national funding formula to provide the resources necessary to manage and maintain the coast effectively on behalf of all Australians, including the funds needed to increase the adaptive capacity of Councils to address climate impacts.*
  2. *Allocation of additional Financial Assistance Grants to address coastal hazards, and broadening of the range of ‘disabilities’ listed under Financial Assistance Grants to include factors such as the vulnerability of coastal areas and communities to coastal hazards.*
  3. *Development of an intergovernmental agreement on the Coastal Zone that will provide a co-ordinated national approach to coastal governance through and in cooperation with Australian state, territory and local governments and clearly define the roles and responsibilities of each tier of government in relation to coastal zone management.*

- 4. Creation of a National Coastal Policy, the basis of which is formed by the intergovernmental agreement on the Coastal Zone, that outlines the principles, objectives and actions to be taken to address the challenges of integrated coastal zone management for Australia.*
- 5. An increase in funding for Australian climate science research programs conducted by CSIRO and other research bodies, including the restoration of funding for the National Climate Change Adaptation Research Facility or establishment of a similar body, and continuing support for CoastAdapt. This is essential to ensure that appropriate guidance in responding to coastal hazards is accessible by Australia's coastal Councils so that coastal communities and assets are adequately prepared to address the adverse effects of climate change impacts.*
- 2.** *endorse delegates to support the proposed motion from the City of Kwinana that WALGA advocate to the Minister for Housing to:*

  - 1. Cease the policy of the Department of Housing leasing their housing assets to charitable/not for profit organisations who are then eligible for charitable Local Government rate exemptions; or*
  - 2. Provide Local Governments with a rate equivalent payment annually as compensation for the loss of rates income; or*
  - 3. Include in the lease agreements with charitable institutions that they must pay Local Government rates on behalf of the Department of Housing recognising the services Local Government provides to its tenants.*
- 3.** *endorse delegates to support proposed motion from the Shire of Manjimup to support the independent position of the RAC, that WALGA call on the State and Federal Government to:*

  - 1. Provide a fairer distribution of funding from revenue collected from Western Australian motorists (consistently a minimum of 50%) to remediate Western Australia's \$845m road maintenance backlog and tackle the increasing costs of congestion and road trauma, to deliver productivity and liveability outcomes; and*
  - 2. Hold an inquiry into road user pricing as part of a broader reform of motorist taxation that would remove revenue raising fees and charges, and / or hypothecate money collected for the provision of transport infrastructure and services.*
- 4.** *endorse delegates to exercise discretion to support or not support the proposed motion from the Shire of Bridgetown-Greenbushes that WALGA revokes its current policy position of not supporting the establishment and operations of Recognised Biosecurity Groups (RBGs) and that the decision on whether to support RBGs is to rest with individual Local Governments.*

5. *endorse delegates to support the proposed motion from the Shire of Dardanup that WALGA continue to support Western Australia's Waste Avoidance and Resource Recovery Strategy 2030 and seek firm commitments from the State Government about how the waste avoidance, resource recovery and diversion from landfill targets will be achieved, including local options for reprocessing, recycling and waste to energy.*  
*In particular these commitments should clearly indicate how the State Government will cease the proliferation of landfills in the non-metropolitan areas which are predominantly taking metropolitan waste or waste generated elsewhere in the state including mining and construction camps. These commitments should encourage alternative options and outline what incentives the Government will put in place to reduce, and eventually eliminate, our reliance on landfill.*
6. *endorse delegates to support the proposed motion from the Shire of Mundaring that WALGA investigate increasing Local Government membership in Development Assessment Panels*
7. *endorse delegates to support the proposed motion from the Shire of Dundas that:*
  1. *WALGA requests that the Hon. Bill Johnston, Minister for Mines and Petroleum, undertakes a review of the outdated Mining Act 1978 and that the revision address FIFO and DIDO, and its impact on local communities; and*
  2. *The Mining application process includes a mandatory MOU with the Local Government which would be overseen by the Auditor General to ensure fairness to the community by having the mining company contribute to local infrastructures as a legacy project.*
8. *endorse delegates to support the proposed motion from the Shire of Dundas that WALGA requests the Hon. Minister of Local Government and Communities David Templeman to assist all Local Governments to lobby the Federal Government to retain the Financial Assistance Grant at one percent of the of Commonwealth taxation revenue.*
9. *endorse delegates to exercise discretion to support or not support the proposed motion from the Shire of Bayswater that:*
  1. *there be an amendment to the Third Party Appeals Process Preferred Model, being that third parties in addition to Local Governments are able to make an appeal an;*
  2. *That there be an amendment to the Third Party Appeals Process Preferred Model, being that third parties are able to appeal decisions made by the Western Australian Planning Commission and the State Administrative Tribunal, in addition to Development Assessment Panels.*

**Carried 6/0**

**16 NEXT MEETING**

Ordinary Council meeting on Tuesday 20 August 2019 at 3.00pm.

**17 MEETING CLOSURE**

The Chairperson, Shire President Cr. L Baker closed the meeting at 4.24pm.

President: \_\_\_\_\_ Date: \_\_\_\_\_



**LIST OF ACCOUNTS DUE AND SUBMITTED TO COUNCIL FOR THE MONTH OF JULY 2019**

| CHQ/EFT  | DATE       | NAME   | DESCRIPTION  | AMOUNT        | BANK  |
|----------|------------|--|--|---------------|-------|
| EFT13976 | 10/07/2019 | BUILDING & CONSTRUCTION INDUSTRY TRAINING FUND | BCITF LEVY PAYMENT FOR JUNE 2019                         | \$ 100.12     | TRUST |
| EFT13977 | 10/07/2019 | DEPT OF MINES, INDUSTRY REGULATION & SAFETY    | BUILDING SERVICES LEVY FOR JUNE 2019                     | \$ 69.23      | TRUST |
| EFT14025 | 25/07/2019 | HOLLY AULD                                     | REFUND OF HOUSING BOND                                   | \$ 160.00     | TRUST |
| EFT14026 | 25/07/2019 | SHIRE OF CORRIGIN - MUNICIPAL                  | REFUND OF HOUSING BOND - TO BE REFUNDED TO TENANTS       | \$ 1,976.00   | TRUST |
| EFT14027 | 25/07/2019 | TARYN DAYMAN                                   | REFUND OF HOUSING BOND                                   | \$ 1,300.00   | TRUST |
| 20421    | 04/07/2019 | SHIRE OF CORRIGIN                              | PAYROLL DEDUCTIONS                                       | \$ 184.00     | MUNI  |
| 20422    | 10/07/2019 | SYNERGY  | ELECTRICITY CHARGES                                      | \$ 3,795.45   | MUNI  |
| 20423    | 18/07/2019 | SHIRE OF CORRIGIN                              | PAYROLL DEDUCTIONS                                       | \$ 184.00     | MUNI  |
| 20424    | 23/07/2019 | WATER CORPORATION OF WA                        | WATER CHARGES  | \$ 14,708.41  | MUNI  |
| 20425    | 23/07/2019 | SYNERGY  | ELECTRICITY CHARGES                                      | \$ 12,645.10  | MUNI  |
| EFT13967 | 03/07/2019 | DEPARTMENT OF TRANSPORT - P/L                  | SHIRE VEHICLE LICENCES & MOTOR INJURY INSURANCE POLICIES | \$ 10,899.85  | MUNI  |
| EFT13968 | 09/07/2019 | DEPARTMENT OF TRANSPORT - P/L                  | PAYMENT CANCELLED - REJECTED BY NAB                      | \$ -          | MUNI  |
| EFT13969 | 09/07/2019 | PHILLIP MONTGOMERY                             | PAYMENT CANCELLED - REJECTED BY NAB                      | \$ -          | MUNI  |
| EFT13970 | 09/07/2019 | SHIRE OF CORRIGIN - TRUST                      | PAYMENT CANCELLED - REJECTED BY NAB                      | \$ -          | MUNI  |
| EFT13971 | 09/07/2019 | WESTERN AUSTRALIAN TREASURY CORPORATION        | PAYMENT CANCELLED - REJECTED BY NAB                      | \$ -          | MUNI  |
| EFT13972 | 09/07/2019 | WESTERN AUSTRALIAN TREASURY CORPORATION        | INVESTMENT OF SURPLUS FUNDS                              | \$ 500,000.00 | MUNI  |
| EFT13973 | 09/07/2019 | DEPARTMENT OF TRANSPORT - P/L                  | VEHICLE LICENCE & MOTOR INJURY INSURANCE POLICY - BUS    | \$ 414.20     | MUNI  |
| EFT13974 | 09/07/2019 | PHILLIP MONTGOMERY                             | REFUND OF OVERPAYMENT                                    | \$ 25.00      | MUNI  |
| EFT13975 | 09/07/2019 | SHIRE OF CORRIGIN - TRUST                      | TRANSFER FROM MUNI TO TRUST DUE TO EFTPOS ERROR          | \$ 20.20      | MUNI  |
| EFT13978 | 10/07/2019 | SHIRE OF NAREMBEEN                             | REIMBURSEMENT FOR FREIGHT CHARGES FROM JASON SIGNMAKERS  | \$ 37.74      | MUNI  |
| EFT13979 | 10/07/2019 | AMPAC DEBT RECOVERY (WA) PTY LTD               | RATES RECOVERY AND ASSOCIATED LEGAL FEES                 | \$ 2,797.20   | MUNI  |
| EFT13980 | 10/07/2019 | ARM SECURITY                                   | ALARM MONITORING SERVICES 01.07.2019 TO 30.09.2019       | \$ 128.70     | MUNI  |
| EFT13981 | 10/07/2019 | AUSQ TRAINING                                  | STAFF TRAFFIC MANAGEMENT & TRAFFIC CONTROLLER TRAINING   | \$ 1,685.00   | MUNI  |
| EFT13982 | 10/07/2019 | AVON WASTE                                     | 4 WEEKS RUBBISH COLLECTION - JUNE 2019                   | \$ 17,123.41  | MUNI  |
| EFT13983 | 10/07/2019 | BOC LIMITED                                    | CONTAINER SERVICE - DAILY TRACKING FEE                   | \$ 11.80      | MUNI  |
| EFT13984 | 10/07/2019 | CELLARBRATIONS @ CORRIGIN                      | REFRESHMENTS AND CATERING                                | \$ 48.50      | MUNI  |
| EFT13985 | 10/07/2019 | CENTRAL COUNTRY ZONE WALGA                     | 2019 / 2020 ANNUAL SUBSCRIPTION                          | \$ 4,158.00   | MUNI  |
| EFT13986 | 10/07/2019 | CHADWEN HOLDINGS TRUST                         | POSTAGE CHARGES FOR JUNE 2019                            | \$ 143.95     | MUNI  |
| EFT13987 | 10/07/2019 | CLOUD COLLECTIONS PTY LTD                      | RATES RECOVERY AND ASSOCIATED LEGAL FEES                 | \$ 169.40     | MUNI  |
| EFT13988 | 10/07/2019 | CORRIGIN HARDWARE                              | HARDWARE SUPPLIES  | \$ 1,503.30   | MUNI  |
| EFT13989 | 10/07/2019 | CORRIGIN HOTEL                                 | REFRESHMENTS AND CATERING                                | \$ 991.50     | MUNI  |
| EFT13990 | 10/07/2019 | CORRIGIN OFFICE SUPPLIES                       | STATIONERY SUPPLIES                                      | \$ 126.30     | MUNI  |
| EFT13991 | 10/07/2019 | CORRIGIN ROADHOUSE                             | REFRESHMENTS AND CATERING                                | \$ 902.50     | MUNI  |
| EFT13992 | 10/07/2019 | CORRIGIN TYREPOWER                             | ROTATE TYRES & WHEEL ALIGNMENT ON HOLDEN COLORADO        | \$ 215.00     | MUNI  |
| EFT13993 | 10/07/2019 | DOWN TO EARTH TRAINING AND ASSESSING           | STAFF CHEMICAL SAFETY TRAINING COURSE                    | \$ 1,030.50   | MUNI  |
| EFT13994 | 10/07/2019 | DR T RAMAKRISHNA                               | INCENTIVE PAYMENT AS PER AGREEMENT                       | \$ 14,305.48  | MUNI  |
| EFT13995 | 10/07/2019 | FIRST HEALTH SERVICES                          | CORRIGIN MEDICAL CENTRE SERVICE FEE FOR JULY 2019        | \$ 10,709.53  | MUNI  |



**LIST OF ACCOUNTS DUE AND SUBMITTED TO COUNCIL FOR THE MONTH OF JULY 2019**

| CHQ/EFT   | DATE       | NAME  | DESCRIPTION   | AMOUNT       | BANK  |
|-----------|------------|---|---|--------------|-------|
| EFT13996  | 10/07/2019 | GREAT SOUTHERN FUEL SUPPLIES                  | FUEL SUPPLIES FOR THE MONTH OF JUNE 2019                | \$ 1,882.88  | MUNI  |
| EFT13997  | 10/07/2019 | HARRIS ZUGLIAN ELECTRICS                      | ELECTRICAL REPAIRS AND INSPECTIONS                      | \$ 428.70    | MUNI  |
| EFT13998  | 10/07/2019 | HEATHER JANE IVES                             | STAFF REIMBURSEMENT                                     | \$ 34.00     | MUNI  |
| EFT13999  | 10/07/2019 | IGA CORRIGIN                                  | REFRESHMENTS AND CATERING                               | \$ 252.90    | MUNI  |
| EFT14000  | 10/07/2019 | KATEMS SUPERMARKET                            | REFRESHMENTS AND CATERING                               | \$ 116.44    | MUNI  |
| EFT14001  | 10/07/2019 | KEWDALE HIRE                                  | REIMBURSEMENT FOR FUEL FROM PLANT HIRE                  | \$ 380.60    | MUNI  |
| EFT14002  | 10/07/2019 | LANDGATE                                      | 2018 / 2019 RURAL UV GENERAL REVALUATION, TENEMENT ROLL | \$ 6,818.30  | MUNI  |
| EFT14003  | 10/07/2019 | MALLEE TREE CAFE & GALLERY                    | REFRESHMENTS AND CATERING                               | \$ 48.00     | MUNI  |
| EFT14004  | 10/07/2019 | MARKETFORCE                                   | ADVERTISING - SHIRE VACANCIES                           | \$ 785.35    | MUNI  |
| EFT14005  | 10/07/2019 | METAL ARTWORK CREATIONS                       | STAFF NAME BADGE  | \$ 15.10     | MUNI  |
| EFT14006  | 10/07/2019 | PERFECT COMPUTER SOLUTIONS PTY LTD            | COMPUTER CONSULTANCY - RESOLVE IT ISSUES, MONITORING    | \$ 255.00    | MUNI  |
| EFT14007  | 10/07/2019 | RAMM SOFTWARE PTY LTD                         | 2019 / 2020 RENTAL OF POCKET RAMM SOFTWARE              | \$ 8,062.46  | MUNI  |
| EFT14008  | 10/07/2019 | SEEK LIMITED                                  | ADVERTISING - SHIRE VACANCIES                           | \$ 1,149.50  | MUNI  |
| EFT14009  | 10/07/2019 | STAR TRACK EXPRESS PTY LTD                    | FREIGHT CHARGES   | \$ 57.45     | MUNI  |
| EFT14010  | 10/07/2019 | STIRLING FREIGHT EXPRESS                      | FREIGHT CHARGES   | \$ 31.36     | MUNI  |
| EFT14011  | 10/07/2019 | AUSTRALIAN LOCAL GOVERNMENT JOB DIRECTORY     | ADVERTISING - SHIRE VACANCIES                           | \$ 715.00    | MUNI  |
| EFT14012  | 10/07/2019 | WORLDWIDE EAST PERTH                          | PRINTING OF 2019 RATE NOTICES                           | \$ 665.00    | MUNI  |
| EFT14013  | 24/07/2019 | AUSTRALIAN TAXATION OFFICE                    | BAS PAYMENT FOR JUNE 2019                               | \$ 23,698.00 | MUNI  |
| EFT14014  | 24/07/2019 | BEST OFFICE SYSTEMS                           | WASTE TONERS FOR DEPOT PHOTOCOPIER                      | \$ 278.00    | MUNI  |
| EFT14015  | 24/07/2019 | CHADWEN HOLDINGS TRUST                        | STATIONERY SUPPLIES                                     | \$ 293.65    | MUNI  |
| EFT14016  | 24/07/2019 | CORRIGIN OFFICE SUPPLIES                      | STATIONERY SUPPLIES                                     | \$ 700.11    | MUNI  |
| EFT14017  | 24/07/2019 | ELDERS RURAL SERVICES AUSTRALIA LIMITED       | 15 OF 700 KG BULKA BAGS GP CEMENT                       | \$ 4,653.00  | MUNI  |
| EFT14018  | 24/07/2019 | HANSON CONSTRUCTION MATERIALS PTY LTD         | 52 TONNES OF SAND                                       | \$ 2,163.88  | MUNI  |
| EFT14019  | 24/07/2019 | LOCAL HEALTH AUTHORITIES ANALYTICAL COMMITTEE | 2019 / 2020 ANALYTICAL SERVICES                         | \$ 509.30    | MUNI  |
| EFT14020  | 24/07/2019 | MURRAY HOUSE RESOURCE CENTRE                  | REGISTRATION FOR STAFF SAFETY & HEALTH REP COURSE       | \$ 950.00    | MUNI  |
| EFT14021  | 24/07/2019 | NEU-TECH AUTO ELECTRICS                       | PLANT REPAIRS - PRIME MOVER, LOADER                     | \$ 680.35    | MUNI  |
| EFT14022  | 24/07/2019 | PIPPA DAVEY                                   | STAFF REIMBURSEMENT                                     | \$ 250.00    | MUNI  |
| EFT14023  | 24/07/2019 | STATE LIBRARY OF WESTERN AUSTRALIA            | 2019 / 2020 BETTER BEGINNINGS PROGRAM                   | \$ 88.00     | MUNI  |
| EFT14024  | 24/07/2019 | WARREN KENNY CARPENTRY SERVICES               | BUILDING REPAIRS AT CREC AND WELLNESS CENTRE            | \$ 522.50    | MUNI  |
| DD10802.1 | 19/07/2019 | THE BOND ADMINISTRATOR                        | BOND ADMINISTRATOR DEBIT                                | \$ 840.00    | TRUST |
| DD10802.2 | 26/07/2019 | THE BOND ADMINISTRATOR                        | BOND ADMINISTRATOR DEBIT                                | \$ 1,300.00  | TRUST |
| DD10811.1 | 30/07/2019 | THE BOND ADMINISTRATOR                        | BOND ADMINISTRATOR DEBIT                                | \$ 1,000.00  | TRUST |
| DD10703.1 | 01/07/2019 | TELSTRA                                       | PHONE CHARGES   | \$ 158.17    | MUNI  |
| DD10704.1 | 01/07/2019 | TELSTRA                                       | PHONE CHARGES   | \$ 811.17    | MUNI  |
| DD10706.1 | 01/07/2019 | WESTNET PTY LTD                               | INTERNET CHARGES  | \$ 61.14     | MUNI  |
| DD10707.1 | 01/07/2019 | WESTNET PTY LTD                               | INTERNET CHARGES  | \$ 278.95    | MUNI  |
| DD10708.1 | 01/07/2019 | WESTNET PTY LTD                               | INTERNET CHARGES  | \$ 59.95     | MUNI  |

**LIST OF ACCOUNTS DUE AND SUBMITTED TO COUNCIL FOR THE MONTH OF JULY 2019**

| CHQ/EFT   | DATE       | NAME                                      | DESCRIPTION                               | AMOUNT       | BANK |
|-----------|------------|---|---|--------------|------|
| DD10709.1 | 01/07/2019 | WESTNET PTY LTD                           | INTERNET CHARGES                          | \$ 89.95     | MUNI |
| DD10711.1 | 03/07/2019 | WA SUPER                                  | PAYROLL DEDUCTIONS                        | \$ 11,123.87 | MUNI |
| DD10711.2 | 03/07/2019 | AVANTEOS INVESTMENTS LTD                  | PAYROLL DEDUCTIONS                        | \$ 105.30    | MUNI |
| DD10711.3 | 03/07/2019 | FIRSTWRAP PLUS SUPER AND PENSION          | PAYROLL DEDUCTIONS                        | \$ 188.17    | MUNI |
| DD10711.4 | 03/07/2019 | HOSTPLUS SUPERANNUATION FUND              | SUPERANNUATION CONTRIBUTIONS              | \$ 301.87    | MUNI |
| DD10711.5 | 03/07/2019 | AUSTRALIAN SUPER                          | SUPERANNUATION CONTRIBUTIONS              | \$ 1,194.45  | MUNI |
| DD10711.6 | 03/07/2019 | BT SUPER FOR LIFE                         | SUPERANNUATION CONTRIBUTIONS              | \$ 422.79    | MUNI |
| DD10711.7 | 03/07/2019 | AMP SUPERANNUATION SAVINGS TRUST          | SUPERANNUATION CONTRIBUTIONS              | \$ 222.21    | MUNI |
| DD10711.8 | 03/07/2019 | REST SUPERANNUATION                       | SUPERANNUATION CONTRIBUTIONS              | \$ 113.77    | MUNI |
| DD10726.1 | 03/07/2019 | NATIONAL AUSTRALIA BANK                   | CREDIT CARD PAYMENTS                      | \$ 332.95    | MUNI |
| DD10705.1 | 11/07/2019 | TELSTRA                                   | MOBILE PHONE CHARGES                      | \$ 322.94    | MUNI |
| DD10727.1 | 17/07/2019 | TELSTRA                                   | PHONE CHARGES                             | \$ 154.88    | MUNI |
| DD10760.1 | 17/07/2019 | WA SUPER                                  | PAYROLL DEDUCTIONS                        | \$ 9,376.28  | MUNI |
| DD10760.2 | 17/07/2019 | AVANTEOS INVESTMENTS LTD                  | PAYROLL DEDUCTIONS                        | \$ 106.69    | MUNI |
| DD10760.3 | 17/07/2019 | FIRSTWRAP PLUS SUPER AND PENSION          | PAYROLL DEDUCTIONS                        | \$ 220.15    | MUNI |
| DD10760.4 | 17/07/2019 | HOSTPLUS SUPERANNUATION FUND              | SUPERANNUATION CONTRIBUTIONS              | \$ 306.88    | MUNI |
| DD10760.5 | 17/07/2019 | AUSTRALIAN SUPER                          | SUPERANNUATION CONTRIBUTIONS              | \$ 1,284.62  | MUNI |
| DD10760.6 | 17/07/2019 | BT SUPER FOR LIFE                         | SUPERANNUATION CONTRIBUTIONS              | \$ 453.53    | MUNI |
| DD10760.7 | 17/07/2019 | AMP SUPERANNUATION SAVINGS TRUST          | SUPERANNUATION CONTRIBUTIONS              | \$ 251.10    | MUNI |
| DD10760.8 | 17/07/2019 | REST SUPERANNUATION                       | SUPERANNUATION CONTRIBUTIONS              | \$ 120.25    | MUNI |
| DD10725.1 | 19/07/2019 | CLASSIC FUNDING GROUP PTY LTD             | RESOURCE CENTRE PHOTOCOPIER LEASE PAYMENT | \$ 237.60    | MUNI |
| DD10800.1 | 23/07/2019 | WESTERN AUSTRALIAN TREASURY CORPORATION   | GOVERNMENT GUARANTEE FEE JULY 2019        | \$ 5,623.12  | MUNI |
| DD10778.1 | 29/07/2019 | TELSTRA                                   | PHONE CHARGES                             | \$ 71.19     | MUNI |
| DD10779.1 | 29/07/2019 | TELSTRA                                   | PHONE CHARGES                             | \$ 253.83    | MUNI |
| DD10780.1 | 29/07/2019 | TELSTRA                                   | PHONE CHARGES                             | \$ 107.50    | MUNI |
| DD10781.1 | 29/07/2019 | TELSTRA                                   | PHONE CHARGES                             | \$ 34.95     | MUNI |
| DD10782.1 | 30/07/2019 | TELSTRA                                   | PHONE CHARGES                             | \$ 158.17    | MUNI |
| DD10783.1 | 30/07/2019 | TELSTRA                                   | PHONE CHARGES                             | \$ 542.30    | MUNI |
| DD10816.1 | 31/07/2019 | WA SUPER                                  | PAYROLL DEDUCTIONS                        | \$ 8,836.95  | MUNI |
| DD10816.2 | 31/07/2019 | AVANTEOS INVESTMENTS LTD                  | PAYROLL DEDUCTIONS                        | \$ 106.69    | MUNI |
| DD10816.3 | 31/07/2019 | HOSTPLUS SUPERANNUATION FUND              | PAYROLL DEDUCTIONS                        | \$ 358.02    | MUNI |
| DD10816.4 | 31/07/2019 | AUSTRALIAN SUPER                          | SUPERANNUATION CONTRIBUTIONS              | \$ 1,263.51  | MUNI |
| DD10816.5 | 31/07/2019 | BT SUPER FOR LIFE                         | SUPERANNUATION CONTRIBUTIONS              | \$ 503.34    | MUNI |
| DD10816.6 | 31/07/2019 | AMP SUPERANNUATION SAVINGS TRUST          | SUPERANNUATION CONTRIBUTIONS              | \$ 56.34     | MUNI |
| DD10816.7 | 31/07/2019 | MATRIX SUPERANNUATION & ROLLOVER DIVISION | SUPERANNUATION CONTRIBUTIONS              | \$ 73.19     | MUNI |
| DD10816.8 | 31/07/2019 | REST SUPERANNUATION                       | SUPERANNUATION CONTRIBUTIONS              | \$ 120.25    | MUNI |
| DD10733.1 | 01/07/2019 | DEPARTMENT OF TRANSPORT - P/L             | DOT DIRECT DEBIT                          | \$ 1,367.70  | LIC  |

**LIST OF ACCOUNTS DUE AND SUBMITTED TO COUNCIL FOR THE MONTH OF JULY 2019**

| CHQ/EFT   | DATE       | NAME                          | DESCRIPTION  | AMOUNT       | BANK |
|-----------|------------|-------------------------------|--|--------------|------|
| DD10735.1 | 02/07/2019 | DEPARTMENT OF TRANSPORT - P/L | DOT DIRECT DEBIT   | \$ 1,735.60  | LIC  |
| DD10738.1 | 03/07/2019 | DEPARTMENT OF TRANSPORT - P/L | DOT DIRECT DEBIT   | \$ 16,144.50 | LIC  |
| DD10740.1 | 04/07/2019 | DEPARTMENT OF TRANSPORT - P/L | DOT DIRECT DEBIT   | \$ 1,239.30  | LIC  |
| DD10742.1 | 05/07/2019 | DEPARTMENT OF TRANSPORT - P/L | DOT DIRECT DEBIT   | \$ 1,456.85  | LIC  |
| DD10744.1 | 08/07/2019 | DEPARTMENT OF TRANSPORT - P/L | DOT DIRECT DEBIT   | \$ 299.00    | LIC  |
| DD10746.1 | 09/07/2019 | DEPARTMENT OF TRANSPORT - P/L | DOT DIRECT DEBIT   | \$ 753.95    | LIC  |
| DD10748.1 | 10/07/2019 | DEPARTMENT OF TRANSPORT - P/L | DOT DIRECT DEBIT   | \$ 1,222.55  | LIC  |
| DD10750.1 | 11/07/2019 | DEPARTMENT OF TRANSPORT - P/L | DOT DIRECT DEBIT   | \$ 1,418.25  | LIC  |
| DD10752.1 | 12/07/2019 | DEPARTMENT OF TRANSPORT - P/L | DOT DIRECT DEBIT   | \$ 1,346.80  | LIC  |
| DD10754.1 | 15/07/2019 | DEPARTMENT OF TRANSPORT - P/L | DOT DIRECT DEBIT   | \$ 1,029.30  | LIC  |
| DD10756.1 | 16/07/2019 | DEPARTMENT OF TRANSPORT - P/L | DOT DIRECT DEBIT   | \$ 514.70    | LIC  |
| DD10758.1 | 17/07/2019 | DEPARTMENT OF TRANSPORT - P/L | DOT DIRECT DEBIT   | \$ 666.60    | LIC  |
| DD10765.1 | 18/07/2019 | DEPARTMENT OF TRANSPORT - P/L | DOT DIRECT DEBIT   | \$ 300.75    | LIC  |
| DD10774.1 | 19/07/2019 | DEPARTMENT OF TRANSPORT - P/L | DOT DIRECT DEBIT   | \$ 960.45    | LIC  |
| DD10776.1 | 22/07/2019 | DEPARTMENT OF TRANSPORT - P/L | DOT DIRECT DEBIT   | \$ 1,105.65  | LIC  |
| DD10789.1 | 23/07/2019 | DEPARTMENT OF TRANSPORT - P/L | DOT DIRECT DEBIT   | \$ 228.05    | LIC  |
| DD10792.1 | 24/07/2019 | DEPARTMENT OF TRANSPORT - P/L | DOT DIRECT DEBIT   | \$ 898.30    | LIC  |
| DD10794.1 | 25/07/2019 | DEPARTMENT OF TRANSPORT - P/L | DOT DIRECT DEBIT   | \$ 209.30    | LIC  |
| DD10796.1 | 26/07/2019 | SHIRE OF CORRIGIN             | LICENSING EOFY ADJ-SURPLUS FUNDS FROM LIC TO MUNI AS PER REC | \$ 47.88     | LIC  |
| DD10805.1 | 26/07/2019 | DEPARTMENT OF TRANSPORT - P/L | DOT DIRECT DEBIT   | \$ 839.80    | LIC  |
| DD10807.1 | 29/07/2019 | DEPARTMENT OF TRANSPORT - P/L | DOT DIRECT DEBIT   | \$ 2,257.55  | LIC  |
| DD10809.1 | 30/07/2019 | DEPARTMENT OF TRANSPORT - P/L | DOT DIRECT DEBIT   | \$ 1,433.65  | LIC  |
| DD10814.1 | 31/07/2019 | DEPARTMENT OF TRANSPORT - P/L | DOT DIRECT DEBIT   | \$ 551.70    | LIC  |
| JNL       | 04/07/2019 | PAYROLL                       | FORTNIGHTLY PAYROLL PAYMENT PPE 03/07/2019                   | \$ 63,806.57 | MUNI |
| JNL       | 18/07/2019 | PAYROLL                       | FORTNIGHTLY PAYROLL PAYMENT PPE 17/07/2019                   | \$ 62,498.91 | MUNI |

**\$ 872,936.84**

|  |                      |
|--|----------------------|
| <b>MUNICIPAL ACCOUNT PAYMENTS</b>            | <b>\$ 828,163.31</b> |
| <b>TRUST ACCOUNT PAYMENTS</b>                | <b>\$ 6,745.35</b>   |
| <b>LICENSING ACCOUNT PAYMENTS</b>            | <b>\$ 38,028.18</b>  |
| <b>EDNA STEVENSON TRUST ACCOUNT PAYMENTS</b> | <b>\$ -</b>          |
|  | <b>\$ 872,936.84</b> |



**SHIRE OF CORRIGIN**  
**NAB BUSINESS MASTERCARD**  
**PAYMENTS OF ACCOUNTS BY CREDIT CARD**  
**FOR THE STATEMENT PERIOD: 29 MAY 2019 TO 28 JUNE 2019**

| DATE                                   | DETAILS           | DESCRIPTION                       | AMOUNT                   |
|--|-------------------|-----------------------------------|--------------------------|
| <b>CARD NUMBER 4557-XXXX-XXXX-4143</b> |                   |                                   |                          |
| 11/06/2019                             | RURAL HEALTH WEST | 1 YEAR MEMBERSHIP RENEWAL         | \$ 100.00                |
| 12/06/2019                             | AUSTRALIA POST    | FAREWELL GIFT CARD FOR BEN HEWETT | \$ 205.95                |
| 18/06/2019                             | DAWN'S DELIGHTS   | LUNCH FOR ROAD PROGRAM WORKSHOP   | \$ 27.00                 |
|  |                   |                                   | <b>CREDIT CARD TOTAL</b> |
|  |                   |                                   | <b>\$ 332.95</b>         |
| <b>CARD NUMBER 4557-XXXX-XXXX-9989</b> |                   |                                   |                          |
|  |                   |                                   | <b>CREDIT CARD TOTAL</b> |
|  |                   |                                   | <b>\$ -</b>              |
| <b>BILLING ACCOUNT</b>                 |                   |                                   | <b>\$ -</b>              |
| <b>TOTAL CREDIT CARD PAYMENTS</b>      |                   |                                   | <b>\$ 332.95</b>         |

I, Catherine Ospina Godoy, Manager Finance, have reviewed the credit card payments and confirm that from the descriptions on the documentation provided that ;

- all transactions are expenses incurred by the Shire of Corrigin;
- all purchases have been made in accordance with the Shire of Corrigin policy and procedures;
- all purchases are in accordance with the Local Government Act 1995 and associated regulations;
- no misuse of the any corporate credit card is evident .

Catherine Ospina Godoy

9 / 07 / 2019 .

Signature





Statement for  
**NAB Business Visa**  
 NAB Commercial Cards Centre - GPO Box 9992 Melbourne Victoria 3001  
 Tel 1300 498 594 8am - 8pm AEST & AEDT Monday to Friday, 9am - 6pm AEST &  
 AEDT Saturday and Sunday  
 Fax 1300 363 658  
 Lost & Stolen Cards: 1800 033 103 (24 hours, 7 days a week)

**Cardholder Details**

Cardholder Name: MRS NATALIE ANITA MANTON  
 Account No: [REDACTED] 4143  
 Statement Period: 29 May 2019 to 28 June 2019  
 Cardholder Limit: \$10,000

**Transaction record for: MRS NATALIE ANITA MANTON**

| Date                         | Amount A\$      | Details                        | Explanation   | Amount NOT subject to GST | Amount subject to GST | GST component (1/11th of the amount subject to GST) | Reference   |
|------------------------------|-----------------|--------------------------------|---|---------------------------|-----------------------|---|-------------|
| 11 Jun 2019                  | \$100.00 ✓      | RURAL HEALTH WEST NEDLANDS     | 1 YEAR MEMBERSHIP RENEWAL   |                           |                       |   | 74564459162 |
| 13 Jun 2019                  | \$205.95 ✓      | POST CORRIGIN LPO CO CORRIGIN  | FREEMILL GIFT CARD FOR BEN HEWETT                                     |                           |                       |   | 74813849163 |
| 18 Jun 2019                  | \$27.00 ✓       | NEVILLE ANDREW TURNER CORRIGIN | LUNCH FOR ROAD PROGRAM WORKSHOP - N. MANTON, P. MULLINS, S. TOMLINSON |                           |                       |   | 74564459168 |
| <b>Total for this period</b> | <b>\$332.95</b> |                                | <b>Totals</b>   |                           |                       |   |             |

**Employee declaration**

I verify that the above charges are a true and correct record in accordance with company policy

Cardholder signature: *N. Manton*

Date: *8/7/19*



## **Memorandum of Understanding**

**between**

Shire of Corrigin, 9 Lynch Street, Corrigin WA 6375

**and**

Harry Walter Gayfer, 8061 Brookton-Corrigin Road, Kunjin WA 6375

**in relation to**

The care of a portion of the south east corner of Lot 19654 Brookton-Corrigin Road, Corrigin WA 6375 for the purpose of the community Dog Cemetery.



## Memorandum of Understanding

MADE this ..... day of ..... 2019

### BETWEEN

Shire of Corrigin (**Shire**)

and

Harry Walter Gayfer (**Landowner**)

Referred to collectively in this Memorandum of Understanding (**MoU**) as **the Parties**.

### PREAMBLE

This Memorandum of Understanding defines the relationship between the Shire of Corrigin and Harry Walter Gayfer.

This MoU recognises that the Shire of Corrigin seeks to outline the understanding the Shire has with the landowner that a portion of the southeast corner of Lot 19654 Brookton-Corrigin Road, Corrigin was gifted to the Shire at some point between the years 1999 and 2005 for the explicit purpose of the expansion of the Corrigin Dog Cemetery. The land being a portion located directly alongside the existing Dog Cemetery on the Jose Road Reserve adjacent to the landowners property. The Landowners family kindly donated this land for this purpose, however no formal legal process was enacted at the time to transfer the land to the Shire of Corrigin.

### PARTIES

Harry Walter Gayfer (Landowner)

The Landowner of Lot 19654 Brookton-Corrigin Road, Corrigin WA 6375.

Shire of Corrigin (Shire)

The Shire is a Local Government Authority that provides for the good governance and management of land within the Shire of Corrigin. This includes the care and maintenance of vacant Shire owned land, crown reserves under Shire management and road reserves within the Shire.

### DEFINITION OF LAND

The land is that portion of the southeast corner of Lot 19654 Brookton-Corrigin Road, Corrigin as indicated on Appendix 2 of this MoU.



## **PURPOSE AND EFFECT**

The purpose of this MoU is to provide a framework within which the Shire can care for the land known as the portion of Lot 19654 Brookton-Corrigin Road, Corrigin for the purpose of expansion of the Corrigin Dog Cemetery.

Nothing in this MoU is intended to give rise to legally enforceable rights or obligations between the Parties.

## **COMMENCEMENT, DURATION AND REVIEW**

The MoU will be made and effective immediately following the date the last of the Parties sign the MoU and will continue until terminated in accordance with this MoU.

The parties will regularly review the operation of this MoU and will do so at least once every five (5) years.

## **WORKING RELATIONSHIP**

### Funding and assets

The Shire will provide, either through grants or as part of its operating budget, all funds to undertake management, voluntary work, training, administration or other activities in relation to the care of the portion of Lot 19654 Brookton Corrigin Road, Corrigin.

### Communication

The Shire recognises that good communication is essential to this agreement. The Shire CEO, will liaise with the Landowner, when necessary on any matters regarding the ongoing maintenance of the portion of Lot 19654 Brookton Corrigin Road, Corrigin that may affect the Landowner.

### Occupational Health, Safety and Welfare

The Shire will ensure that its employees and volunteers are provided with the information, instruction, training and supervision in order to fulfil their responsibilities to operate in a manner that will not place at risk the safety of themselves or any other person (ie “duty of care”).

## **GENERAL RESPONSIBILITIES AND ACKNOWLEDGEMENTS**

The Parties will assist and cooperate with one another to carry out the terms of this MoU.

The Parties acknowledge each organisation as a separate entity and the Shire will offer assistance wherever possible with any matter relating to the ongoing maintenance of the portion of Lot 19654 Brookton Corrigin Road, Corrigin that may affect the Landowner.

The Shire has in the past maintained the Corrigin Dog Cemetery and will continue to do so including the expansion into the portion of Lot 19654 Brookton Corrigin Road, Corrigin.

A schedule of agreed activities is provided as an appendix to this MoU.

### **INSURANCE ARRANGEMENTS**

The Shire will maintain adequate public liability insurance cover in respect of its activities on the portion of Lot 19654 Brookton Corrigin Road, Corrigin.

It is acknowledged the Landowner will have in place adequate Public Liability Insurance of their interest in Lot 19654 Brookton Corrigin Road, Corrigin.

### **TERMINATION AND VARIATIONS**

This MoU may be terminated:

- At any time by written agreement of the Parties; or
- By one party giving at least three (3) months written notice to the other Party.

This MoU may be varied or amended by written agreement of the Parties. This includes the potential transfer to a new Landowner if at any point the Landowner sells their interest in the Land.

### **DISPUTE RESOLUTION**

For operational or administrative matters the Landowner will liaise with Shire Works or Administration Staff in the first instance. Should further assistance be required to resolve a matter, it may be referred to the Chief Executive Officer.

If the issue remains unresolved, the Landowner and Chief Executive Officer will, in consultation with the Shire President, attempt to resolve the issue.

### **SIGNED BY THE PARTIES**

\_\_\_\_\_  
Natalie Manton  
Chief Executive Officer  
Shire of Corrigin  
9 Lynch Street  
CORRIGIN WA 6375

\_\_\_\_\_  
Harry Walter Gayfer  
Landowner  
8061 Brookton-Corrigin Road  
KUNJIN WA 6375

Date: \_\_\_\_\_

Date: \_\_\_\_\_

## **APPENDIX 1 – SCHEDULE OF ACTIVITIES**

The Shire intends to conduct the following types of activities on the portion of Lot 19654 Brookton Corrigin Road, Corrigin as part of the expansion of the Corrigin Dog Cemetery:

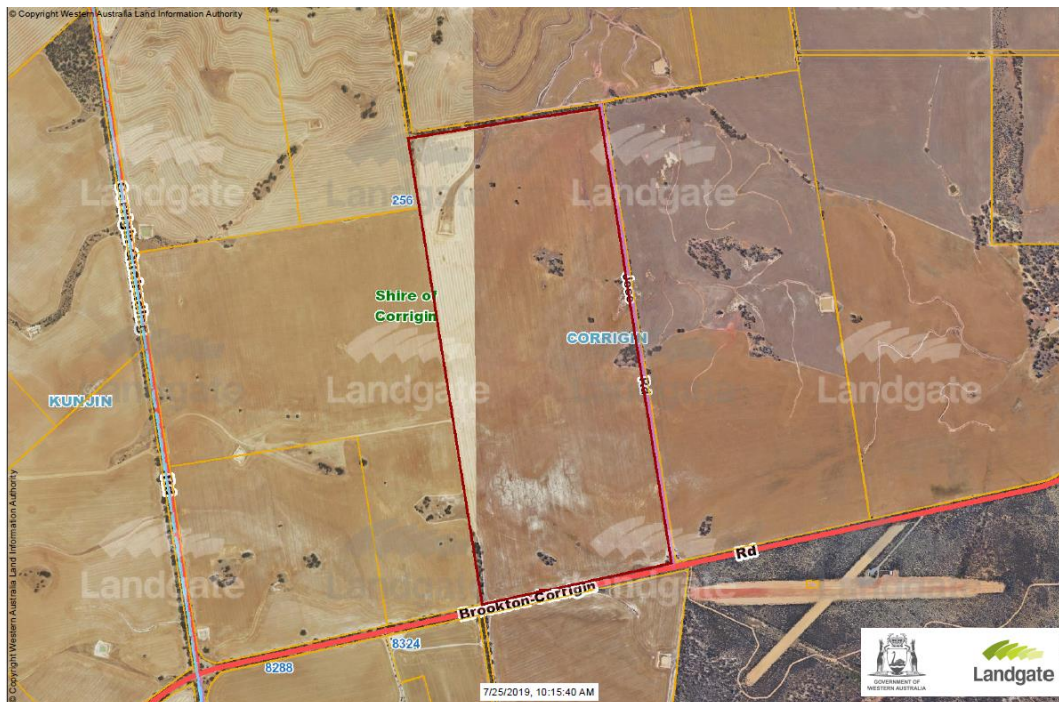
- Digging of appropriate sized graves and burial of dog remains.
- Placement of headstones and plaques as required.
- Fencing of the area if required.
- Landscaping of the area, including tree and plant removal or planting.
- Maintenance of trees or other plant matter so not to cause damage or overhang fence lines and gateways.
- Invasive weed control.
- Rubbish removal and provision of appropriate bin placements.
- Provision of signage and other control measures.
- Ensure vehicle access remains unhindered through to the Landowners property, and to the remainder of the Jose Road reserve.
- Other activities considered a normal part of the management of a pet cemetery as a tourist attraction.

## APPENDIX 2 – MAP OF LAND



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Please refer to original documentation for all legal purposes.

Zoomed in map of Lot 19654 Brookton-Corrigin Road, Corrigin WA 6375 (Yellow marking of area MoU relates to).



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Please refer to original documentation for all legal purposes.

Lot 19654 Brookton-Corrigin Road, Corrigin WA 6375.

1

SHED Extension  
Ricky Button  
Lot 483 RENDELL ST  
CORRIGIN 6375 WA  
0427632171  
buttonrp@wn.com.au

4-7-19

Extension Size  
9M X 12M  
Lean to existing shed.

Use of extension,  
Under cover parking for truck, forklift &  
general vehicles.

We receive farms supplies which  
we deliver. We are not resellers.  
Half of the existing shed is use for  
restoration of old vehicles (Hobby, private use)


The rest of the shed is use to  
organised farm supply to deliver.

Our business has been here for 20 yrs.  
Also existing buildings have been there  
for 20 yrs and has been approved by  
all relevant departments.

Business Hours  
9am To 4pm  
Mon/Tues/WED/THURS/FRID  
Seasonal Only.

No Employees.

Owners only  
Ricky & Peta Button



WIND GARA

50 COMPOST WARE

UNIT 6

# FORM 1 - APPLICATION FOR DEVELOPMENT APPROVAL



### Owner Details

|                                    |                 |            |          |
|------------------------------------|-----------------|------------|----------|
| Name(s):                           | Ricky Bottom    |            |          |
| ABN (if applicable):               |                 |            |          |
| Mailing Address:                   | Lot 483         | Rennell ST | Corrigin |
|                                    |                 | Postcode:  | 6375     |
| Work Phone:                        | 0427632171      | Fax:       |          |
| Home Phone:                        |                 | Email:     |          |
| Mobile Phone:                      | 0427632171      |            |          |
| Contact Person for Correspondence: | Ricky Bottom AB |            |          |
| Signature:                         | [Signature]     | Date:      | 6/7/19   |
| Signature:                         | [Signature]     | Date:      | 6/7/19   |

The signature of the owner(s) is required on all applications. This application will not proceed without that signature. For the purposes of signing this application an owner includes the persons referred to in the Planning and Development (Local Planning Schemes) Regulations 2015 Schedule 2 clause 62(2).

### Applicant Details (if different from owner)

|   |             |           |   |
|---|-------------|-----------|---|
| Name(s):  | AS ABOVE    |           |   |
| Mailing Address:  |             |           |   |
|   |             | Postcode: |   |
| Work Phone:   |             | Fax:      |   |
| Home Phone:   |             | Email:    |   |
| Mobile Phone:   |             |           |   |
| Contact Person for Correspondence:  |             |           |   |
| The information and plans provided with this application may be made available by the local government for public viewing in connection with the application. |             | Yes       | <input checked="" type="checkbox"/> No <input type="checkbox"/> |
| Signature:  | [Signature] | Date:     | 6/7/19  |

### Property Details

|   |         |                                 |          |              |      |
|---|---------|---------------------------------|----------|--------------|------|
| Lot No:   | 483     | Street No:                      | 4        | Location No: | AVON |
| Diagram or Plan No:   | 183962  | Certificate of Title Volume No: | 2077     | Folio:       | 866  |
| Title encumbrances (e.g. easements, restrictive covenants): |         |                                 |          |              |      |
| NIL   |         |                                 |          |              |      |
| Street Name:  | Rennell | Suburb:                         | Corrigin |              |      |
| Nearest street intersection:                                |         |                                 |          |              |      |

\*The above information can be obtained by referring to the Certificate of Title. A copy of the Certificate of Title should be provided with an application for works. Certificates can be purchased through Landgate directly, or by paying the access fee along with your application fee.

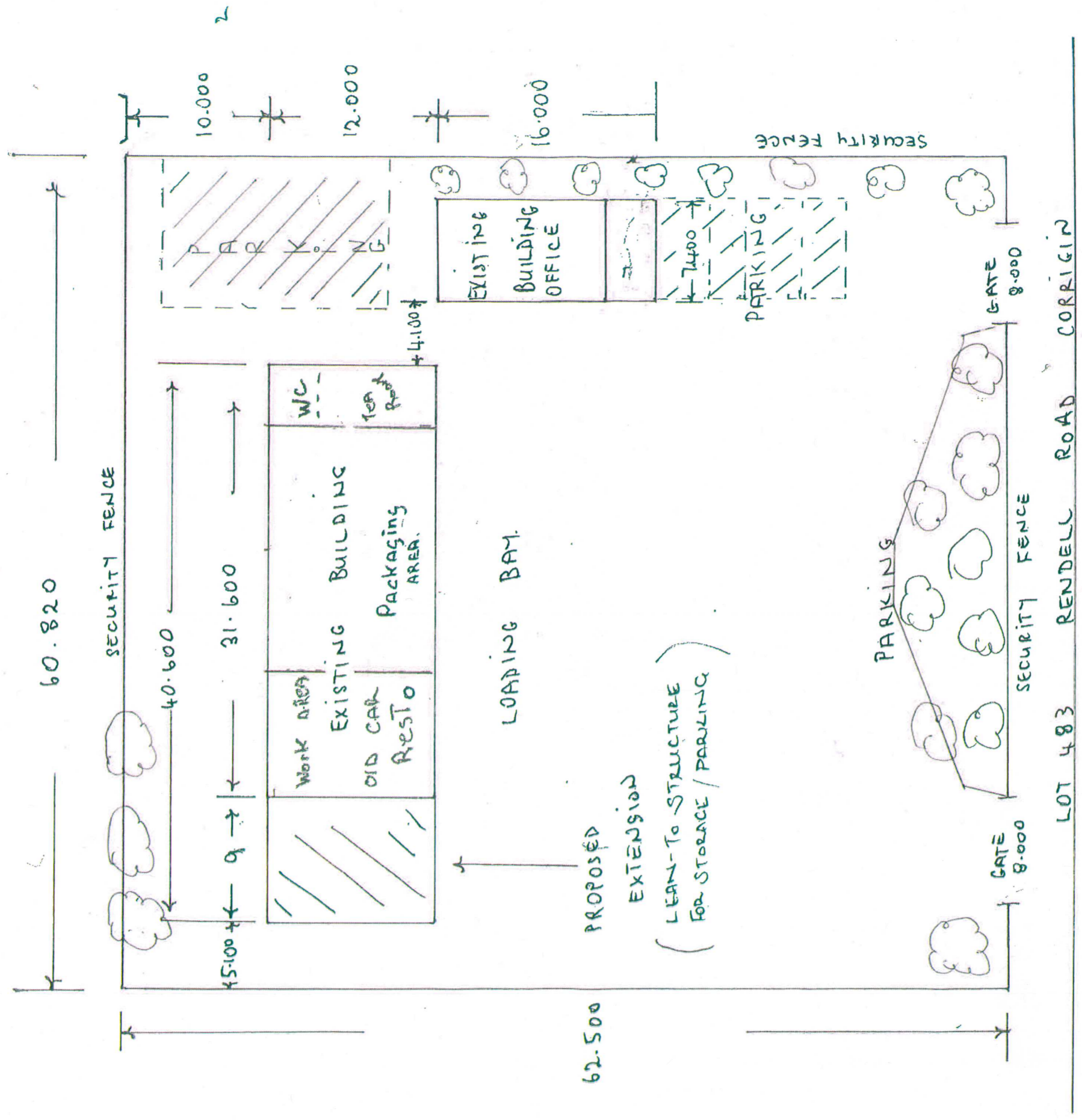
3801 SQUARE Metres

| Proposed Development  |   |                          |                          |                          |                          |                                     |
|---|---|--------------------------|--------------------------|--------------------------|--------------------------|-------------------------------------|
| Nature of Development:  | Works   | <input type="checkbox"/> | Use                      | <input type="checkbox"/> | Works and Use            | <input checked="" type="checkbox"/> |
| Is an exemption from development claimed for part of the development? |   |                          | Yes                      | <input type="checkbox"/> | No                       | <input checked="" type="checkbox"/> |
| If yes, is the exemption for:   |   | Works                    | <input type="checkbox"/> | Use                      | <input type="checkbox"/> |                                     |
| Description of proposed works and/or land use:                        | PROPOSED LEAN-TO EXTENSION TO EXISTING STORAGE SHED FOR STORAGE AND PARKING PURPOSES. SITE IS USED AS A DEPOT FOR RECEIVAL & DISTRIBUTION OF FARMING PRODUCTS (E.G. CHEMICALS, SHEEP FEEDERS, CONSTRUCTION MATERIALS) |                          |                          |                          |                          |                                     |
| Description of exemption claimed (if relevant)                        | NIL   |                          |                          |                          |                          |                                     |
| Nature of any existing buildings and/or land use:                     | Shed 1 STORE<br>Shed 2 OFFICE<br>Shed 3 WORK SHOP   |                          |                          |                          |                          |                                     |
| Approximate cost of proposed development:                             |   |                          | \$                       | 18,500                   |                          |                                     |
| Estimated time of completion:   |   | 4 weeks                  |                          |                          |                          |                                     |

| Checklist of required materials  | Attached?                |
|--|--------------------------|
| A plan or plans in a form approved by the local government showing the following —<br>(i) the location of the site including street names, lot numbers, north point and the dimensions of the site;<br>(ii) the existing and proposed ground levels over the whole of the land the subject of the application;<br>(iii) the location, height and type of all existing structures and environmental features, including watercourses, wetlands and native vegetation on the site;<br>(iv) the structures and environmental features that are proposed to be removed;<br>(v) the existing and proposed use of the site, including proposed hours of operation, and buildings and structures to be erected on the site;<br>(vi) the existing and proposed means of access for pedestrians and vehicles to and from the site;<br>(vii) the location, number, dimensions and layout of all car parking spaces intended to be provided;<br>(viii) the location and dimensions of any area proposed to be provided for the loading and unloading of vehicles carrying goods or commodities to and from the site and the means of access to and from those areas;<br>(ix) the location, dimensions and design of any open storage or trade display area and particulars of the manner in which it is proposed to develop the open storage or trade display area;<br>(x) the nature and extent of any open space and landscaping proposed for the site; | <input type="checkbox"/> |
| Plans, elevations and sections of any building proposed to be erected or altered and of any building that is intended to be retained.  | <input type="checkbox"/> |
| A report on any specialist studies in respect of the development that the local government requires the applicant to undertake such as site surveys or traffic, heritage, environmental, engineering or urban design studies.  | <input type="checkbox"/> |
| Any other plan or information that the local government reasonably requires  | <input type="checkbox"/> |
| Form 2 for providing additional information for development approval for advertisements  | <input type="checkbox"/> |

| OFFICE USE ONLY  |  |   |  |   |                 |   |  |   |  |
|------------------|--|---|--|---|-----------------|---|--|---|--|
| Application Fee: |  |   |  |   | File No.        |   |  |   |  |
| Fees Paid:       |  | / |  | / | Application No. | P |  | / |  |
| Received By:     |  |   |  |   | Record No.      |   |  |   |  |
| Date Received    |  | / |  | / | Receipt No.     |   |  |   |  |

# 483 Rendell St Corrigin



Scale

SCALE 1cm = 3m



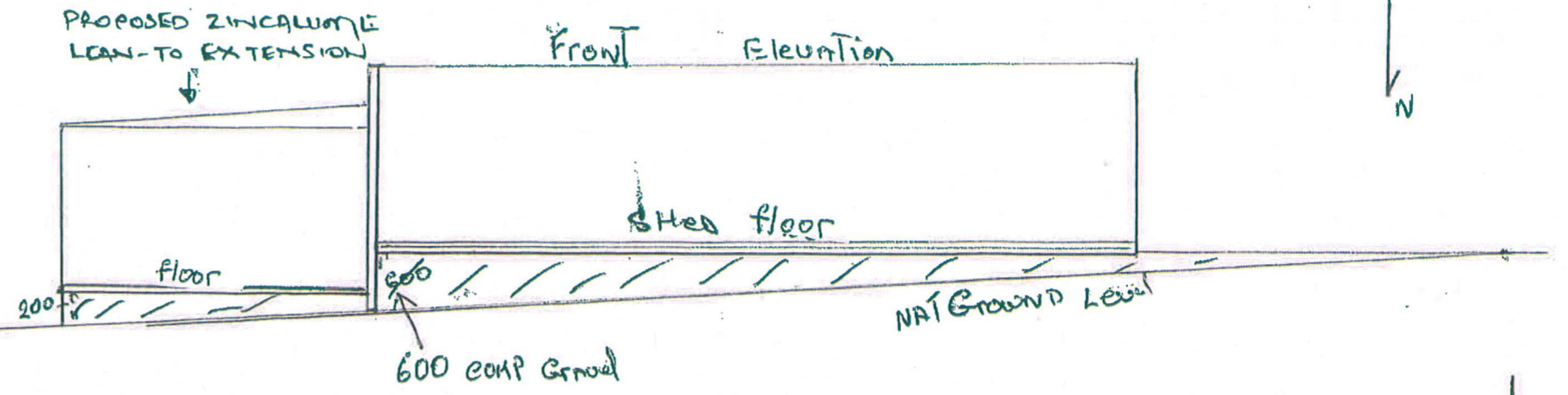
- Land Area 3801.25
- Existing Buildings 498.
- Proposed Building 108
- Trees + Vegetation



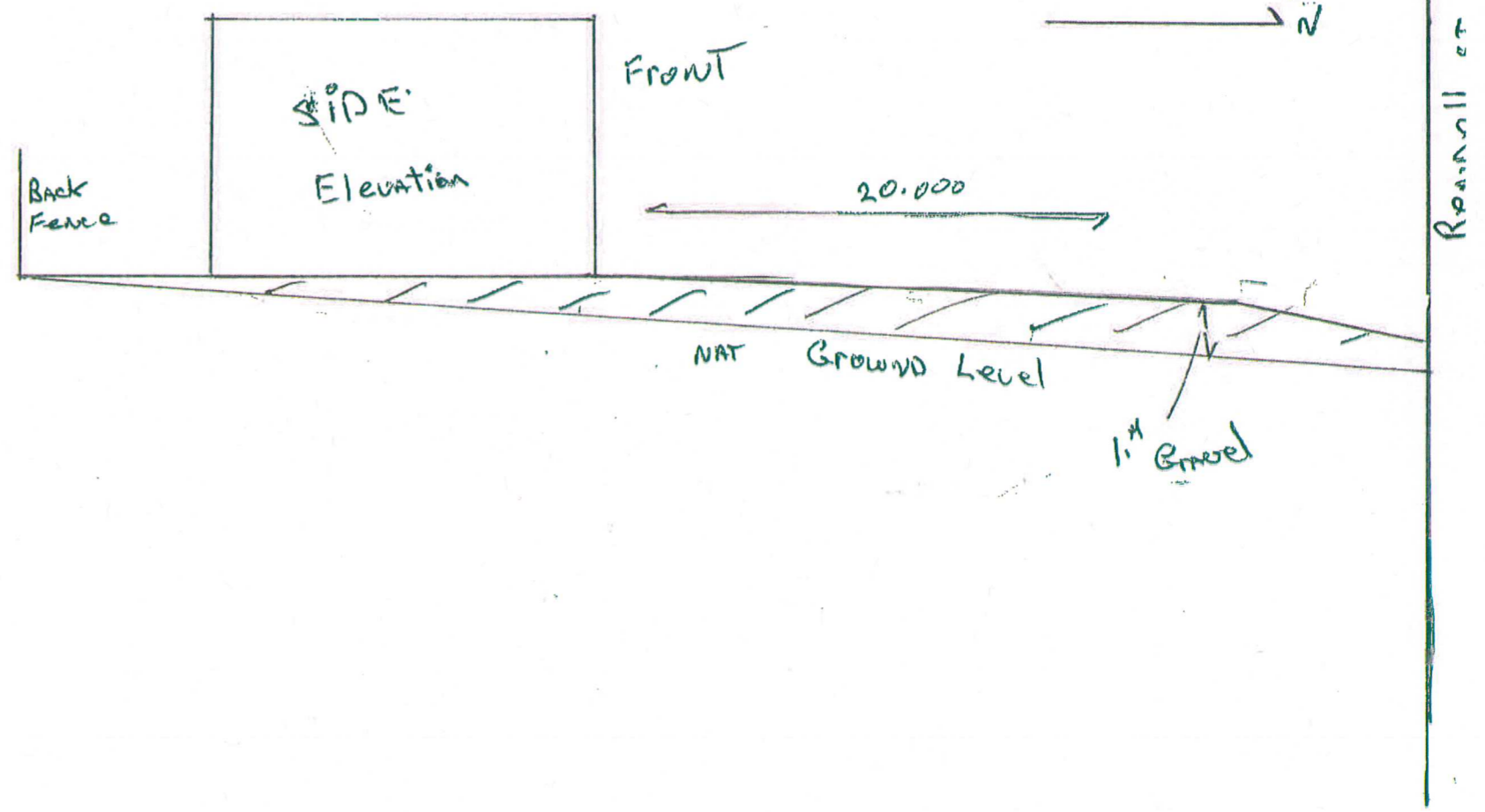


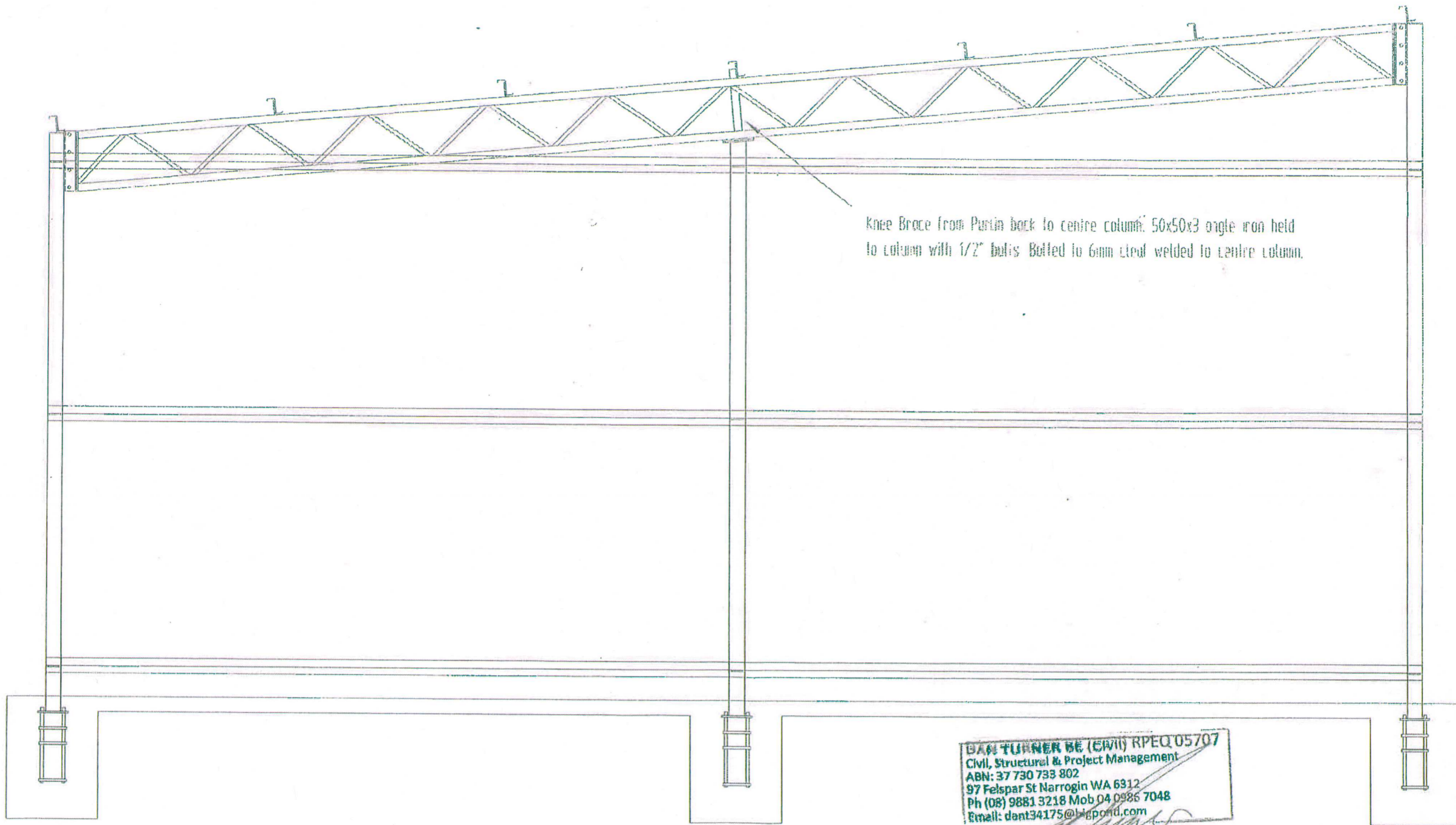
483 Rendell ST CORRIGIN

Block Built UP 200-1M  
 Gravel By CORRIGIN SHIRE 20 YEARS AGO.  
 HAS GOOD DRAINAGE TO Rendell ST



DOWN PIPES WILL JOIN EXISTING  
 PIPES WHICH GO ONTO Rendell ST





Knee Brace from Purlin back to centre column. 50x50x3 angle iron held to column with 1/2" bolts Bolted to 6mm steel welded to Centre Column.

Elevation D

**DAN TURNER BE (EWI) RPEQ 05707**  
 Civil, Structural & Project Management  
 ABN: 37 730 733 802  
 97 Felspar St Narrogin WA 6312  
 Ph (08) 9881 3218 Mob 04 0986 7048  
 Email: dant34175@bigpond.com

*[Signature]*  
 12 2 19

|   |   |             |                 |   |
|---|---|-------------|-----------------|---|
| Corrigin Engineering Pty Ltd<br>377 Wallen Street<br>Corrigin WA 6375<br>90632507 | 12100 x 9000 Shed<br>Ric Button<br>Corrigin | Elevation D | Date 22 10 2018 | 6 |
|---|---|-------------|-----------------|---|

Section AA

Section AB

Fly Brace from Purlin back to column. 50x50x3 angle iron held to column with 1/2" bolts. Bolted to 6mm cleat welded to column.

Fly Brace from Purlin back to column. 50x50x3 angle iron held to column with 1/2" bolts. Bolted to 6mm cleat welded to column.

200x200x10 plate one welded to truss and other welded to the centre post bolted together with four 1/2" x 1 1/2" grade B bolts

Knee brace from Purlin back to centre column. 50x50x3 angle iron held to column with 1/2" bolts. Bolted to 6mm cleat welded to centre column.

Knee brace from Purlin back to column. 50x50x3 angle iron held to column with 1/2" bolts. Bolted to 6mm cleat welded to column.

Knee brace from Purlin back to column. 50x50x3 angle iron held to column with 1/2" bolts. Bolted to 6mm cleat welded to column.

Front of shed

Floor level

Concrete Floor 100mm thick  
S1 62 mesh  
225 top over epc

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Email: dan@bigpond.com

12 2 19

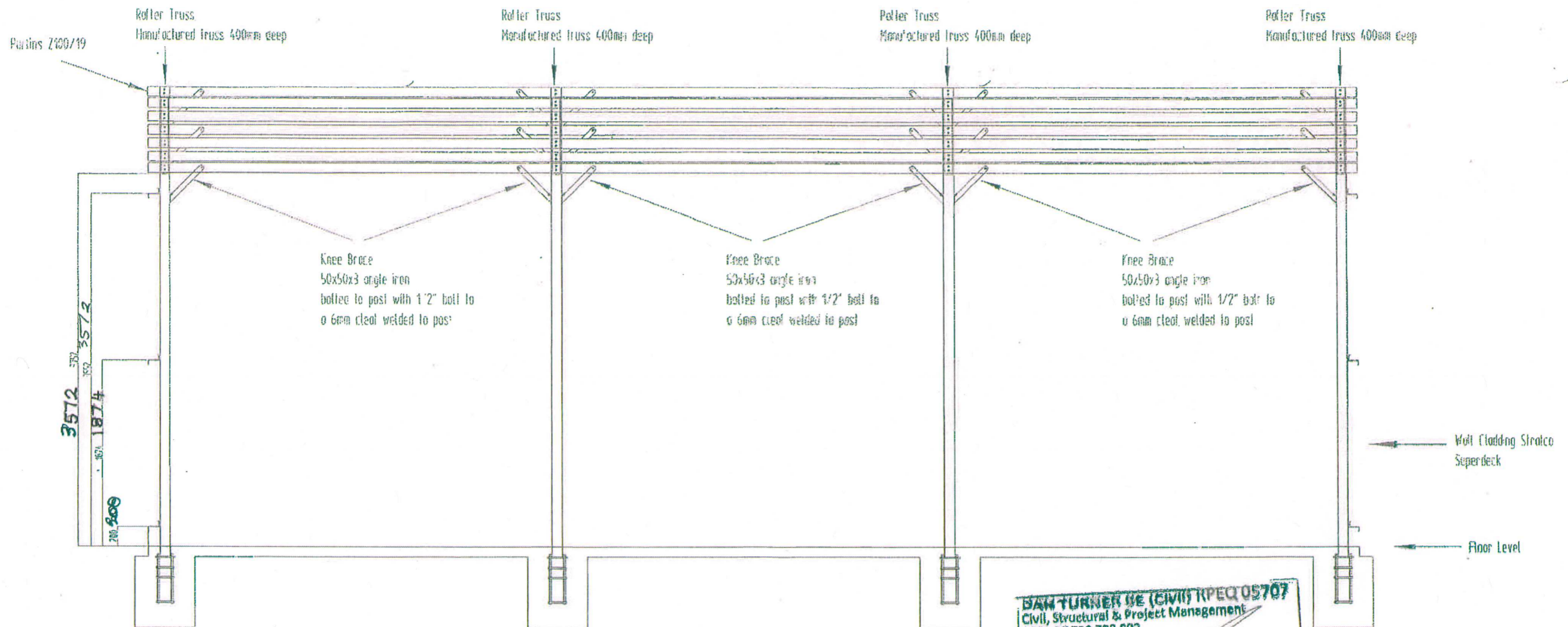
Elevation B

Corrigin Engineering pty ltd  
377 Walton Street  
Corrigin WA 6375  
90632507

12100 x 9000 Shed  
Ric Bullon  
Corrigin

Elevation B Date 22 10 2018

5

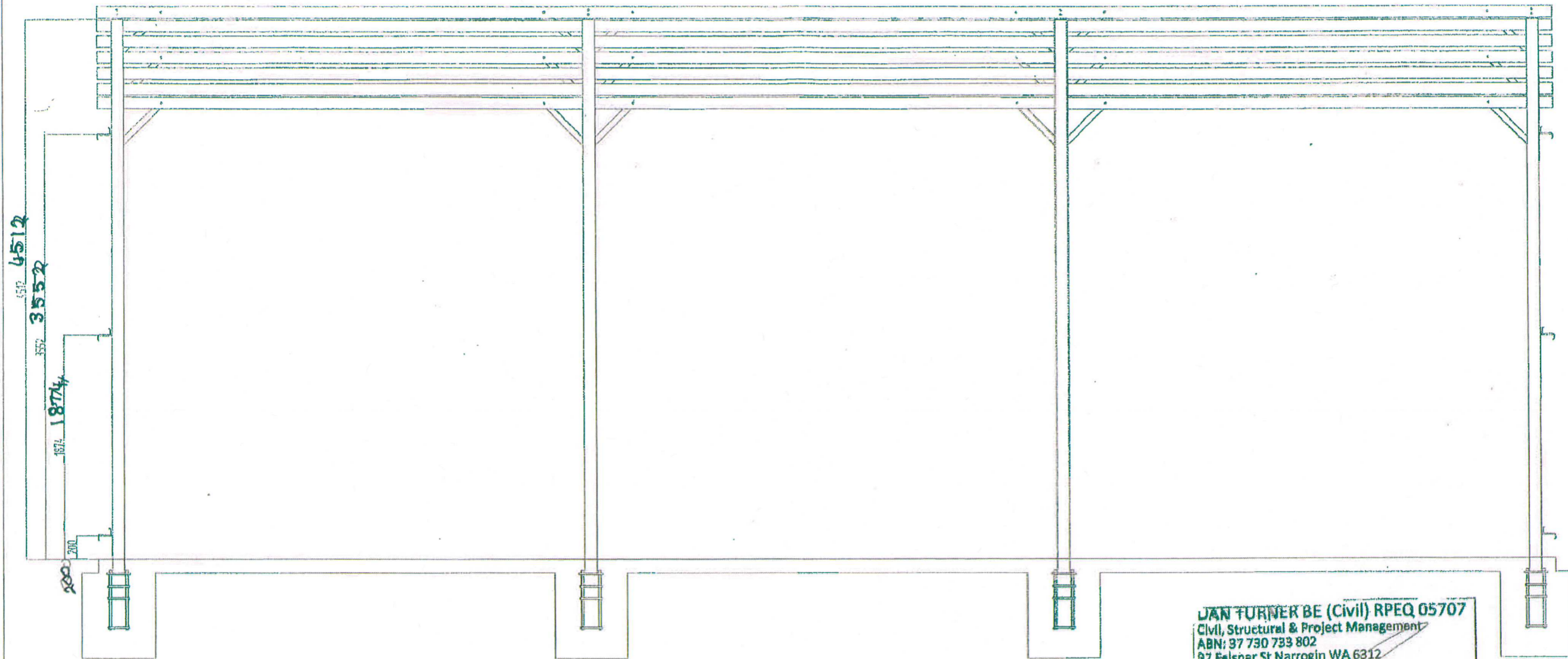


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 Email: dant34175@bigpond.com

*[Signature]*  
 12 2 19

Elevation A

|   |   |             |                 |   |
|---|---|-------------|-----------------|---|
| Corrigin Engineering ply ltd<br>377 Walton Street<br>Corrigin WA 6375<br>90632507 | 12100 x 9000 Shed<br>Ric Bullon<br>Corrigin | Elevation A | Date 22 10 2018 | 4 |
|---|---|-------------|-----------------|---|

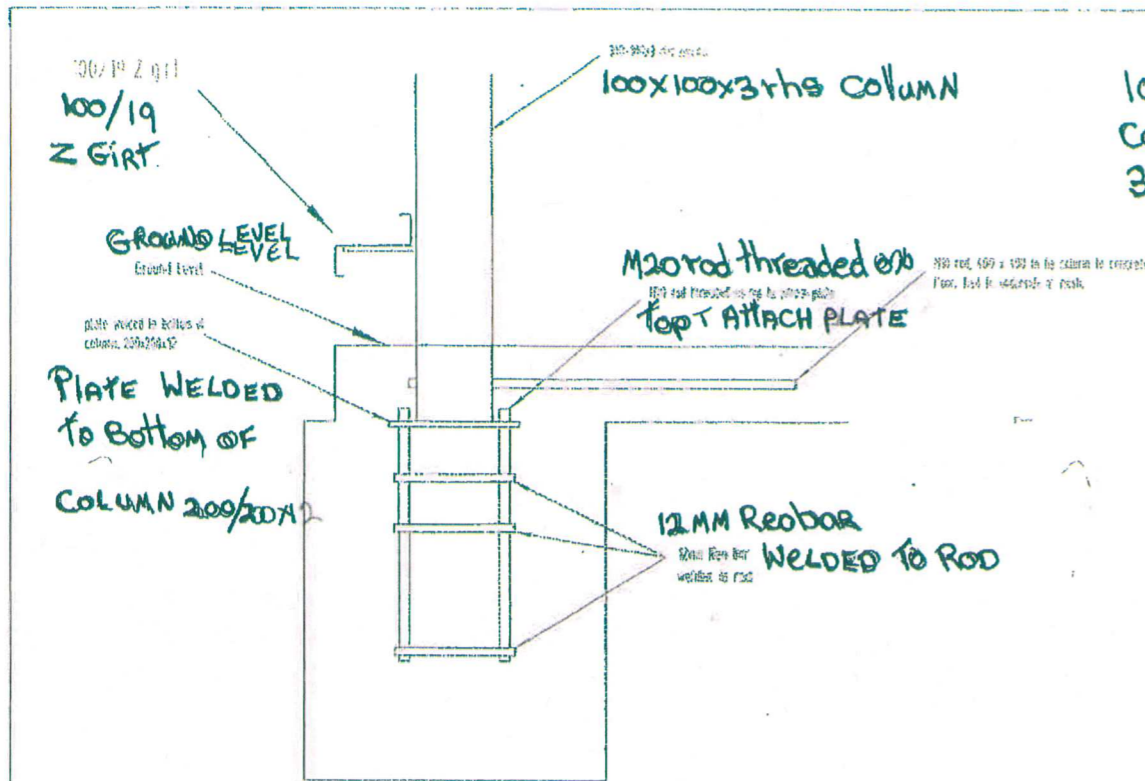


**JAN TURNER BE (Civil) RPEQ 05707**  
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*Jan Turner*  
 12 2 19

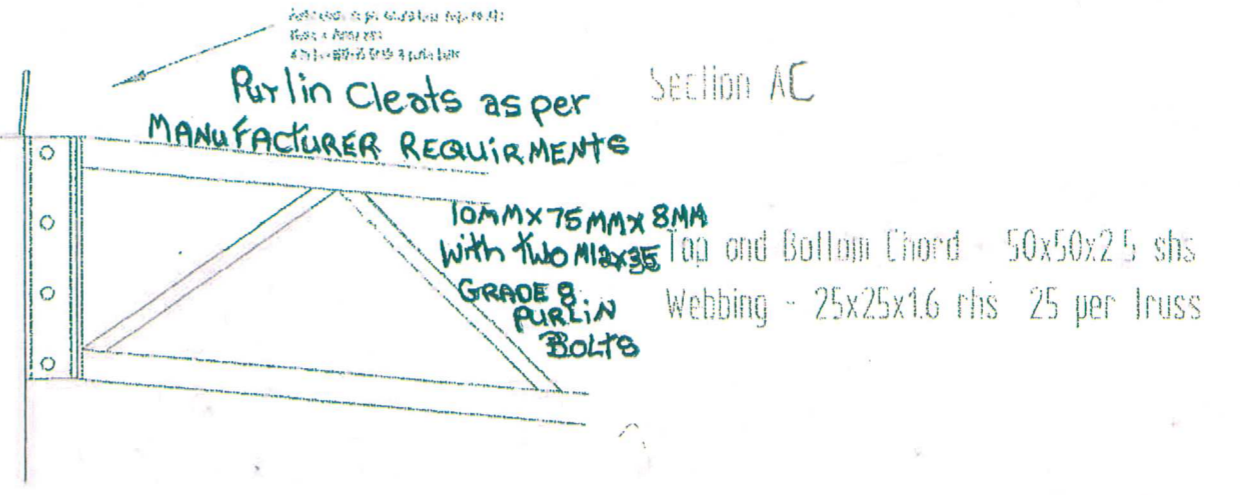
Elevation C

|   |   |             |                 |   |
|---|---|-------------|-----------------|---|
| Corrigin Engineering ply lld<br>377 Wallon Street<br>Corrigin WA 6375<br>90633507 | 12100 x 9000 Shed<br>Ric Bullon<br>Corrigin | Elevation C | Date 22 10 2018 | 3 |
|---|---|-------------|-----------------|---|



Section AA

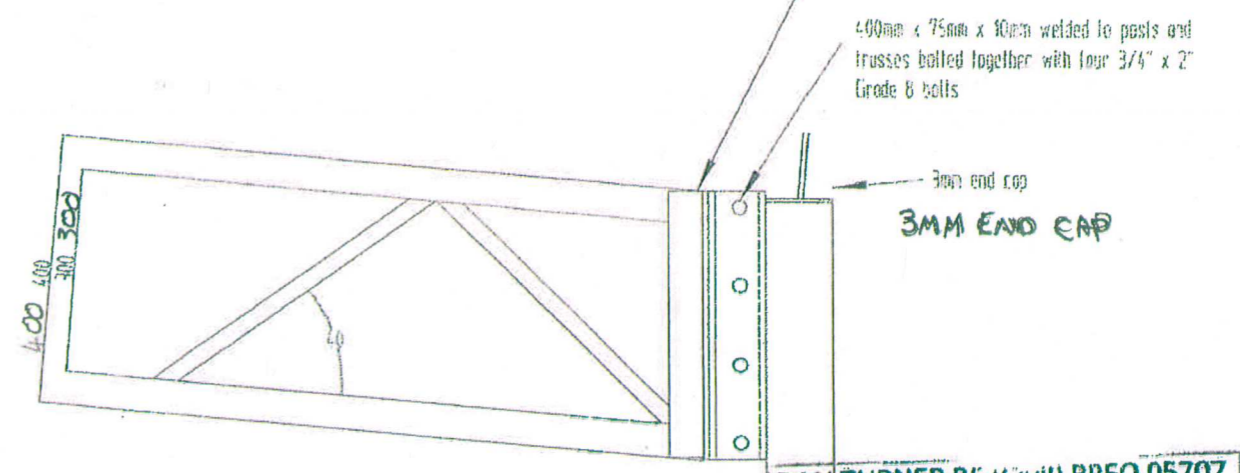
100x100x3 Rhs COLUMN WITH 3MM end cap



Section AC

400MMx75MMx6MM PRESSED channel welded to TRUSSES at both ends

400mm x 75mm x 6mm pressed channel welded to trusses at both ends



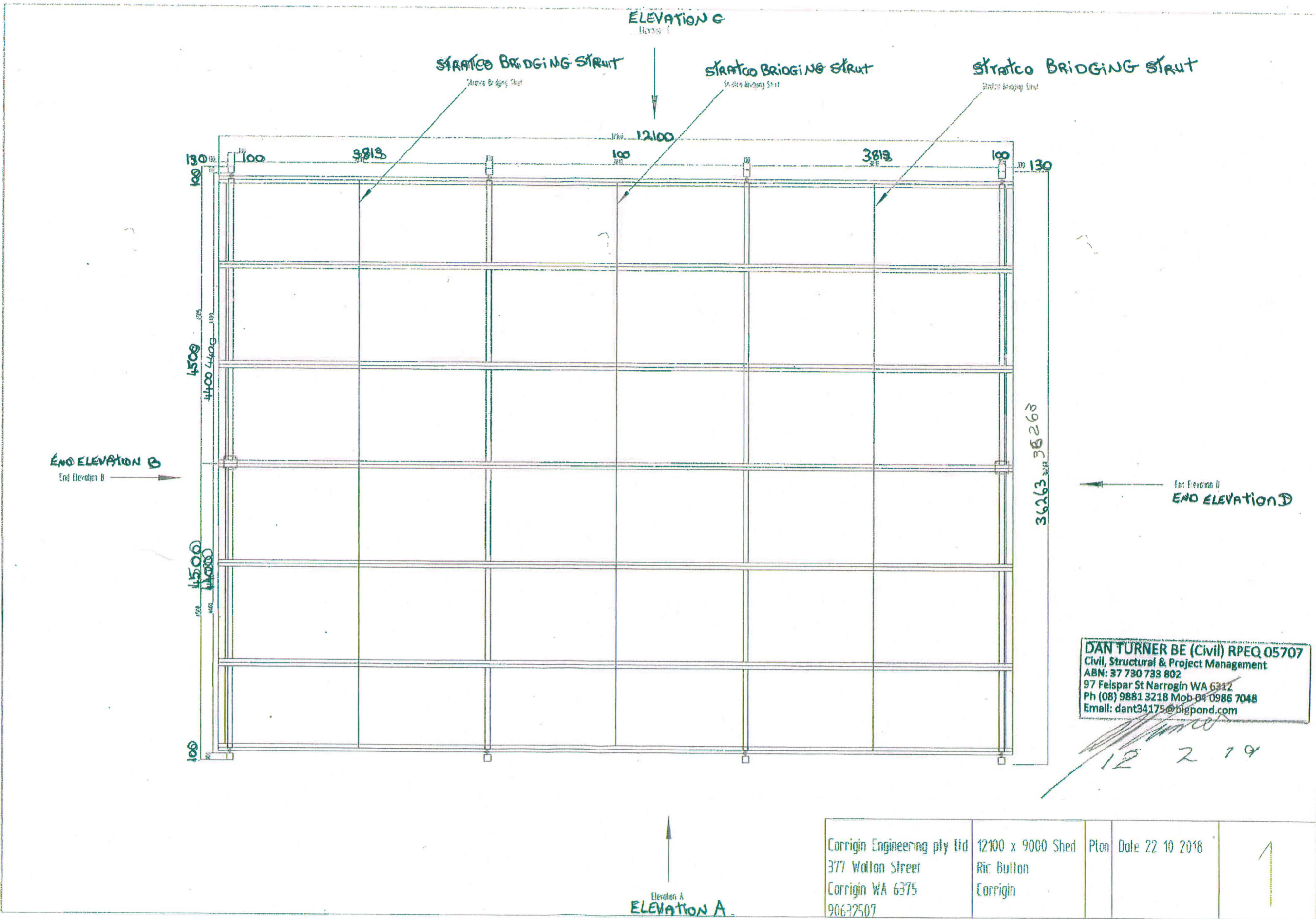
Section AB

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 Civil, Structural & Project Management  
 ABN: 37 730 733 802  
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12 2 19

- Specifications
- Roofers - Manufactured truss 400mm deep
  - Fly Braces - 50x50x3 EA
  - Columns - 100x100x3 rhs
  - Purlins - 700x50
  - Girts - 200x15
  - Roof end wall Cladding - Sitraco Superdeck 0.52 bal Zinc
  - Gutters - Sitraco YF gutter
  - Downpipes - 100x50
  - Flashing - 0.6 Bal
  - Footings - 600x600x600 on all columns
  - Purlin and girt spacings - to be equal to or less than manufacture specifications
  - Roof end wall sheeting fixings - as per manufacturer's specifications
  - Roof angle - 5 degrees
  - Region - A1
  - Wind Category - 42
  - Terrain category - 2.5
  - Seismic rating - 0.10
  - Site Classification - H

|   |   |        |                 |   |
|---|---|--------|-----------------|---|
| Corrigin Engineering ply ltd<br>377 Walton Street<br>Corrigin WA 6375<br>90632507 | 12100 x 9000 Shed<br>Ric Button<br>Corrigin | Detail | Date 22 10 2018 | 2 |
|---|---|--------|-----------------|---|



**DAN TURNER BE (Civil) RPEQ 05707**  
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*[Signature]*  
 12 2 19

|   |   |      |                 |   |
|---|---|------|-----------------|---|
| Corrigin Engineering ply ltd<br>377 Walton Street<br>Corrigin WA 6375<br>90632507 | 12100 x 9000 Shed<br>Ric Bullon<br>Corrigin | Pton | Date 22 10 2018 | 1 |
|---|---|------|-----------------|---|



LUSH FIRE & PLANNING  
3 Paterson Road  
Pinjarra WA 6208  
ABN 74 232 678 543

## Development Application / BAL Assessment

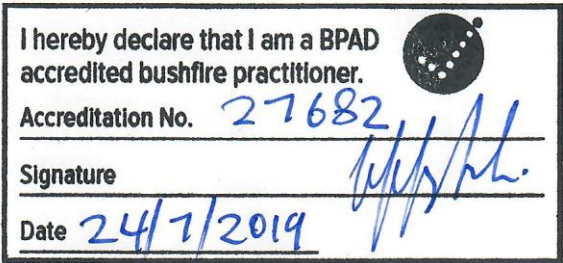


### Document Control

| Street No             | Lot No         | Plan   | Vol   | Folio | Street Name    |      |
|-----------------------|----------------|--------|-------|-------|----------------|------|
| 4                     | 483            | 183962 | 2077  | 866   | Rendell Street |      |
| Locality              | Corrigin       |        | State | WA    | Postcode       | 6375 |
| Local Government Area | Corrigin       |        |       |       |                |      |
| Project Description   | Shed extension |        |       |       |                |      |
| Prepared for          | RG Button      |        |       |       |                |      |

### Report Details

| Job No | Report Version | Assessment Date | Report Date  |
|--------|----------------|-----------------|--------------|
| 19-045 | A              | 21 July 2019    | 24 July 2019 |

### Accredited Practitioner Details

|  |   |
|--|---|
| <b>Name</b><br>Geoffrey Lush   |  <p>I hereby declare that I am a BPAD accredited bushfire practitioner. <br/>Accreditation No. <u>27682</u><br/>Signature <u>[Handwritten Signature]</u><br/>Date <u>24/7/2019</u></p> |
| <b>Accreditation</b><br>Level 2 Practitioner   |   |
| <b>Company Details</b><br><br>3 Paterson Rd<br>Pinjarra WA 6208<br>0418954873<br>geoffrey@lushfire.com.au |   |
| <i>Authorised Practitioner Stamp</i>   |   |



## SUMMARY

This Bushfire Assessment has been prepared to support the proposed planning application for a building extension on Lot 483 Rendell Street Corrigin. This comprises of a 12m X 9m "lean to" extension to an existing industrial building.

The subject land has an area of 0.3810 hectares with a frontage of 60m to Rendell Street. The site has been developed for industrial purposes and contains an existing building and yard area.

The southern portion of the subject land is designated as being bushfire prone. This relates to the vegetation within Lot 486 being Reserve 36962. This is managed by the Shire and has an area of 8.7399 hectares containing remnant vegetation. This vegetation is approximately 80m from the development site.

In considering any planning application Council is required to have due regard to State Planning Policy SPP3.7 Planning in Bushfire Prone Areas which includes the Guidelines for Planning in Bushfire Prone Areas. Specifically, this includes:

- A BAL Assessment to show that the development site has a BAL rating of BAL-29 or less; and
- Compliance with the Bushfire Protection Criteria.

The proposed development site has a BAL-12.5 rating and the proposal complies with the Bushfire Protection Criteria.

The proposed subdivision complies with the objectives of State Planning Policy 3.7 as:

**1. It avoids any increase in the threat of bushfire to people, property and infrastructure.**

Development BAL rating below BAL-29 and which complies with the Bushfire Protection Criteria; does not increase the threat of bushfire. The proposed development site has a determined Bushfire Attack Level of BAL-12.5. AS3959 states that the bushfire risk for BAL-12.5 is considered to be low as there is a risk of ember attack rather than from radiant heat.

**2. It reduces vulnerability to bushfire through the identification and consideration of bushfire risks in the design of the development and the decision-making process.**

The bushfire hazard and risks have been identified and assessed in this report.

**3. The design of the subdivision and the development takes into account bushfire protection requirements and includes specific bushfire protection measures.**

The proposed development complies with the Bushfire Protection Criteria.

**4. Achieves an appropriate balance between bushfire risk management measures and biodiversity, conservation values, and environmental protection.**

No vegetation is required to be cleared.

The Guidelines for Planning in Bushfire Prone areas also state in Section 5.4 that that when assessing development applications in bushfire prone areas decision-makers are to consider the following matters:

**a) The existing requirements of the relevant scheme;**

These will be considered as part of the development application separately to this bushfire assessment.

**b) The objectives and policy measures contained in SPP 3.7 and these Guidelines, including the bushfire protection criteria;**

The application complies with these as addressed above.

## Rendell Street Corrigin

---

- c) **Any existing Bushfire Hazard Level assessment, BAL Contour Map, BAL assessment or similar existing document in relation to the subject site;**  
This is not applicable
- d) **Any applicable or indicative BAL for the subject site;**  
A BAL Assessment has prepared as contained in this report. The development site has a BAL-12.5 rating. It is also noted that the AS3959 Construction of Buildings in Bushfire Prone Areas provisions do not apply to industrial buildings.
- e) **The vulnerability or high risk nature of the land use;**  
The development is for general storage and there is high risk land use.
- f) **The proximity of the site to existing settlement areas;**  
The development site is within an existing industrial area separate to residential land.
- g) **The capacity of existing fire fighting infrastructure; and**  
There is a fire hydrant within close proximity to the site and a townsite volunteer fire and rescue service.
- h) **Any existing local biodiversity strategy or conservation plan.**  
This is not applicable to the development.

### 1.0 Background

#### 1.1 Proposal Details

This Bushfire Assessment has been prepared to support the proposed planning application for a building extension on Lot 483 Rendell Street Corrigin. The application is being made by R Button and the proposed development plan is shown in Figure 1. This comprises of a 12m X 9m "lean to" extension to an existing industrial building.

The subject land is located approximately 700m south of the Shire of Corrigin civic centre. It has an area of 0.3810 hectares with a frontage of 60m to Rendell Street. The site has been developed for industrial purposes and contains an existing building and yard area.

The property has an elevation of 230m AHD with a minimal upslope to the south west. The surrounding land has been developed for a mixture of industrial uses with some vacant land and storage areas. South of the site is Reserve 36962 which classified as a depot and the reserve is managed by the Shire. It has an area of 8.7399 hectares and contains remnant vegetation.

Access to the site is from Rendell Street which has a 20m wide road reserve and a 10m sealed carriageway. This connects to Boyd Street to the east and Walton Street to the west. These in turn access Kunjin Street. Walton Street also extends south becoming the Corrigin South Road.

The subject land is serviced with fire hydrants in closed proximity to the boundary.

The existing conditions are shown in Figure 2.

#### 1.2 Bushfire Prone Land

The subject land is partially designated as being bushfire prone as shown in Figure 3. The designation of bushfire prone areas triggers:

- The application of Australian Standard AS3959 Construction of Buildings in Bushfire Prone Areas under the Building Code of Australia;
- The provisions of the Planning and Development (Local Planning Schemes) Regulations 2015; and
- The application of SPP3.7 Planning in Bushfire Prone Areas.

### 2.0 Bushfire Assessment Results

#### 2.1 Assessment Inputs - Vegetation Classification

All vegetation within 150m of the site / proposed development was classified in accordance with:

- Clause 2.2.3 of Australian Standard AS3959 Construction of Buildings in Bushfire Prone Areas;
- The Visual Guide for Bushfire Risk Assessment in Western Australia; and
- Applicable Fire Protection Australia BPAD Practice Notes.

The vegetation plots are shown in Figure 3 Site Assessment and the following photographs.

# Rendell Street Corrigin

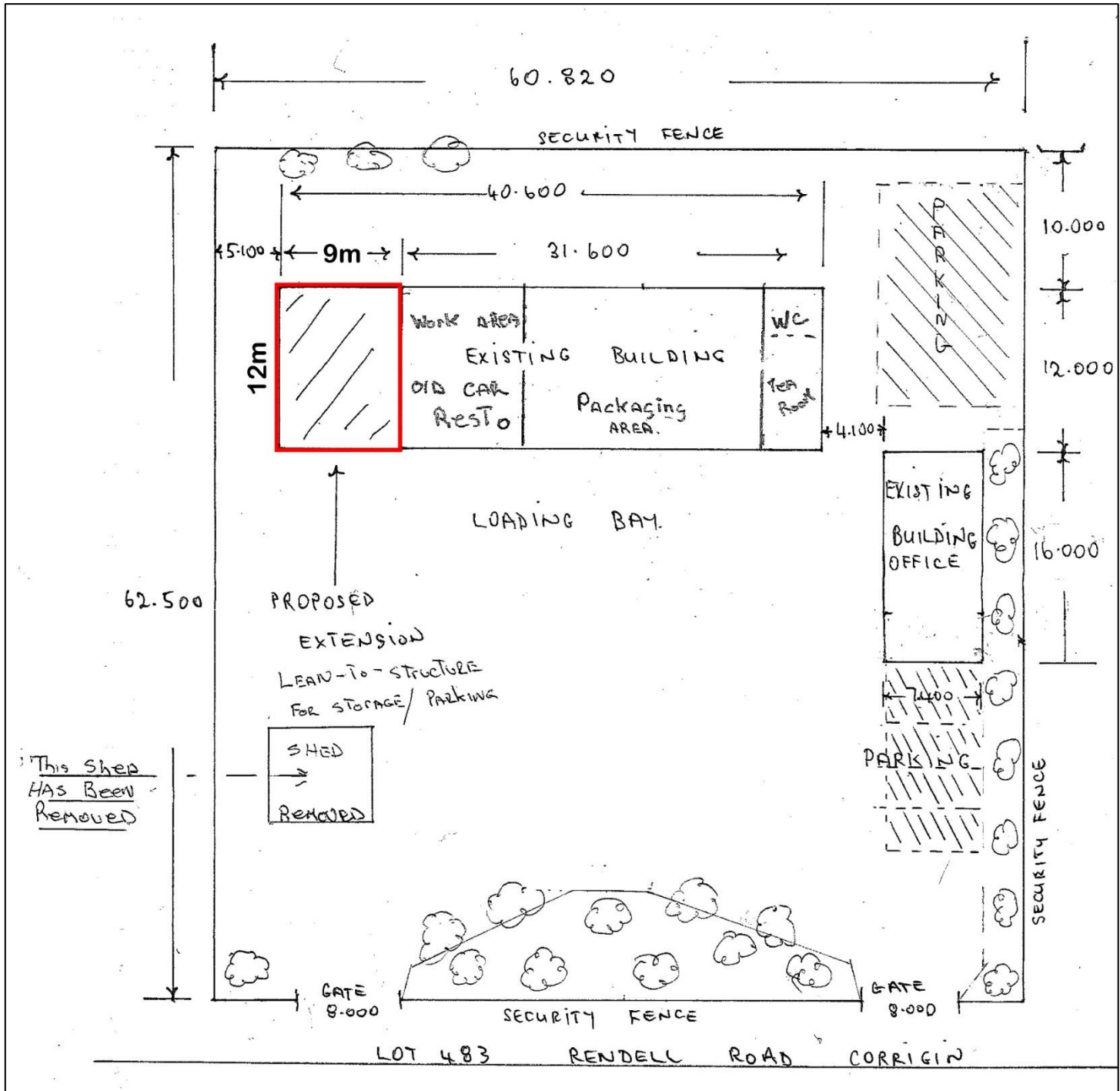
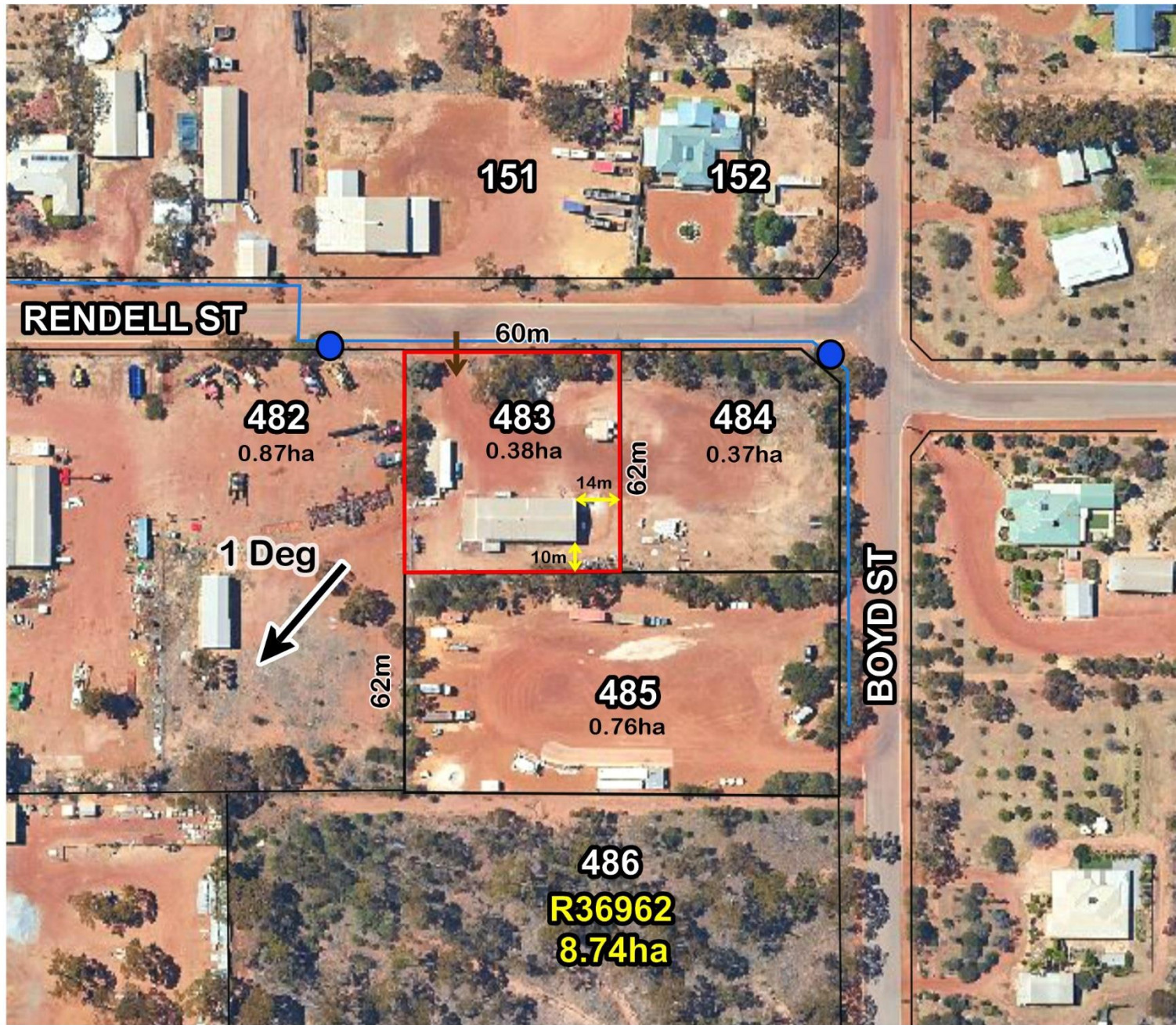


Figure 1 Development Plan



**LEGEND**





- SUBJECT LAND 
- DRIVEWAY ACCESS 
- UPSLOPE 
- WATER MAIN & HYDRANT 

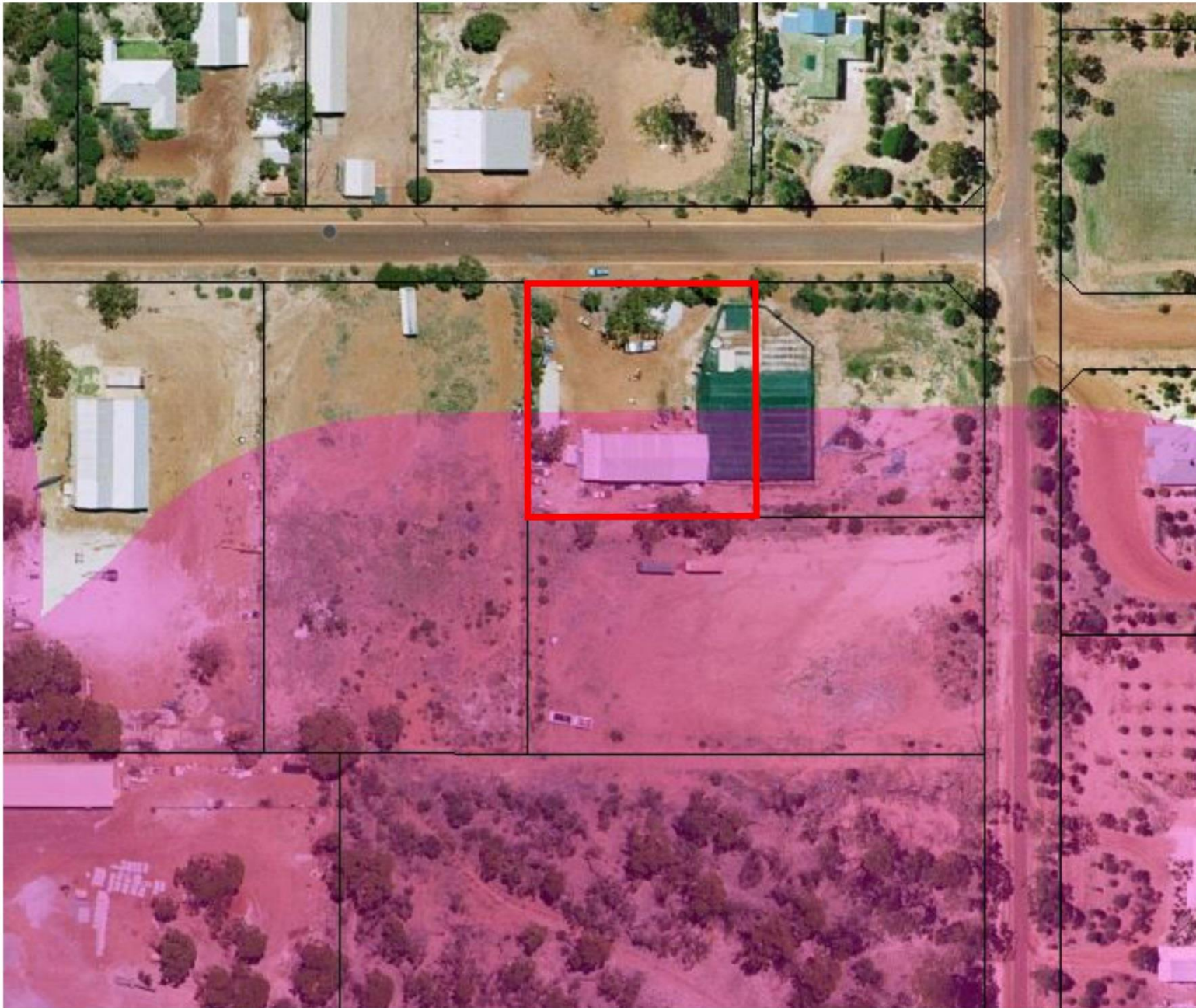
FIGURE 2  
EXISTING CONDITIONS



Job No 19-045

Rev Description  
A Preliminary

Date  
23/07/2019



## LEGEND

SUBJECT LAND ▬

BUSHFIRE PRONE  
LAND (2019)  
(Includes bushfire prone  
vegetation and a 100m buffer)

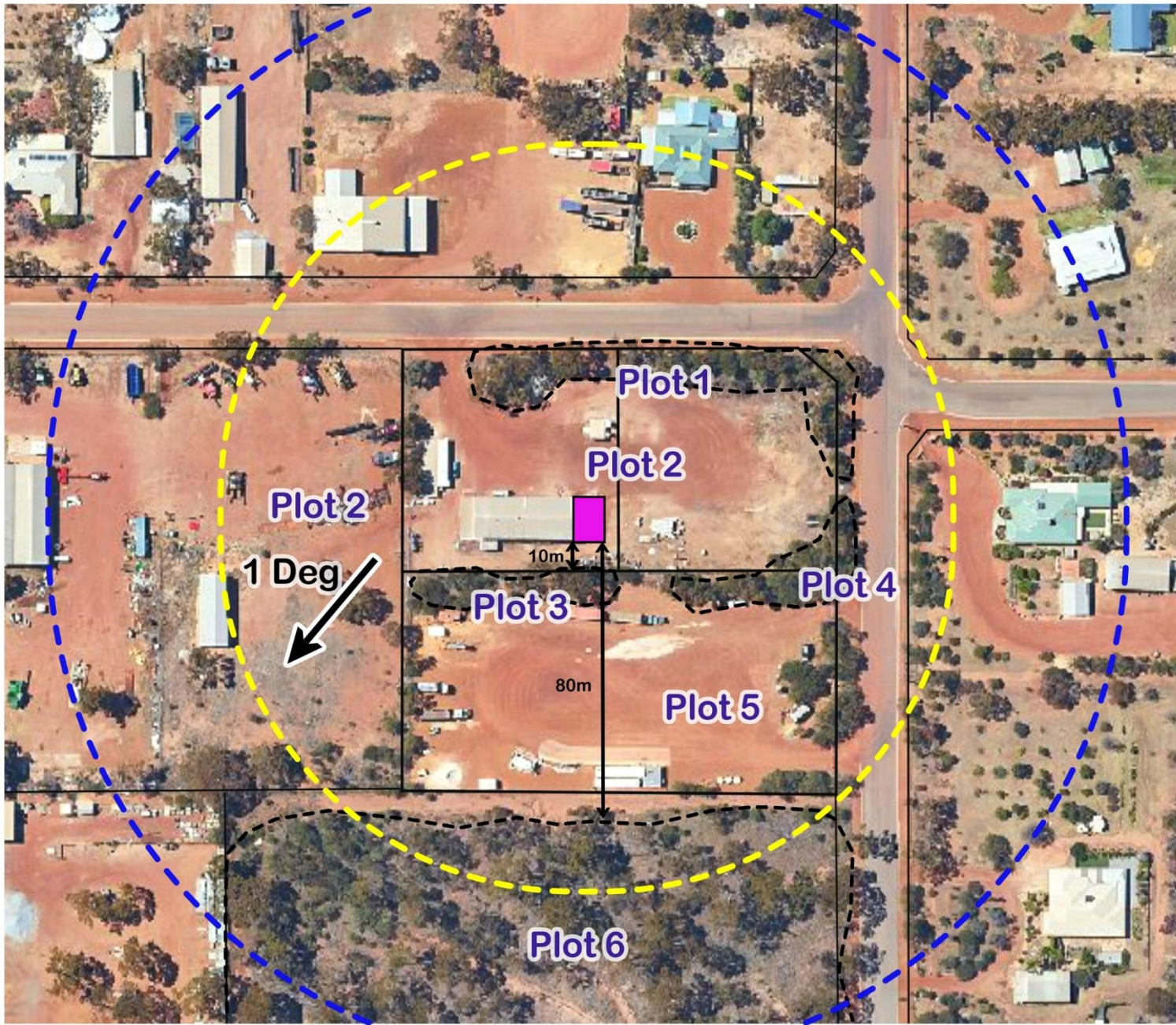
FIGURE 3  
MAP OF BUSHFIRE PRONE AREAS









Job No 19-045

Rev Description  
A Preliminary

Date  
23/07/2019



**LEGEND**

- SUBJECT LAND 
- DEVELOPMENT SITE 
- 100m BUFFER 
- 150m BUFFER 
- UPSLOPE 
- VEGETATION PLOTS 

PLOT 1 EXCLUDED VEGETATION (WINDBREAK)

PLOT 2 MANAGED LAND (LOW THREAT VEGETATION)

PLOT 3 EXCLUDED VEGETATION (WINDBREAK)

PLOT 4 EXCLUDED VEGETATION (Less than 2500sqm)

PLOT 5 MANAGED LAND (LOW THREAT VEGETATION)

PLOT 6 CLASS B WOODLAND

The assessment of this site/development was undertaken on the 21 July 2017 for the purpose of determining the Bushfire Attack Level in accordance with AS 3959 2018 Simplified Procedure (Method 1).

FIGURE 4  
SITE ASSESSMENT

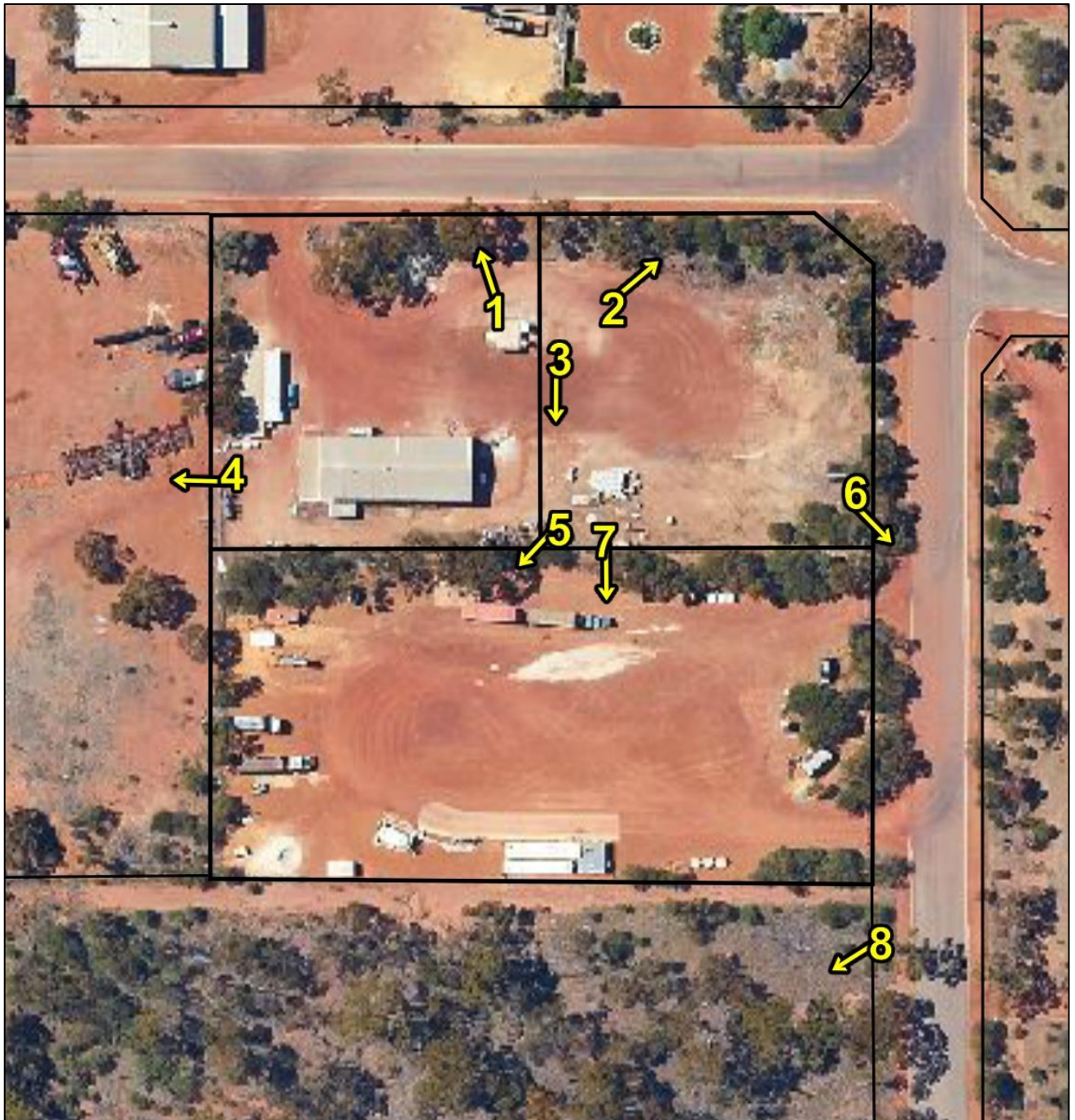


Figure 5 Photograph Locations



## Rendell Street Corridor

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### Photo No 1 Plot No 1

#### Vegetation Classification

Excludable - 2.2.3.2(f) Low Threat Vegetation

#### Description

Windbreak along Rendell Street, line of Eucalypts to 10m less than 30% foliage coverage and minimal understory.



### Photo No 2 Plot No 1

#### Vegetation Classification

Excludable - 2.2.3.2(f) Low Threat Vegetation

#### Description

Windbreak along Rendell Street, line of Eucalypts to 10m less than 30% foliage coverage with Acacia and minimal understory.



### Photo No 3 Plot No 2

#### Vegetation Classification

Excludable - 2.2.3.2(f) Low Threat Vegetation

#### Description

Proposed development site.



## Rendell Street Corrigin

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### Photo No 4 Plot No 2

#### Vegetation Classification

Excludable - 2.2.3.2(f) Low Threat Vegetation

#### Description

Adjacent Lot 482 no existing vegetation.



### Photo No 5 Plot No 3

#### Vegetation Classification

Excludable - 2.2.3.2(f) Low Threat Vegetation

#### Description

Windbreak along Lot 485 line of Eucalypts to 10m less than 10% foliage coverage and minimal understory.



### Photo No 6 Plot No 4

#### Vegetation Classification

Excludable - 2.2.3.2(c) Multi Areas < 0.25Ha

#### Description

Small area of Acacia scrub less than 2,500 sqm in size.



## Rendell Street Corrigin

---

### Photo No 7 Plot No 5

#### Vegetation Classification

Excludable - 2.2.3.2(f) Low Threat Vegetation

#### Description

Non vegetated area within Lot 485



### Photo No 8 Plot No 6

#### Vegetation Classification

Class B Woodland - Woodland B-05

#### Description

Salmon Gum to 25m with less than 30% foliage coverage over sparse Acacia and grassland understorey. Moderate to heavy fuel loads.



## 2.2 Assessment Outputs

### 2.2.1 BAL Assessment

The Bushfire Attack Level (BAL) Assessment measures the severity of a building's potential exposure ember attack, radiant heat and direct flame contact in a bushfire event. Each BAL rating corresponds to different construction requirements and provisions. The Bushfire Attack Level (BAL) Assessment measures the severity of a building's potential exposure ember attack, radiant heat and direct flame contact in a bushfire event.

The assessment has been prepared by an Accredited BPAD Practitioner using the Simplified Procedure (Method 1) as detailed in Section 2 of AS3959 – 2018.

The BAL rating is determined through the identification and assessment of the following parameters:

- Fire Danger Index (FDI) rating; assumed to be FDI – 80 for Western Australia;
- All classified vegetation within 150m of the subject building;
- Separation distance between the building and the classified vegetation source/s; and
- Slope of the land under the classified vegetation.

AS3959:2018 has six (6) levels of BAL, based on the radiant heat flux exposure to the building, and also identifies the relevant sections for building construction as detailed below.

| Bushfire Attack Level (BAL) | Classified vegetation within 100m of the site and heat flux exposure thresholds | Description of predicted bushfire attack and levels of exposure   |
|-----------------------------|---|---|
| <b>BAL-LOW</b>              | See clause 2.2.3.2  | There is insufficient risk to warrant any specific construction requirements.   |
| <b>BAL-12.5</b>             | $\leq 12.5\text{kW/m}^2$  | Ember attack  |
| <b>BAL-19</b>               | $> 12.5\text{kW/m}^2$ to $\leq 19\text{kW/m}^2$                                 | Increasing levels of ember attack and burning debris ignited by wind borne embers together with increasing heat flux.   |
| <b>BAL-29</b>               | $> 19\text{kW/m}^2$ to $\leq 29\text{kW/m}^2$                                   | Increasing levels of ember attack and burning debris ignited by wind borne embers together with increasing heat flux.   |
| <b>BAL-40</b>               | $> 29\text{kW/m}^2$ to $\leq 40\text{kW/m}^2$                                   | Increasing levels of ember attack and burning debris ignited by wind borne embers together with increasing heat flux with the increased likelihood of exposure to flames. |
| <b>BAL-FZ</b>               | $> 40\text{kW/m}^2$   | Direct exposure to flames from fire front in addition to heat flux and ember attack.  |

### Relevant Fire Danger Index

The fire danger index for this site has been determined in accordance with AS3959 Table 2.1 or otherwise determined in accordance with a jurisdictional variation applicable to the site.

#### Fire Danger Index

FDI 40  
Table 2.7

FDI 50  
Table 2.6

FDI 80  
Table 2.5



FDI 100  
Table 2.4

## Rendell Street Corrigin

---

### Potential Bushfire Impacts

The potential bushfire impact to the site / proposed development from each of the identified vegetation plots are identified below.

Table 1 BAL Analysis

| Plot | Vegetation Classification      | Effective Slope | Separation (m) | BAL        |
|------|--------------------------------|-----------------|----------------|------------|
| 1    | Excludable – Clause 2.2.3.2(f) | N/A             | N/A            | BAL – LOW  |
| 2    | Excludable – Clause 2.2.3.2(f) | N/A             | N/A            | BAL – LOW  |
| 3    | Excludable – Clause 2.2.3.2(f) | N/A             | N/A            | BAL – LOW  |
| 4    | Excludable – Clause 2.2.3.2(c) | N/A             | N/A            | BAL – LOW  |
| 5    | Excludable – Clause 2.2.3.2(f) | N/A             | N/A            | BAL – LOW  |
| 6    | Class B Woodland               | 1.0 deg         | 80m            | BAL – 12.5 |

### Determined Bushfire Attack Level (BAL)

The Determined Bushfire Attack Level (highest BAL) for the site / proposed development has been determined in accordance with clause 2.2.6 of AS 3959-2018 using the above analysis.

|   |                   |
|---|-------------------|
| <b>Determined Bushfire Attack Level</b> | <b>BAL – 12.5</b> |
|---|-------------------|

### 3.0 Assessment Against the Bushfire Protection Criteria

A summary of the compliance with the Bushfire Protection Criteria is provided in Table 2.

*Table 2 BPC Compliance*

| <b>Compliance</b>  | <b>When</b>     | <b>Comment</b>   |
|--|-----------------|--|
| <b>A1.1 Development Location</b>                                   |                 |  |
| Must have a moderate hazard level and maximum BAL-29 rating        |                 |  |
| Yes  | Current         | The development site has a BAL - 12.5 rating.  |
| <b>A2.1 Asset Protection Zone (APZ)</b>                            |                 |  |
| This functions as the low fuel zone required for the BAL-29 rating |                 |  |
| Yes  | When developed. | The APZ for the closest vegetation (Woodland) is required to be 14m wide. While this will extend onto the adjacent Lot 485 that land has a BAL-Low rating. |
| <b>A3.1 Two Access Routes</b>                                      |                 |  |
| Two different vehicular access routes are required.                |                 |  |
| Yes  | Existing site   | Rendell Street provides access in two directions.  |
| <b>A3.2 Public road (subdivision roads)</b>                        |                 |  |
| N/A  | N/A             | Not applicable   |
| <b>A3.3 Cul-de-sac (including dead end road)</b>                   |                 |  |
| N/A  | N/A             | Not applicable   |
| <b>A3.4 Battle - axe</b>   |                 |  |
| N/A  | N/A             | Not applicable   |
| <b>A3.5 Private driveways Longer than 50m</b>                      |                 |  |
| N/A  | N/A             | Not applicable   |
| <b>A3.6 Emergency Access Way (EAW)</b>                             |                 |  |
| N/A  | N/A             | Not applicable   |
| <b>A3.7 Fire Service Access Route (FSAR)</b>                       |                 |  |
| N/A  | N/A             | Not applicable   |
| <b>A3.8 Firebreak width</b>  |                 |  |
| Land greater than 0.5 ha to provide firebreaks.                    |                 |  |
| N/A  | N/A             | Not applicable as the subject land has an area of 0.38ha.  |
| <b>A4.1 Water Supply Reticulated Areas</b>                         |                 |  |
| Yes  | Existing        | The nearest hydrant is approximately 25m from the western boundary of the subject land.  |
| <b>A4.2 Water Supply Non-reticulated Areas</b>                     |                 |  |
| N/A  | N/A             | Not applicable   |
| <b>A4.3 One additional lot in non reticulated area</b>             |                 |  |
| N/A  | N/A             | Not applicable   |